



March 12, 2020

To Our Valued Customers:

We are committed to supplying our customers in all markets served and, as such, are actively monitoring our supply chain for potential impacts due to escalation in the outbreak of the Coronavirus disease (COVID-19) caused by the SARS-CoV-2 virus.

Current Operations

As the Coronavirus disease (COVID-19) affects all regions around the world, Acme Monaco's management team continues to monitor the situation closely, establishing protocols and guidelines to minimize the impact whenever possible to our employees, our sites and our supply. We are following guidance outlined by the CDC, and our organization has relevant and approved preparedness plans with our sites prepared to act as necessary based on their local scenarios. We will continue to monitor CDC advisories and implement, and or modify, actions as necessary.

We have communicated clearly to our employees the importance of prevention through proper hygiene, staying home when ill, minimizing travel where it can be avoided, and communicating any health concerns regarding flu related symptoms, or Covid-19 immediately to our human resource department. Through these measures, our intent is clear, to mitigate likelihood of contracting or spreading this illness.

Managing Supply Chain Risk

We are actively monitoring the overall supply chain of raw material, components, and service suppliers to mitigate any potential supply disruption. We have asked suppliers to provide us with notification of any potential disruptions and provide assurances regarding the supply of any of our current or routine purchases. Where appropriate, we have increased stock levels to minimize any likelihood of delays to our customer.

We continue to leverage our business continuity plans, which includes risk mitigation activities at all Acme Monaco Corporation locations. To date, we have not experienced any disruption to the availability of our products for our customers. We will continue to monitor our raw materials and service providers and, in the event there is any identifiable impact on orders, we will be communicating directly to customers through our internal sales team.

Travel and Meetings

For our employee's safety and well-being, and in anticipation of your organization implementing guidelines as well, we are limiting travel of our company staff.

We are also requesting that most external visits, by either customers or suppliers, be postponed or redirected to a virtual meeting which will further help avoid travel while protecting our employees and sites from unintended disruption.

We will continue to provide additional updates in the event there is a significant change.

Thank you for your continued business.