

Dear Customers, Suppliers and Employees,

We are acutely aware of the changing situation/position as it relates to Coronavirus. Our priority is protecting our people, de-risking our operating environment and protecting our business in a pragmatic way. With that in mind we are taking advice daily regarding the changing landscape.

We have the right systems and controls in place for our business to continue to operate normally in a more agile way and we are following the Government's advice and recommendations (<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>) and will adjust our approach as and when such advice changes.

Following the Government's announcement yesterday, we are providing a normal service for all of our business activities via staff working remotely/ from home.

We have asked all staff members to embrace the remote desktop tools we have available and have ensured that they are set up and know how to use them in the most effective manner. Our IT Manager is continuing to provide guidance and communications around this to provide a fully functioning work from home infrastructure.

Our actions as a firm:

- All meetings will be held via the internet or conference calls.
- Remote access to software such as Outlook and our office management system is already in place for all staff members.
- All employees are able to work from home via remote desktop software.
- Facilities are in place to provide continuity around administrative/ accounting duties.

Although our staff members are working from home as instructed by the Government - as a business we are fully functioning. Should you wish to contact a member of staff and you already know their direct dial number, mobile number or email address, please contact them direct.

A contact list of mobile numbers and/or email addresses for all of our employees has also been provided on our website.

We will continue to communicate with you regularly on this topic and thank you for your support.

Peter Lindsay
Director
24th March 2020