



**equipment limited**  
*Reliable Safety - Reliable Comfort*

12<sup>th</sup> March 2020

Since 31st Dec 2019, Rig Equipment Limited has been monitoring the reported outbreak of the Coronavirus Pandemic (COVID-19). The outbreak of this virus has now spread to numerous countries around the world, including the UK. As such, Rig Equipment Limited has been monitoring all available media reports relating to the development of the Corona virus to increase its preparedness, and to ensure its business continuity, in the event of a wider outbreak. The company has now started to implement several pre-emptive measures according to the business continuity plan, some of which are detailed below.

The Company foresees no immediate risk to its ability to deliver goods to its customers. It is putting in place contingency measures to ensure that delivery to its customers will continue as normal, in the event of temporary reductions in staffing levels. Please note that there may be some extension of repair and alteration times under these circumstances, and that delivery may also be affected if the company's appointed logistics company is affected by high employee absence due to the outbreak.

The Company is confident that the medium-term continuity of supply of the Rig Equipment Limited branded garments, will not be affected by the outbreak. The demand for these products is being closely managed to ensure customers are prioritised by the dates that their orders were placed with the company. The Company has less control over other branded goods and will continue supplying customers based on their historic demand.

The Company continues to closely monitor its core product lines and is in dialogue with suppliers to plan stocks of components and finished goods to ensure continuity of supply. With the increase in demand and limited raw materials there is likely to be an increase in costs which Rig Equipment Limited will endeavour to absorb wherever possible. The Company will keep customers informed on an individual basis of any specific potential stock issues and offer alternatives where possible.

The available evidence indicates that COVID-19 is passed from person to person like other respiratory illnesses. There is currently no evidence that COVID-19 can survive on surfaces for very long, and as such there is no risk presented from any of Rig Equipment Limited's goods which may have originated from high risk areas.

Rig Equipment Limited has implemented clean handling practices, which will help minimise or totally prevent contamination. During this time of uncertainty, customers may be asked to consider whether a Skype meeting or phone conference, is a better alternative to a face-to-face meeting. This will help to protect all concerned. Customers may also be asked to postpone visits to, and audits of, the Company's site.

Rig Equipment Limited has implemented several temporary measures to ensure that staff do not attend work with symptoms and has also limited international travel for its staff. Additional hygiene measures have been introduced for delivery drivers attending at the site, and staff who travel to customer's sites.

The Company continues to assess the risk to its supply chain from COVID-19, and the Purchasing department is in regular communication with all of its key suppliers.

Rig Equipment Limited will continue to monitor the advice from the WHO, CDC, ECDC and customers, and will update this advisory if necessary. If you require any further information, or have any questions about this memo, then please contact the Rig Equipment Limited Customer Services team.

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