



19 March 2020

## COVID-19 Update

In these extraordinary times, we are all concerned about coronavirus (COVID-19) and what we can do to protect everyone's health and limit the spread of the virus. Our thoughts are with those affected around the world and with the people working tirelessly to care for them.

We wanted to provide an update on Sinclair initiatives implemented to protect our global teams, customers and partners. We are guided in our decisions and will continue to be, by direction from Governments, local authorities, public health organizations and by our strong set of principles and values.

As circumstances allow, we also understand the need for 'business-as-usual' support and services for the fresh produce industry. We want to reassure you that we are continually reviewing our supply chain so we can anticipate any potential impact and offer solutions. Please be assured that the health and safety of our employees, customers and suppliers remain our top priority.

### Protecting what is important

Our regional manufacturing and service capability gives us the flexibility to react quickly to local requirements and minimize supply chain disruptions. As well as our regulatory compliance (meeting Good Manufacturing Practice and BRC requirements), we have: extra hygiene measures at all our sites, suspended international travel and increased staff, agent and supplier communication regarding coronavirus mitigation measures. In addition to this, we are also:

- **Changing our working patterns.** In our label production teams, we have staggered shifts so there is a 30 minute gap/buffer between shifts to minimize contact between people and allow time for additional cleaning between each shift.
- **Introduced extra screening for all external visitors/contractors to all our sites.** Only pre-arranged business-critical visitors are allowed on site and all visitors and contractors must be on our approved visitor list and have completed a screening form.
- **Actively encouraging social distancing.** All staff that can work from home are doing so. Robust plans are in place to seamlessly transition to this way of working without impacting customers. This is being monitored on a daily basis.

It is important to emphasize that Sinclair is continuing to manufacture and ship labels to its customers across all our markets as demand for fresh fruit and vegetables remains strong. There have been some localized logistics challenges, but in the main, also with the benefit of increased label inventory, the supply chain is working.

These are unprecedented times and the situation is changing every day, so we will continue to keep you informed of any further measures. May I take this opportunity to thank you for your understanding and continued support.

Kind regards

Colin Woodward  
CEO/President