

## Coronavirus (Covid-19) Business Continuity Statement

Dear Customer/Supplier,

Power Electrics is continuing to monitor developments with respect to the Coronavirus (Covid-19). As this situation develops we have been taking steps to ensure the Health, Safety and Welfare of all our employees, contractors and visitors. This includes the introduction of:

- travel restrictions
- home working, where possible
- reviewing our Business Continuity Plan
- evaluating the need and attendance of group gatherings
- working to implement visitor guidelines for those coming to our locations
- adhering to Government Guidelines as they are released

We have an established Emergency Management Team that is working to determine the appropriate measures which should be taken during this crisis. This team will help guide our actions in responding to this global pandemic, including measures to reduce the spread of illness and maintaining business continuity including IT, procurement, manufacturing and all supply chain functions.

As you are aware, the entire global supply chain has been severely impacted due to the Coronavirus outbreak, which has led to large-scale disruption. As this situation remains dynamic, we will continue to provide updates as we learn more.

The Company are not currently planning any streamlining initiatives such as reduced hours, staff lay-offs etc. to reduce costs. Moving forward, our staff will carry on with their duties as normal, whilst the Company continues to follow the Government Guidelines regarding self-isolation.

In light of these events and to reduce site footfall, appropriate personnel within the business will begin working from home. All depots and departments throughout the business will continue to function as normal and remain contactable on normal office/mobile phone numbers and through regular email addresses. Our service will continue very much as normal.

As long as we all pull together and maintain a flexible approach, we are confident in our preparation and contingency planning, as we practice for situations such as this as part of our ISO 9001:2015 Business Continuity Planning. It is important to remember, Power Electrics is multi-site organisation and can, to some extent continue operations at its alternate locations should this become necessary.

Power Electrics shall remain committed to continuing to provide the service and support that our customers have come to expect of our company throughout this situation. Due to the unprecedented environment we are currently faced with, we are being guided by events as they arise and will aim to update you as the situation changes.

Power Electrics