

Further to the recent news regarding the outbreak of the novel coronavirus in Wuhan, China and its subsequent spread to a number of other countries. Charles Saunders Ltd (*the company*) would like to reassure our customers that we have completed a risk assessment on the potential risk of this outbreak affecting our business and the risk has been graded as low, based on the current information we have received.

The company are following Government guidelines in relation to this matter and will continue to monitor the Gov.uk website on a regular basis for any updates.

Existing Company Control Measures

Supply Chain Controls

Our purchasing department are in regular communication with our suppliers to ensure we are alerted to any shortages that may arise as a result of this virus outbreak. We have not been alerted to the possibility of supply being an issue at this stage but we are closely monitoring the situation and will keep our customers informed of any potential supply issues and will make every effort to operate with as little disruption to our customers that is within our control.

The company have a quality system in operation and only use approved suppliers which are required to go through an approval process controlled by our inhouse specialist purchasing team. BRC, HACCP & quality management documentation is requested from all suppliers and are subject to checks prior to the company employing their services. This ensures we are only using reputable suppliers to prevent any issues in our supply chain. We are able to demonstrate traceability of all of our product lines and conduct annual audits to ensure our traceability procedure remains effective.

Employee / Visitor Controls

Charles Saunders Ltd do not have any operations based in the areas highlighted as an area of infection by the government and all of our employees are UK based.

The HR department ensure all staff and visitors to the company's premises complete health declarations and these are documented and reviewed on the day of completion.

The company has an attendance management procedure in place and any employees returning from a period of absence are required to complete self-certification forms on the date of their return and return to work interviews are carried out by their manager to identify any issues, all documentation is reviewed and recorded by the HR department. Any employees that suspect they may have the virus will be advised to stay away from the workplace and seek medical assistance.

Due to the nature of our business robust hygiene practices are already in operation, which will minimise the risk of any infection. In the workplace signage is displayed reminding employees to practice good personal hygiene measures, and all employees have been issued and have agreed to our internal employee hygiene code of practice.

In the unlikely event there is an outbreak of employees contracting the virus the company has a business continuity plan in place to minimise the impact of staff shortages affecting our customers.

Charles Saunders Ltd will continue to follow government advice and work with our suppliers and other companies within the wholesale sector to ensure that we are as well placed as possible to manage and address any concerns that may be posed by the outbreak of this virus.

Contact Information

Any queries or concerns you may have regarding this matter should be directed to your sales rep / contact in the first instance, alternatively email any questions to the HR Department at hr@charles-saunders.com.

Date of document creation:	12.02.2020
Document version:	1
Document controlled by:	HR Department