



# CONDUX INTERNATIONAL INC.

## COVID-19 Policy

Friday, March 27, 2020

To our valued customers, vendors, partners and industry allies -

As we all seek to understand and work through changing conditions brought about by COVID-19, Condux International takes the health of its employees and the community seriously – while balancing the continuation of business that you, our customers and partners, have come to expect.

Condux is dedicated to being as flexible as possible during this time. You should know that we greatly appreciate your business and the trust you place in Condux International daily. We want to assure you that Condux has your business continuity interests in mind during the challenging days ahead.

As a business deemed essential within an industry that's imperative, telecommunication and power utility, we are adhering to regulations and guidelines from government authorities related to containment of COVID-19, while we also work to ensure business is not disrupted for our customers and partners. Currently, Condux and its distribution partners are operating at full capacity\*.

Throughout our business, we are taking the following actions:

- Following CDC guidelines to minimize contact and potential transmission by limiting travel and in-person meetings for only essential business. Otherwise, office employees are encouraged to work remotely within a schedule that promotes voluntary social separation. We are also restricting visitors to Condux offices unless for essential business.
- Utilizing virtual meetings to support remote work and communications to ensure our business continues to responsively serve you.
- Ensuring proper and increased cleaning and hygiene practices are being followed and implemented in all our offices and facilities.
- Working closely with our suppliers and continuing to maintain good material flow.
- Closely monitoring the situation, considering information from international health agencies, local governments and our own safety and security protocols, and preparing to adapt our plans as necessary.

While these times are unprecedented, our commitment to you remains steadfast. Our distributors should contact us if they would like to increase the amount of product kept on-hand to lessen the impact of a potential supply chain interruption.

Additionally, should you have any projects that require delivery in the next 30-60 days and are concerned about supply chain disruptions, please contact us @ 1 (507) 387-6576 and we will work with you to expedite shipments in a manner that meets your customers installation timeline needs.

Thank you for your ongoing partnership.

*\*This communication may be updated as the situation evolves.*