

March 24, 2020

**EXTERNAL COMMUNICATION - COVID-19 (CORONAVIRUS)**

**SUBJECT: A message from our President & Managing Director**

Dear Valued Partner,

The constantly changing situation surrounding COVID-19 (Coronavirus) is testing us all in ways we could not have imagined just a few weeks ago.

So, I thought it was important to get in touch and let you know how we are approaching this unprecedented challenge.

We are following the latest guidance of the authorities where we operate as the safety of our colleagues, customers, suppliers and communities is the absolute priority.

This means around two-thirds of our colleagues are now working from home, and a third (mainly in manufacturing roles) are working within strict safety guidelines.

Despite this, I would like to reassure you that we are doing all we can to keep operating without interruption and will continue to do so.

We are using all available means to stay connected and I am proud to say the incredible Ontic spirit has never been more apparent.

We will continue monitoring the situation and will let you know about any further developments.

In the meantime, thank you for your support and if you have any questions or concerns, please contact us via email at [COVID19inquiry@ontic.com](mailto:COVID19inquiry@ontic.com).

Best wishes to you, your colleagues and your family

Gareth Hall

Ontic President & Managing Director

## Ontic Actions & Response to COVID-19

Since the coronavirus was first reported in China in December 2019, our Risk and Safety Teams have been closely monitoring the latest developments and information from officials at the United States Center for Disease Control ([CDC](https://www.cdc.gov)) and the World Health Organization ([WHO](https://www.who.int)).

Based on that information, we've already taken the following steps:

- Based on the guidance we've received and the actions we've taken, our facilities remain open for business— We're doing all we can to make sure our employees are safe.
- Ontic is closely monitoring the situation and actively managing the business to minimize the risk to our people.
- We have restricted visitors and limited access to our facilities.
- We have restricted unnecessary business travel- both international and domestic.
- Our teams will not resume international travel until appropriate authorities determine that the coronavirus risk has passed.
- We have a task force in place that is monitoring the situation.
- Increasing the frequency and rigor of cleaning and sanitization in our office environment, warehouse, and manufacturing areas.
- We're reminding each other to follow the CDC [recommendations](#) to help prevent the spread of infection. We've posted reminders in our restrooms and break rooms asking folks to wash their hands thoroughly and frequently and we've placed additional hand sanitizers and antiseptic wipes in meeting rooms and break rooms.
- We have also implemented many of the CDC recommendations at our facility, including their recommendation to practice "social distancing", reducing in-person meetings, reviewing adjustments to work schedules and evaluating remote work capabilities.

We appreciate your understanding and cooperation as we work together to help keep each other safe. If you have any questions or concerns, please email [COVID19inquiry@ontic.com](mailto:COVID19inquiry@ontic.com).