



## Novel Coronavirus (2019-nCoV)

Glenair, like most suppliers are being inundated with requests to respond to a myriad of questions concerning the outbreak of Novel Coronavirus (2019-nCoV).

So much so, that it's taking key personnel from their duties of ensuring what the customer wants and expects...Quality product, delivered on time.

The purpose of this posting is to reassure those who ask for information about what actions Glenair is/has taken to ensure continuity of supply.

As this subject continues to takes its twists and turns, what is stated today may not be relevant next week.

As such this statement is reviewed frequently which is then communicated via our website.

We have as a company decided that the most practical way to keep you informed is via our website and no individual responses will be given.

1 As a matter of good practice, Glenair takes its advice from the government's website which has been communicated to all our employees.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

2 In the workplace, we have taken all reasonable good hygiene measures to protect our employees as much as is reasonable practicable.

3 The majority (90%) of our supply chain is from Glenair sites around the world and we do not expect to witness any disruption whatsoever. We are however, in constant touch with them. This of course may change over time, but we do have a very high stockholding of products and as such, any supply interruptions are not of immediate concern.

4 In the event of an employee taking ill we will assess the implications at the point of knowing, but in the meantime they all know what to do if they feel unwell. If needs be our Occupational Health team will be asked for further advice. Should this happen our contingency plans explains what actions to take..

5 We do have a contingency plan in place for pandemics & should this ever become reality we are as prepared as much as anyone else. Please be advised that it will not be shared as its Glenair specific.

6 As an employer we cannot restrict or instruct where employees take their vacations, but they will be subject to immigration controls as they reenter the UK, assuming that they have chosen to take the risk. Should any of them still be able to get to their destinations of their choice, then we will have to deal with that as and when they return. We may elect to ask them to self-isolate as recommended by the Government, but that decision as yet to be taken.

7 Glenair UK has of yet not been affected by the Novel Coronavirus (2019-nCoV) but our Glenair Italy site may be due to the lockdown imposed on all of Italy. Any disruption to supply has yet to be seen, but we have other sites capable of accommodating any shortfalls should this become a problem.