



## **Intel Oregon Physical Distancing Policy**

Effective as of March 27, 2020

## **Intel Oregon Physical Distancing Policy**

### **1.0 Purpose**

This Oregon Physical Distancing Policy (the “Policy”) defines Intel’s Oregon physical, also referred to as social, distancing program (the “Program”), which is part of Intel’s global efforts to combat the coronavirus outbreak. Intel’s efforts are led by the Intel Pandemic Leadership Team (“PLT”) that addresses issues, including health and safety, related to the coronavirus outbreak at all Intel sites. The PLT is responsible for compliance with Oregon Executive Order No. 20-25, issued, May 14, 2020, which replaces EO No. 20-12, issued March 23, 2020, and any further guidance and requirements provided by state and local governments in Oregon. This Program is supported by Intel’s policies (including this Policy), procedures, guidelines, job guides and related documentation that reflect Intel’s efforts to implement and enforce physical distancing. References to social distancing can be interpreted as references to physical distancing for the purposes of this Program. All such materials are incorporated into and are part of this Program.

### **2.0 Scope**

This Policy pertains to the physical distancing measures we are actively taking to mitigate the spread of coronavirus or COVID-19 among Intel’s employees, workers, and visitors (“individuals”) to Intel’s sites in Oregon. Individuals must follow this Policy as well as additional documents related to physical distancing, such as our policies and procedures, guidelines, job guides and related documentation.

### **3.0 Policy Statement**

This Policy requires that individuals at Intel sites comply with the required physical distancing measured established by Oregon Executive Order No. 20-25, issued May 14, 2020, which replaces EO No. 20-12, issued March 23, 2020, as implemented and amended. Respect for physical distancing through telework (“work from home”), increased distancing when in proximity to others at Intel’s sites, increased washing of hands, and the increased cleaning of Intel’s facilities and equipment, as well as other measures as required by the Oregon Health Authority, are intended to promote the safety and wellbeing of Intel’s employees, workers, and visitors.

## **4.0 Intel’s Oregon Physical Distancing Policy**

### **4.1 Overview**

This Policy is based on Oregon state and local social and physical distancing requirements, including guidance from the Oregon Health Authority, as well as guidance from the CDC, WHO, and other medical experts. The Policy is implemented through Intel’s policies and procedures, guidelines, job guides and related documentation. In addition, each business unit will implement this Policy in topic specific physical distancing policies, procedures, guidelines, job guides and related documentation to suit the unique operating circumstances found within their organizational environment.

### **4.2 Policy Applicability**

Intel’s physical distancing policies and procedures, guidelines, job guides and related documentation define high-level responsibilities, practices, and compliance requirements for all individuals when performing work for Intel in Oregon or when working at Intel’s Oregon sites.

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### 5.0 Intel Oregon Physical Distancing Program

This Program is based on the physical distancing principles described below and is managed by Corporate Services. Oversight for this Program is provided by the PLT. The PLT has appointed Corporate Services and other delegates to assist it in reviewing and approving new or significant revisions to, or retirement of, policies and supporting procedures, guidelines and training and awareness content.

#### 5.1 Intel Physical Distancing Principles

This Program is based on the following principles:

- **Work From Home:** All individuals are required to work remotely to the maximum extent possible. Individuals will receive direction from their management or sponsors about the work that can be performed remotely as well as work that must be performed at Intel's Oregon sites.
- **Physical Distancing at Intel's Oregon Sites:** All individuals at Intel sites are required to comply with Oregon Health Authority's requirements as implemented in the policies and procedures, guidelines, job guides and related documentation maintained and distributed by Intel.

#### 5.2 Management

The PLT and Corporate Services supports this Program by:

- Directing individuals to work from home to the maximum extent possible and in a manner consistent with the objectives of this Program;
- Directing individuals on the phased reopening of activities at Intel's sites in accordance with applicable direction from the PLT and federal, state, and local authorities;
- Promoting physical distancing awareness throughout Intel.
- Providing direction, support, and decision making that aligns with Intel's physical and social distancing principles and global practices.
- Engaging with senior management to support the mission and objectives of this Program.
- Establishing a communications team to post notifications and directions at Intel sites, communicate with individuals over email and by other electronic means, and otherwise communicate directly with individuals (questions, guidance, etc.).

