

## Coronavirus Statement

Nobody can escape the news of COVID-19 (Coronavirus) and its rapid spread. Our key focus is making sure that our staff and customers are being looked after and advised in the best way. We are doing our best to ensure that Techtron can continue to offer the same service and products with as little disruption as possible, in these unusual circumstances.

Our comprehensive emergency measures policy for all our team is in place to support them, stop the spread of the virus and keep the businesses functioning. All staff have been advised to work from home, where possible, and we are making sure that they have all the IT backup required to do so.

Some of our staff are unable to work from home and we are carrying out detailed workforce planning, in order for us to be able to fulfil orders and protect our team.

Whilst all our staff have been asked to postpone all non-essential face-to-face customer visits until further notice, these will be replaced instead with remote meeting options, such as conference calls, Skype, emails etc. Our communication will be different for the time being and our teams are determined to service your requirements in the best way possible.

Techtron is working closely with our supply chain to manage the availability of chemicals and packaging. Risk assessments have been performed on key raw materials and we have purchased additional stock where required.

Lead times are being advised for each purchase order as lead times are extending for raw materials.

We have implemented the following necessary precautions for visitors and suppliers, to try and reduce the spread of the virus:

- Techtron is restricting access to its site with immediate effect and will not grant access for non-essential visitors and contractors
- If visits to our premises are deemed necessary for delivery purposes, hand sanitising facilities and gloves are available and should be used upon entry and exit. Used gloves must be disposed of in the bin marked VISITORS ONLY. When signing in, visitors will be asked to complete a Visitor Assessment Form before they will be allowed onto the premises.
- Please do not be offended when we don't shake hands.
- All delivery drivers are to wear protective gloves and use hand sanitiser in vehicles. We are going to ask drivers to remain in their cabs, where possible.

We hope these precautions will help reduce the spread of the virus and we will aim to continue to operate as normal. However, these may be subject to change due to any advice, sanctions, quarantines and guidelines that are implemented by the UK government and WHO.

If you have any questions at all, please contact Techtron: 44(0) 1244 281 628.

