



Dear Sir/Madam,

In order to safeguard the health and safety of its own employees and other stakeholders, temporary changes are being made to the Arjobex organization and business activity until the COVID-19 emergency has been resolved;

1. All office staff are now working from home and will be responding to telephone calls and emails as per usual.
2. Between the 27<sup>th</sup> March – 14<sup>th</sup> April production is being scaled back to limit the amount of personnel in each manufacturing location.
3. All scheduled deliveries and existing orders will not be impacted during this period as the dispatch and warehouse operations will continue to function as per normal.
4. Short notice or bespoke orders may be subject to extended lead times if these orders cannot be supplied directly from existing stock.
5. At present Arjobex is not experiencing any issues with raw material deliveries and is well stocked to maintain production in the event of temporary interruption to supply.

However, as the situation remains ongoing the potential for supply disruption exists should the virus continue to spread and result in stricter lockdown measures across Europe or result in the loss of production personnel to illness or self-isolation. In addition, if transportation companies as a result of their own policies, stop travelling to affected areas then disruption is also likely to occur. This is of course beyond the control of Arjobex and would be considered as Force Majeure

Arjobex will monitor the situation and provide updates accordingly.

Signed

Mark Grimbley  
Technical and Quality Manager  
26<sup>th</sup> March 2020