

Frequently Asked Questions

Employee Business Travel

- 1. My team is scheduled to attend a trade show in late March. Should we still plan to attend since important customers have not backed out of the trade show yet?**

No. Our corporate guidance is that all attendance to trade shows and conferences globally must be cancelled until May 1, 2020. Attendance at trade shows, symposiums, conferences, etc. will be evaluated as the situation evolves beyond the May 1 timeframe. (3/4/2020)

- 2. As part of my job, I routinely travel to a number of different plant sites domestically in the US. Should I cancel my planned visits through May?**

Perhaps. Our most recent corporate restrictions on travel are aimed at preventing the spread of the COV-19 through non-essential travel both internationally and domestically. If travel is deemed business critical, travelers must provide justification and receive written approval from a Sonoco Vice President who reports directly to Rodger Fuller or Howard Coker.

“Business Critical” means:

- If travel was avoided, it could result in the loss of a customer, or have a significant negative impact on operations and/or the delivery of customer orders.
- If travel was avoided, it could impact the health, safety and security of our associates.

We strongly discourage any non-essential, in-person meetings. In the case of what is deemed an essential meeting, remote attendees should do their best to participate via teleconference, WebEx, etc. If travel to an internal meeting is deemed critical, travelers must provide justification and receive written approval from a Sonoco Vice President who reports directly to Rodger Fuller or Howard Coker. (3/14/2020)