**Bunzl Catering Supplies Coronavirus Statement** – 18th March 2020

Further to our previous statement released on the 6th March 2020, please find below an update.

We continue to follow the guidance and daily updates from UK Government and Public Health England, and adopt all recommendations, whilst maintaining the wellbeing of our colleagues, ensure business continuity and supply for our customers.

**Employee and Customer safety**

The safety of our people and our customers people continue to be our primary focus, as well as ensuring we are taking the right precautions and actions for the greater good of the nation. As such we have taken further steps in support of this.

Since our previous communication, some of the measures we have added include:

• Removal of on all non-essential traffic to our sites including postponing all customer and supplier visits

• Suspended all training courses

• Increased the scope of our working from home policy

• Isolation of teams by migrating from shared facilities to team specific facilities (Such as segregating; canteens, toilets and site access)

• Enforced government guidelines regarding self-isolation policy

• Ended all non-essential travel between Bunzl sites by colleagues

**Stock levels and customer orders**

Our stock levels in general are healthy and our service remains at the levels we would normally expect. This is however despite the challenges in the market, which are outlined and updated below:

• Challenges continue in sourcing and obtaining of specific hand cleansing and sanitising products from all brands on a global scale. We continue to monitor and allocate stock to service as many accounts as possible whilst issues remain.

• The situation in China is improving daily and the factories that we partner with are currently at around 80-85% of normal working capacity, with minimal additional disruption to lead times. The Chinese government have now started to relax travel across China, which is now able to service road transport to and from ports to further support the production. All ports with the exception of Hubei region are now operating close to normal. We are seeing a potential backlog of vessels arriving into the UK ports which is causing up to 9 days delay due to the sheer number of vessels now leaving China, but we are adjusting accordingly and using alternative ports to avoid delays.

• With the recent announcement of Border closures across Europe, we are seeing a number of factories in both France and Italy go on shutdown for approximately one week. Our supply base from these areas is minimal, and we are looking to second source where possible to mitigate any stock risk. Commercial haulage companies are not affected by the border closures at present and we are still able to get goods into the UK from Europe via road transport. We will continue to monitor the situation should that start to change.

In summary, we continue to provide a normal service to our customers. We would welcome additional support and information from our customer base on changes to their businesses in relation to recent the government guidance

• Move or increase in takeaway/home delivery

• Addressing fluctuations in demand

• Maximising procurement opportunities requirements in the standard way

• We would kindly ask that you help ensure your locations refrain from excessive/bulk ordering and continue to order in their normal pattern

• Details of any site closures or plans to close sites

• Changes in operating hours • Changes in volume requirements of products

**Business continuity plan**

Our business has robust plans in place to adjust to rapidly changing situations and will enact contingency plans if necessary and when appropriate. The current landscape and outlook from our perspective suggests that this is unlikely, however should anything change in our business that will directly impact you and your business, we will be in touch immediately.