

record uk
 Unit D, 9 Watt Place
 Hamilton International Park
 Blantyre
 G72 0AH

Revised 19th March 2020

Current Actions and plans to mitigate impact of coronavirus

record UK continues to closely monitor the development of Covid-19 in the UK. We aim to keep our employees and our customers as safe and informed as possible.

Protecting our Team and our Customers

Our number one priority is the health and safety of our people and our customers. We have implemented the following initiatives for all employees, both within the field and all of our office locations:

- **Hand washing** - we have ensured that all staff have hand sanitiser and are reminded to wash hands and sanitise regularly.
- **Constant communication** - We have implemented a weekly all-employee call to keep our staff informed and updated on actions they need to take.
- **Business Meetings** - We are minimising all meetings and have temporarily banned hand shaking during any interactions.
- **Sanitiser** - all field and office based employees have been issued with hand sanitiser and communal areas have additional hand sanitisers.
- **Site cleaning** - We have instigated more thorough cleaning / sanitising of common touch points in our buildings - Door handles, taps, keyboards, phones.
- **Business Travel** - all non-essential business travel has been postponed
- **Personal Travel** - we have requested all employees to keep us fully informed of any personal travel so that we take appropriate action based on the risk this represents



record uk – Unit D, 9 Watt Place, Hamilton International Park, Blantyre, G72 0AH
 tel: +44 (0)1698 376411 – info@recorduk.co.uk – www.recorduk.co.uk

record uk Ltd. Registered in Scotland no. 124392.

- **Employee Interaction**

Field Engineers

We have implemented more stringent hygiene measures to reduce the likelihood of cross contamination including engineers using disposable gloves, hand sanitiser and cleaning wipes. Engineers have implemented regular cleaning of touch points inside their vehicle and cleaning of hand tools. Sharing of tools has been stopped. Customers having to handle the engineer's tablets for signing has been temporarily suspended and sharing of vehicles has also stopped.

Office Based Employees

We have implemented home-working with full IT and telephone connectivity for all roles where this is possible.

Manufacturing & Supply Chain Employees

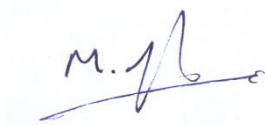
We have implemented staggered lunch breaks and other initiatives to reduce close contact and allow more space between employees.

- **Infected Employees** - We are of course isolating any suspected cases among our employees or anyone who has had contact with someone who might be infected. We will follow up with regular temperature screening of all employees in the associated teams.

Business continuity Plan

Our Key Leadership Team are meeting daily to review progression of the outbreak and government recommendations. We are, as appropriate, taking the following actions:

- We currently don't have any confirmed cases of infected employees, however we are maintaining a register of every employee and updating this on a daily basis
- We are running our business with as many of our staff working from home as possible and restricting access to our sites to minimise the risk that we have a contamination at one of our factories or warehouses
- We are prepared to organise deep-cleaning of any potentially contaminated site
- We currently have plenty of stock and a fully functional supply chain for all of our parts
- We have parts distributed around the country in our five hubs to maximise the chances of being able to stock our Engineer's vans to support our customers
- We are continuing to review our Business Continuity Plan as the severity of the virus progresses and UK government advice changes.



Mark Ayton
Managing Director record UK