



For the attention of all Westley Group customers

9th December 2020 - Coronavirus Update

During our last update of 18th November 2020, we recognised we had seen a modest but concerning uptick in the number of confirmed Covid-19 cases across our Group. As a result we took the decision to implement a face covering policy across all our sites, with the new policy becoming compulsory from the 23rd November 2020.

We believe it is probably coincidental, however we are pleased to report that the number of cases of Covid-19 across the Group has reduced since the middle of November, and they are now back at the levels we have been experiencing since March 2020, of around two or three at any one time. Whilst this is welcome news, we have stressed that we do not want anyone to relax their guard as a result, in fact we want everyone to double down and really stick to the rules of hand washing, 2-metre space and wearing a face covering for the next few months. Despite the good news around the vaccine, in reality we are entering the most risky period so far, as we enter the Xmas period and the forthcoming months of January and February, and we really want all our colleagues to continue to act in the calm and controlled manner they have since March 2020. Furthermore, we will continue to be very careful about customer meetings, with the express aim of ensuring face to face meetings are kept to a minimum unless absolutely necessary.

By way of a current update, as we have said previously we have an audited, insurance approved Business Continuity Plan, however it is better to think in terms of staff at work, cash availability, orders on hand and supply availability.

Our update around these parameters is as follows:

- We employ 270 staff at Westley Group, and as a result of a continued phenomenal effort from all concerned, we currently have 261 of these staff in work and working as normal (ten less absentees than 18/11/20 and absenteeism back down to normal levels). Of these absences there are no positive confirmed cases of Covid-19, although six are Covid-19 related isolations or medical shielding.
- 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.
- We continue to expect that the tightening of the world-wide demand and supply equation will almost certainly impact Westley Group to some extent, and as we have reported on previous occasions we are now feeling a modest slow-down in most areas of our commercial market places. This means we must continue to be the best we can be in all respects, by making products right first time and providing customers with the best service possible. This will be our focus going forwards so we can try to win a larger share of an inevitably shrinking market place.
- In our last updates we reported we were beginning to feel pinch points in our supply base and that as a result we were communicating at a Board to Board level with a number of key suppliers to try to help, guide and work with them to alleviate these pinch points as far as possible. In reality we have experienced very minimal limiting factors in supply to date, so we will move our focus back to the demand side.

We have again taken the decision to include within this pack a copy of the most recent December Internal Staff Update which has been issued to Westley Group employees. Do please take the time to read the staff update below as this helps to set out how we are continuing to manage the situation in a hopefully proactive and straightforward manner.

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

James Salisbury

Chief Executive Officer, Westley Group, 9th December 2020

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

Westley Group Staff: Coronavirus Update 9th December 2020

Introduction

We reported on the 16th November that there seemed to be evidence of a slight statistical uptick in the number of positive Covid-19 cases we were experiencing across the Group.

At the time we stressed that given we were adhering so well to all our risk mitigation guidelines based around two metre social distancing and regular hand washing (or sanitising if we cannot wash), we expected this mitigation to have hard wired in enough exposure control for us to have any potential virus spread well controlled, however we decided to introduce a face covering policy to add hopefully a third layer of mitigation, in response to this perceived statistical uptick.

We believe it is probably coincidental, however we are pleased to report that the number of cases of Covid-19 across the Group has reduced since the middle of November, and they are now at the levels we have been experiencing since March 2020, of around two or three at any one time. Whilst this is welcome news, we want to stress that we do not want anyone to relax their guard as a result, in fact we want everyone to double down and really stick to the rules of hand washing, 2-metre space and wearing a face covering for the next few months. Despite the good news around the vaccine, in reality we are entering the most risky period so far, as we enter the Xmas period and the forthcoming months of January and February, and we really want all our colleagues to continue to act in the calm and controlled manner they have since March 2020.

Christmas Shut Down

As you know every year we have a planned, annual shutdown across all our sites during the Xmas and New Year period. This year we are going to close all sites a day sooner than originally planned, on the 23rd December 2020. **This means that all our offices and manufacturing facilities will be closed from the early afternoon of the 23rd December 2020, and they will reopen as planned on the morning of the 4th January 2021.**

Hands, face space:

Hand Hygiene

We have continued to provide hand sanitiser at various locations around each of our sites. If for any reason you assess that we need more sanitiser we urge you to contact your line manager so that you help us to ensure we have enough hand sanitiser available. In addition to hand sanitiser we would ask that you wash your hands as often as possible, as each extra hand wash you perform helps in a small way to reduce the risk of you becoming infected.

Face Covering

Following a review of each of our site's Covid-19 Risk Assessment, from midnight on the 22nd November 2020 it is compulsory to wear a face covering whilst at work. This means that a face covering must be in place before you enter

any Westley Group building, including any reception and workshop area, and must be worn at all times unless you are stationary at your work station.

Social Distancing

We must continue to maintain at least a two-metre distance between us and any of our colleagues. This applies to all settings and all situations. This will mean that no colleague will come into close contact with another. We have performed risk assessments and assess we have put measures in place which mean we can maintain the two-metre distancing rule at all times. We have said this before, but pursuant to this, we want all our colleagues to feel empowered to be responsible for ensuring their own social distancing. If you are not happy that the function you are being asked to perform can be achieved in a 2m socially distanced and hence safe manner, then you should seek immediate guidance from your line manager.

In closing, we would like to thank you all for your hard work and pragmatism during 2020, and in particular for the sensible and professional way everyone has approached this difficult period. Please continue to make the correct and best informed choices possible. We are sure challenges are going to present themselves in the coming weeks and months but we will keep you updated with information and we will continue to take our duty of care very seriously.

Westley Group Management Team 9th December 2020