

## Near-term Changes to Operating Procedures

### EFFECTIVE TODAY

March 6, 2020

To All Our Working Partners,

Our family of companies is committed to the safety and wellness of our employees. After learning of the preventive measures taken by some of our vendors and customers to mitigate potential risks of exposure to the 2019 Novel Coronavirus, our team has decided to make the following adjustments to our operating procedures for the months of **March** and **April**:

- No business visitors to our locations if they've been at an airport in the last 14 days
- We will suspend plant tours until further notice
- No non-essential business travel – neither air, nor ground
- Meetings should be held via online tools if practical (i.e. Skype)
- No attendance of trade shows, conventions, or conferences until further notice
- Our employees should not plan any international flights for business travel

In making our decision, we realize that these changes may be inconvenient, but we weighed what is most important to our business. It is, and always has been, the safety and health of our people, which includes our customers, vendors and, of course, our own staff. With that clearly in mind, we do not want to compromise the safety and health of anyone and look for your support in making these changes.

This is a rapidly evolving situation and we will communicate additional adjustments to our operating procedures as information becomes available and new decisions are made.

Sincerely,

Ian, John, Kevin and Dave