



March 19, 2020

Dear Valued Customer,

Adept is closely monitoring the COVID-19 outbreak and its impact to our business.

While we manage the fluidity of the global situation, we remain committed to positive action to protect our employees, customers, suppliers and community, and to ensure our business operates as usual.

As a true stocking distributor, Adept maintains exceptionally high levels of inventory between our headquarters in Valencia, CA and our facility in Newcastle, UK. This gives us confidence in our ability to react quickly and implement a range of measures that seek to mitigate any impact to our customers.

Those measures include:

- **No reduction in workforce**
- Ensuring the **well-being** of our staff
  - Restricting travel and non-essential visitors
  - Telework options for those who can work from home
  - Contingency plans for each department and location
- **Expediting specific product** from our global supply chain to ensure even greater buffer inventory

We will continue to work with our suppliers to obtain ship commitments and be proactive with notifications if delivery dates are going to be delayed. Our teams remain fully engaged to maintain our high customer service and satisfaction levels.

Again, we are taking the impact of the virus very seriously. Every effort will be made to evaluate actions and preparations to limit impacts to our business and protect your supply chain.

If you have any further questions or concerns, please contact your Account Manager.

Sincerely,

Adept Fasteners

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