



For the attention of all Westley Group customers

18th November 2020 - Coronavirus Update

Following our last update of 5th November 2020, we have seen a modest but concerning uptick in the number of confirmed Covid-19 cases across our Group. As a result we have taken the decision to implement a face covering policy across all our sites, this policy will be voluntary until midnight on the 22nd November 2020, becoming compulsory from the 23rd November 2020, initially for the period up until 31st January 2020 at which point it will be reviewed. In addition we will also be reviewing any customer visits and will be restricting most customer touch points for the short term.

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 251 of these staff in work and working as normal. Of these absences seven are positive confirmed cases of Covid-19 and a further five are Covid-19 related isolations. **Four of these eleven absences are in one specific cell and we will be advising any customers in the next few days if any delivery dates are temporarily impacted by this.**
- 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.
- The English lockdown, coupled with the tightening of restrictions in the other areas of devolved administrations around the UK, and the restrictions being imposed in certain areas of Europe and around the world, are such that we expect the world wide supply tightening to almost certainly impact Westley Group to some extent. 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. The impact of the new lockdown means the supply risk has risen to the fore again, so whilst we have experienced little to no limiting factors in supply to date, we will now turn more of an eye to the supply side.

We have again taken the decision to include within this pack a copy of the most recent November 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, 18th November 2020

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

Westley Group Staff: Coronavirus Update 16th November 2020

In recent days, there seems to be some evidence of a slight statistical uptick in the number of positive Covid-19 cases we are experiencing across the Group.

It must be stressed that given we are 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 expect this mitigation to have hard wired in enough exposure control for us to have any potential virus spread well controlled, however nobody is an expert in any of this and everyone is learning as they go along, so we would like to insert two additional measures for the foreseeable future.

Mitigation measure one – cross site visits:

1. Any visits to other Group sites by any of our colleagues are to be approved by a Group Director.
2. Any customer or sub-contractor visits to any of our sites are to be approved by a Group Director. This includes things like us travelling to visit a customer as well as them coming to us, and also sub-contractors such as maintenance engineers for the works or the offices.

It will be regularly necessary to have some cross-site visits to ensure we continue the mosaic of our activities as this is what drives profitable endeavour, but this will be assessed on a case by case basis.

Mitigation measure two – the wearing of a face covering:

Following a review of each of our site's Covid-19 Risk Assessment, from midnight on the 22nd November 2020 (so from the point that we attend work on the 23rd November), it will be 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 buildings, including any reception and workshop areas. Whilst we recognise that for some of our colleagues this may be a contentious topic, we have decided this is necessary in order to further safeguard the health and safety of all our colleagues.

Colleagues may choose to wear a face covering at all times, and whilst this will be encouraged, summarised below are the occasions when it is not compulsory to wear a face covering:

1. Any colleague who has a medical exemption will be exempted from being required to wear a face covering, however we would encourage the wearing of a face shield in this instance. It will be necessary for you to bring a copy of a valid medical exemption with you on or around the 17th November 2020 to show your line manager. We may need to issue guidance on what we will accept as evidence of a valid medical exemption but will only do so should this prove necessary. Face shields will not be compulsory.
2. Whilst you are sat at a table **and** you are eating or drinking – so for example whilst you are sat in a works canteen area.
3. Whilst you are static at your workstation – so for example whilst you are at your desk if you work in the office, or at your machine if you work in the machine shop, or at your inspection bench if you are an inspector. **For this 'static' reason, if you work in the foundry, maintenance or despatch areas (or any another role where you are regularly moving) you will need to wear a face covering at all times.**
4. Whilst showering and washing.

Summarised below are the occasions when you must wear a face covering:

1. On entry to any Westley Group buildings – so please put your face covering on before entering the workplace.
2. Whilst moving around any Westley Group premises – so for example when moving from your desk or workstation, **or at all times within our foundry, despatch and dressing shop areas.**

3. During a meeting of any size or any duration. So, a meeting which lasts for one minute and only involves two people is a meeting, and a face covering must be worn by both individuals.
4. If you are approached at your own workstation or desk by another colleague, this becomes a meeting and you must wear your face covering during any ensuing conversation.

There may be some local nuances where colleagues don't need to wear a mask in some of the foundry areas but this will be decided at a local level. In a very small number of situations this could be the case where the proposed wearer is (1) stationary for a prolonged period of time, and (2) at a specific work desk, with (3) no other colleagues moving around. So for example this may include some, but not all, coremakers. There may also be some local nuance cases where colleagues do need to wear a mask even though they are stationary for long periods of time. In a number of situations this could be the case where the proposed wearer is stationary for a prolonged period of time but they either do not have a specific work desk arrangement and/or other colleagues are regularly moving around them. Again, this will be decided at a local level.

Summarised below are some potentially, Frequently Asked Questions around our new face covering policy:

1. Why are we waiting until 23rd November – if they are necessary now then surely they should be worn immediately?
 - We have chosen to give some advance notice so all our colleagues have time to acquire and road test a few different types of face covering, and to generally try to use a face covering so that we all start to become more used to them in the workplace.
 - We would encourage all colleagues to start to wear a face covering immediately; it will however be compulsory from the morning of the 23rd November 2020.
2. Do I have to wear a face covering at work by law?
 - No, but as your employer we owe all our colleagues a legal duty of care to ensure we are doing everything reasonably practical to protect their health and safety whilst they are at work. Due to the recent small uptick we have seen in the number of confirmed positive cases of Covid-19 around the Group, we feel that there is a slightly increased risk of transmission. We take this slightly increased risk very seriously so we are asking all our colleagues to wear a face covering.
3. Can my employer force me to wear a face covering at work?
 - Unless the employee has a medical exemption, yes. We have a legal duty of care to protect all employees, and to implement all and any reasonable steps in order to meet that duty of care. We have assessed we cannot carry out that duty of care to the fullest extent of our ability without introducing a face covering policy.
4. When do you expect it will cease to be necessary to wear a face covering in Westley Group premises?
 - We will be guided by what is happening in the UK as a whole and specifically in England. This policy will now be in place until at least 31st January 2021.
5. What if I am unable to wear a face covering but I do not have a valid medical reason?
 - If you do not have proof of a valid medical exemption you must wear a face covering.
6. Do face coverings work?
 - There is some scientific evidence that wearing a face covering helps to reduce the transmission rate of Covid-19; there is no scientific evidence that wearing a face covering increases transmission rates.
7. Can I wear a face screen as opposed to a face mask?
 - We would strongly prefer colleagues to wear a face covering, with only our medically exempt colleagues using a face screen, as there is some anecdotal evidence that face masks better protect the wearer.
8. What about the 2-metre distancing policy, does this mean this is no longer necessary?
 - No. There is a tendency for some face mask wearers to relax adherence to 2-metre social distancing rules. It must be stressed that we must all work hard to avoid this as **face coverings only work when they are used in conjunction with the 2-metre distance rule and regular hand washing.**

Accordingly we would like to take this opportunity to remind all our colleagues of the following:

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.

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.

In closing, we would like to thank you all for your hard work and pragmatism, 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 16th November 2020