



For the attention of all Westley Group customers

2nd April 2020 - Coronavirus Update

As we reach the end of the fourth week of running our respective businesses during these unprecedented times, we wanted to provide you with a further update on our current position. This letter should be read in conjunction with our other update letters, a selection of which are also attached to the same email.

By way of a current update, as we have said previously we have an audited, insurance approved Business Continuity Plan, however it was better to think in terms of staff at work, cash availability and orders on hand. To this balanced score card type approach we have now added suppliers. Our update around this is as follows:

- As you know we employ 270 staff at Westley Group, and as a result of a continued phenomenal effort from all concerned, we currently have 255 of these staff in work and working as normal. This has again slightly worsened from our last update but remains a phenomenal effort from all concerned for which we are very grateful.
- We continue to have adequate cash resources to accommodate the short to medium term cash impact of this situation and continue to have the full support of our banking partner, Barclays.
- Our order books continue to be supportive of remaining at work however we have seen a marked reduction in order intake levels this week. This may be a temporary blip and we should focus on trends not on highlights, but we must begin to maintain more of a watching brief on this.
- We are beginning to feel pinch points now in our supply base and we are communicating at a Board to Board level with number of key suppliers to try to help, guide and work with them to alleviate these pinch points as far as possible. We may be contacting some customers about this in the days and weeks to come as we seek a basket of solutions to solve some issues. We may need to find ways to move some suppliers to “key supplier status” as defined by the UK Government and this will be one of our key areas of focus next week. Notwithstanding this as our objective, we do feel we may need to take a forward looking safety stock holding position in some instances, so there is a possibility we want to ask some customers to assist us in this endeavour. We cannot issue any details on this topic yet as it is an embryonic and developing situation.

As we said last week, we take the physical and mental health of our colleagues very seriously. Due to the presence of the fundamental barrier to this aim, which is that almost all at Westley Group need to continue to physically attend the workplace for us to safely and successfully make one casting, we are moving all our Westley Group businesses and offices to a condensed working week, where we will seek to reduce all our colleagues attendance at work by one day per week. This carries different connotations to different groups of colleagues due to the different shift patterns we conduct, but by far the vast majority of our colleagues will not be physically attending work on a Friday, with Friday the 3rd April being our first out of office day.

As we stressed last time, this is not in any way short time working. Westley Group is not reducing it’s capacity in any way.

Our staff will have their Out of Office on for this one day of the week (because they will have carried out 100% of their time at work Monday to Thursday). Senior members of staff are very keen to make this work to create the best safeguarding model we can for all our colleagues so will continue to be available on mobile phones and emails on

Friday's and will in the main be working as normal. If at all possible, we ask that our customers allow us to deal with non-urgent issues between Mondays to Thursdays. But equally, we stress we want to make this work so we will do all we can to help on Fridays too.

Should you wish to discuss any aspect of this communication, in the first instance please email james.salisbury@westleygroup.co.uk and we will be do all we can to assist or to provide further information.

We would like to wish you, your family and your colleagues safe passage through this difficult time.

James Salisbury

Chief Executive Officer, Westley Group, 29th March 2020

For and on behalf of: FW Birkett, Walter Frank, Spunalloys, Meighs & Westley

Enc: Example of Staff Communication this week at Westley Group

By Email and for Notice Boards:

Dear all

I am pleased to report that all our Group sites remain strong. Out of our 270 colleagues only 12 people are self-isolating or absent for Covid-19 related reasons. Morale remains high and we are operating at normal efficiency. To be able to report this is humbling. The world is in a strange and dark place, yet we are continuing as normal in line with the requests we have received to continue to provide essential hardware to our customers.

We are permanently evaluating if we are doing the right things on the sites and determining if we can do more. Every site will have witnessed this with encouraged social distancing measures, condensed working protocols, cleaning activities and general support measures.

Ultimately our success comes from our people. Our workforce have accomplished something incredible over the last few weeks. We want to thank people for this and we want it to be meaningful. We have decided to increase everyone's holiday entitlement by 1 day to be used on an entirely flexible basis between now and the end of the holiday year.

Please keep positive and support each other. Please continue to make the correct and best informed choices possible.

We are sure challenges are going to present themselves in the coming weeks ahead, but we are confident we will succeed if we continue as we are.

Rob Salisbury

Group Development & Commercial Director