



On behalf of the Grote Family and Executive Leadership team, I wanted to send a quick note to let you know how Grote is responding to the COVID-19 pandemic, and how we're proceeding with our current work plan.

We are a global company with global responsibilities. First and foremost is our responsibility to our team members, to the communities in which we live, and to the customers we serve. In light of the rapidly evolving situation surrounding the COVID-19 pandemic, Grote has formed a Global Situation Team to deal with this complex challenge. Our priorities during this crisis are twofold; to safeguard the health and wellbeing of our team members while helping slow the spread of the disease, and to safely maintain operations to continue fulfilling customer orders.

- We have established protocols to protect our team based on the CDC guidelines as well as key learnings from our China operation, which went through this situation first.
- As a result of one of those key learnings, we have implemented an aggressive Supply Chain risk identification and mitigation process and are confident in the current state of our ability to serve you.
- To protect you and our Team as our guiding principles, we have the right mix of support and functions at our sites globally to look after your fulfillment needs and all other functions.
- Our Logistics Team is working closely with all Carrier & Courier partners to identify possible lane restrictions or challenges but otherwise have all things in place to look after you. As commerce is not restricted, supply lines from Canada, Mexico, and China continue to flow.

In short, we are taking all measures possible to ensure that we can continue to support your ongoing needs.

An essential element in this process is a clear understanding of your ongoing situation. If, as things progress, you find your needs changing due to closures of your lines, plants, or customers, we ask that you please communicate this to us as soon as possible. Working together will help ensure that Grote is in the best possible position to provide you and your team with the supply and support to keep pushing forward.

We are doing our utmost to keep Grote's team, customers, and communities safe while continuing to deliver the quality products and services Grote is known for. With production and fulfillment proceeding uninterrupted at our facilities worldwide, Grote will continue to safely and responsibly fulfill our responsibilities to our partners and customers.

If you have any questions or concerns, please reach out to your usual Grote contact or feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "John R. Grote".

John R. Grote
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