#### 5.3 Compliance and Training

- Individuals are required to read this Policy and review procedures pertinent to their role that have been modified to prioritize physical distancing to work at Intel's Oregon sites.
- Visitors to Intel's Oregon sites will be educated on this Policy and procedures pertinent to their visit.
- Business units will make available additional material based on job role for individuals. These individuals are also expected to implement physical distancing in their job roles.
- Corporate Services will drive awareness activities with personnel that have access to Intel sites, including on-site postings, emails, and other communications. These activities will drive awareness of individuals' obligations to understand this Program and related procedures, and guidelines, according to corporate requirements and the terms and conditions of their relationship with Intel.

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- Managers and contingent worker sponsors will communicate the Program's requirements and expectations to their direct reports.

### 6.0 Oregon Compliance Requirements

Oregon state, and its counties and cities, provided specific physical and social distancing requirements applicable to Intel. Corporate Services will track and provide guidance in supporting site-specific requirements and training individuals. This aspect of the Program is expected to evolve and change over time based on applicable legal requirements and guidance from local authorities.

#### 6.1 Extended Physical Distancing Staff

The PLT and Corporate Services will designate and provide support to additional staff addressing physical distancing. This extended physical distancing staff may include site managers, champions, area monitors, and such other positions deemed necessary or required by local law.

#### 6.2 Law Enforcement and Government Authority Requests

Intel will respond to legitimate law enforcement, judicial, regulatory or Government requests for information as legally required. In some instances, specific procedures will apply and govern the process by which engagement takes place.

### 7.0 Reporting of Concerns

Intel encourages all individuals to ask questions any time they are unsure of the right actions to take, and to speak up and report things that don't seem right. If you have a question about whether something violates this Policy, ask your manager or sponsor, or send your question to [coronavirus-faq@intel.com](mailto:coronavirus-faq@intel.com). Employees are encouraged to ask questions and raise concerns with their direct manager, with any manager, or with any other person in the management chain. Doing so helps ensure that the issue is resolved effectively, and that a culture of trust is cultivated between employees and management: [Open Door Guideline](#).

In addition to these options, you are encouraged to ask questions and raise concerns to the groups at Intel that specialize in handling ethics and compliance issues: [Internal Audit](#), [Legal](#), [HR](#), [Corporate Security](#), and [Information Security](#). Intel commits that it will not take adverse action against anyone reporting concerns or participating in an internal investigation in good faith. If you believe that you are experiencing retaliation, please contact [ELL Legal](#) immediately. Intel provides for anonymous reporting of ethics and compliance concerns, where permissible by local law. The [Intel Ethics and Compliance Reporting Portal](#) is designed to make anonymous reporting easy in those locations.

### 8.0 Compliance Reviews

Corporate Services will conduct assessments of the overall effectiveness of the Program, identifying opportunities for improvement and review the results with senior management, including the PLT. In addition, compliance reviews will be performed periodically – both scheduled and unscheduled – to verify Policy accuracy and tracking of updates. These may be carried out by Corporate Services, their delegates, external auditors, or independent third parties. Such reviews will be planned to minimize disruptions to business processes and coordinated with Corporate Services.

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### 9.0 Violations and Enforcement

Each individual is responsible for reading, understanding, and following this Policy. Employees who violate this Policy are subject to discipline, up to and including termination of employment. Workers and Visitors who violate this Policy are subject to removal from Intel sites and their actions may be reported to their employers or state authorities, as may be required by law. Anyone who violates the law may also be subject to civil and criminal penalties.

### 10.0 Accountability/Content Owner

The PLT owns physical and social distancing, including this Policy. The PLT has appointed Corporate Services as the administrator of the Policy and will work with the PLT to develop procedures and other tools to support its implementation.

The PLT will approve and provide executive oversight for the Policy.

### Revision History

Document Classification History			
Classification	Restrictive Markings	Change Description	Date
Intel Confidential	NDA Required	Approved for CNDA-level release.	3/23/2020

Document Revision History			
Name	Version	Change Description	Date
Final	1.0	Approved for publication, EO No. 20-12	3/27/2020
	2.0	Updated for Oregon EO No. 20-25	5/15/2020