

## Coronavirus (COVID-19) Announcement Update

Date: Monday, May 18, 2020

Dear Business Partners and Colleagues,

As Coronavirus (COVID-19) continues to adversely impact the global community, we wish to personally update you on the steps we have taken to ensure business continuity for all our customers and suppliers.

Based on guidance from the UK government and Health & Safety authorities, we have augmented our Business Continuity Plan with specific steps to account for COVID-19.

The health and safety of our employees, customers and suppliers remains at the forefront of everything we do. We have reviewed our current operations and made changes to specifically cater for the impact of COVID-19.

We have carried out a COVID-19 risk assessment and shared the results with the people that work here.

We have cleaning, handwashing, and hygiene procedures in line with guidance.

We have taken all reasonable steps to help people work from home.

We have taken all reasonable steps to maintain a 2m distance in the workplace.

Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

We still have a full operations team onsite to ensure our customers remain supported, and to accept supplier deliveries. Our administration team are available to take calls and emails to support you with your requirements.

Please let us know if our team should be aware of any requirements you have put in place for your organisation. We are keen to work closely together with a shared focus on ensuring the safety and wellbeing of the people in our organisation.

The current situation is both dynamic and unprecedented. The government stance is that businesses such as ours should follow the government prescribed guidelines and remain open. However, in the unlikely event of a government enforced closure, we will have no option but to declare force majeure on all contractual obligations.

Yours sincerely



Elaine Carroll - Operations Director



David Harris – Director of Business Development