



### WEC Group Company statement: COVID-19

Dear Employees,

The purpose of this document is to explain what the WEC Group are doing about the on-going situation of COVID-19 (Coronavirus)

The World Health Organisation has declared that the outbreak of COVID-19, commonly known as Coronavirus, constitutes a public health emergency of international concern.

As part of our standard business proceedings we are constantly monitoring for any adverse factors which could potentially cause disruption.

We have considered the possible implications of an escalation of the outbreak of Coronavirus and we have reviewed our contingency planning in order to mitigate the potential effect of a disruption for our staff, business and partners.

We are constantly monitoring the situation and are reviewing advice from the Government and Public Health England on a daily basis. We will brief and offer updates promptly on any changes which may affect us.

We have identified risk and reviewed our policies and hygiene procedures for staff and any visitors attending our site.

We have also provided information on Coronavirus including increased controls for handwashing in line with government guidelines.

We will carry out monitoring of these controls for effectiveness and we believe these measures adequately reflect the serious nature of the current threat.

In order to reduce the risk we ask that all WEC Employees follow the below:

- Avoid gathering in the reception areas
- Maintain a high level of hygiene at all times
- Restrict your movement throughout the Group, stay at your work station as much as possible and rather than face to face meetings use email or the phone.
- Refrain from congregating in groups

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**Steve Hartley**  
**Managing Director**