

March 18, 2020

As the world now addresses the unprecedented challenge posed by the COVID-19 pandemic, I want to share the proactive Disaster Recovery/Business Continuity measures we have put in place to protect the health of our employees and also reassure you that we are working to maintain an uninterrupted supply of products and services.

Health and Safety of Employees

In keeping with our core values, the health and safety of our employees is our highest priority. Please know that we have implemented the guidelines provided by the U.S. Center for Disease Control (CDC). An Incident Response Team of our senior leaders is meeting daily to monitor worldwide health conditions and is adjusting company policies accordingly. Enhanced sanitation measures are being taken in each of our facilities and we are working with our employees to practice preventative hygiene throughout their shifts. We have also advised employees who feel ill or who have had interactions with people who may have been exposed to COVID-19 to stay home and seek medical advice.

ComplyRight Poster Services — **IMPORTANT SERVICE ANNOUNCEMENT**

We are temporarily reducing business operations and pausing shipments of replacement posters. We will ship all temporarily suspended poster replacements as soon as the emergency has passed and the risk of spread subsides.

In the meantime:

- The ComplyRight legal team will continue to monitor federal, state and local posting regulations and provide timely email notification of all mandatory and non-mandatory changes.
- All email notifications of mandatory changes will include printable PDF files or links of updated posters. As a temporary measure, these electronic posters must be distributed by you to your poster service clients internally to ensure ongoing compliance.
- Your web portal powered by ComplyRight Distribution Services will also be maintained up-to-date throughout the emergency period.
- New service orders (for new locations) will be fulfilled as usual.

Travel and Visit Guidelines

If you planned to visit one of our facilities or meet with a ComplyRight Distribution Services representative, please work with them to determine if the visit can be postponed or accomplished electronically. All non-essential travel by our employees has been discontinued until further notice. While we are not requiring employees to work remotely at this time, we have invested in technology that will more than triple the number of employees who can securely log into our systems while outside of the office to work remotely.

Supply Chain

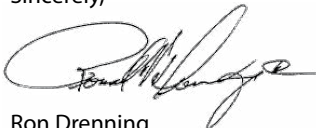
We are currently experiencing minimal supply chain impacts related to COVID-19 across the vast majority of our product categories. We've engaged our top suppliers and continue to monitor their status to ensure they can meet established delivery dates.

Lead Times

You have our promise that we are doing everything possible to maintain an uninterrupted flow of product while protecting our employees and keeping you, our client, safe. Our production capabilities are available to expedite the supply of printed materials and signage to help you communicate to your constituents about COVID-19 and safety precautions. If you have any other questions or concerns, please do not hesitate to contact your sales representative or visit our website at [TaylorCOVID19.com](https://www.taylor.com/TaylorCOVID19.com).

Of course, we will continue to adjust our efforts to changes in the marketplace and communicate those to you as they occur. Thank you for your business.

Sincerely,



Ron Drenning
President