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Dear Valued Supplier,

With the recent COVID-19 pandemic, Cole Carbide's top priority is to ensure the health and safety of our employees, suppliers, customers and partners. We have taken significant proactive measures to protect everyone and their families during this difficult time. Cole's operations and working conditions are maintained in strict conformance with the recommendations of the World Health Organization and Centers for Disease Control and Prevention as well as governmental and local regulations. The management team has communicated our communicable illness policy and response plan to all employees and requested that they continue to exercise caution for the sake of safety.

Cole Carbide has also taken great measures to mitigate our operational risk, allowing our business to remain functional as our customers are seeking our continued support for their essential operations. Cole's operations qualify as essential critical infrastructure within the Energy and Critical Manufacturing Sectors under the guidance issued by the Cybersecurity and Infrastructure Security Agency (CISA), a federal agency operating under the U.S. Department of Homeland Security. Accordingly, we have implemented a continuity plan for essential personnel necessary for Cole to maintain critical infrastructure that exempts them from State and local Shelter-in-Place/Stay at Home orders while continuing to monitor and advise our employees and contractors on health and safety practices such as encouraging social distancing, staggered start/end times, breaks and lunches to limit exposure in common areas and allow for additional cleaning time to avoid the further spread of COVID-19. Personnel in support functions have been requested to work remotely and in person meetings are being cancelled.

As a supplier who provides critical and essential goods, services and/or personnel to Cole Carbide, you are similarly covered by the critical infrastructure exemption necessary for Cole to sustain its operations. In order to ensure the safety of our workforce and mitigate the risk to our supply chain, we ask that you please respond to your local sourcing representative with the following information:

1. Confirm that your company has a communicable illness policy and response plan in place which covers COVID-19 in compliance with applicable law and has been communicated to all employees.
2. Confirm the current status of your operations and the ability to meet existing and ongoing orders.
3. Please advise your local sourcing representative immediately if you have already identified any supply concerns/issues that could negatively impact your ability to supply the necessary products and/or services, or if you foresee capacity reduction that could impact your ability to accept future orders
4. Please be aware that we may contact you to adjust orders as impacted by customer activity and the effect of COVID-19.

Cole Carbide is in a strong position and takes our vendor/supplier relationships very seriously. We will continue to communicate any updates or changes immediately.

Thank you for your cooperation,

John Cole
President

