



**Sick Leave During COVID-19 Outbreak
For Hourly Production Workers
Temporary program March 13 – April 30, 2020**

Objective

The COVID-19 outbreak and community response are evolving and rapidly-developing situations. Greenbrier's Incidence Response Team continues to review the situation and adapt our response accordingly. We know that circumstances are changing quickly. This impacts each of our personal and professional lives. In addressing these circumstances, we want to provide reassurance and flexibility to assist employees with managing the impacts they are experiencing.

To provide assistance to those who have been exposed to a confirmed COVID-19 case, someone showing symptoms similar to that of COVID-19, and/or any circumstance in which the employee has been asked to stay away from the worksite by the Company due to the COVID-19 outbreak, the Company is providing a sick leave benefit of up to 10 paid workdays (and a maximum of 80 hours).

We trust employees will utilize this policy as it is intended and will be fully forthcoming in all circumstances as we manage through this together. Full cooperation is important during this time to ensure business continuity and continued operations.

Procedures

- Determination of eligibility for paid sick leave under this policy is made on a case by case basis and in the Company's sole discretion.
- In all cases, the employee should contact their supervisor and Human Resources (HR) to discuss the situation. HR will provide guidance on next steps.
- HR will communicate to employees regarding eligibility for pay under this policy once a determination is made.
- During any periods away from work, employees are expected to maintain regular contact with their supervisor and HR to advise on their status and expected return-to-work date and to allow for HR to ask appropriate questions and monitor the situation.
- Employees are expected to return to work as soon as possible once released to return to work by either their Doctor and/or in consultation with HR.
- Employees are expected to cooperate in providing documentation as requested by the Company if verification is requested. Eligibility for paid benefits under this program is conditioned on the employee's prompt cooperation when verification is requested.

Employees who are found to have provided misinformation and/or to have engaged in abuse of benefits under this program will be subject to disciplinary action up to and including termination.

We appreciate your continued commitment to protect yourself and others from contracting and/or spreading the virus.

Changes to the above program, including an extension of the timeframe, may occur at the Company's discretion without prior notice. Exceptions may be made in individual situations upon the approval of the Business Group Leader or Human Resources.