



March 9, 2020

Dear Valued FCI Customers, Suppliers, and Guests,

The present Coronavirus COVID-19 virus outbreak presents a unique challenge in meeting two overriding concerns: assuring employee safety and maintaining customer satisfaction. At FCI, we deeply value our customers, supply-chain partners, and guests. As such, FCI desires to protect these relationships and ensure we meet all your requirements. Further, our commitment to our employee's safety and well-being drives our day-to-day operational practices so we can provide unparalleled service and product to our customers.

To limit the potential impact of COVID-19 on our FCI employees, company operations, customers, and suppliers, FCI is taking the following precautionary measures, effective immediately:

1. All international business travel has been suspended unless approved by a company executive. Employees are also being asked to limit non-essential business travel in the U.S.
2. Any customer/visitor/guest who has traveled in a country subject to U.S. CDC COVID-19 virus level (3) travel advisories within the previous two-week period will not be permitted access to the company premises and should arrange other methods with their FCI contacts to schedule alternative ways of remote/virtual communication.
3. All visitors to the company who experience any illness or COVID-19 virus symptoms within 30 days following the visit are asked to report these details back to the company.
4. Visitors to FCI will be asked to report their foreign travel as part of our standard check-in process. We reserve the right to deny entry to our facilities. Visitors who have travelled to geographical areas of concern or may be experiencing any symptoms of the COVID-19 virus in the last (14) days are instructed to refrain from coming to FCI and maybe refused access.
5. FCI has formed a COVID-19 task force and as conditions change in our global environments and communities, we will be following and adopting best practices and instructions from agencies such as the CDC, WHO and others with specific authorities and we will aim to provide timely updates should policies continue to evolve.
6. Please be advised that FCI has been working through supply chain evaluations since the beginning of the year and making adjustments in our sourcing where exposures and delays have been predictable and foreseen. We have been protected by ample inventories and alternate supply sources and while there are always some supply exposures, we are prepared and continuing to address new areas of exposure on a timely and proactive basis.

FCI is taking the aforementioned precautions in an effort to ensure the safety and well-being of customers, suppliers, and employees. If you have any questions or concerns, contact FCI's Safety Manager (steveb@fluidcomponents.com) or HR Director (vsoter@fluidcomponents.com).

FCI values the health, safety, and well-being of you and your families. Please be safe, vigilant, and proactive as we prepare, guard, and work through the COVID-19 virus outbreak. Thank you for your cooperation and support.

Sincerely,

Steve Bodnar, Environmental and Safety Manager