

2nd July 2020

Communication #8 – Customer update

Dear Customer,

We hope you are well.

As stated in our last update, EDM Group continues to operate a service across all business areas, with services being delivered on a near normal basis. As the COVID-19 lock-down measures start to ease, we are continuing to ensure the safety of our colleagues, customers and suppliers by:

- Implementing social distancing
- Monitoring anyone attending site for symptoms
- Ensuring regular handwashing and use of sanitizer
- Providing PPE and screening, where the 2 metre distance cannot be maintained

In addition, we have undertaken a thorough COVID-19 risk assessment as part of our safety protocols and this is now published on our website, together with our 'COVID-19 staying secure and accessible declaration' signed by John Willox, EDM Group CEO. Direct links to these documents can be found below;

- <u>Risk assessment</u>
- Staying secure and accessible declaration

We are taking a careful and cautious approach to returning home-workers to the workplace and this will only happen when it is appropriate to do so.

We are still running a near optimal service, thanks to the dedication and commitment of our staff.

Thank you once again for your continued support in these difficult times. Stay safe.

Best regards.

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Andrew Shaw Group Chief Customer Officer EDM Group