

Diverse Electronics Continuity Plan to Mitigate COVID-19 Impact on our Operations

March 23, 2020

Planning ahead to counter any disruption is an essential aspect of Diverse Electronics' resilience program. Consequently, we have put our contingency plan to action to fight the current and future risks to our business, and our customers' businesses due to the COVID-19 outbreak.

Mitigating Risk at Diverse

As the developing situation changes with respect to world health outlook, we have outlined two key areas to ensure our readiness towards workplace mitigation. These are:

1. Employee health and safety
2. Business and service operations

Therefore, we are prepared to react accordingly to ensure business continuity. Here is our plan:

Employee Health and Safety

We are mindful of our employees' well-being, and are aware of recommended actions related to hygiene and safety at our workstations. To this end we have rolled out the following policies:

- Hand-washing policy and education: We have and will continue to update our staff on proper, effective hygiene practices for reducing the risk of contracting or spreading the virus.
- We have eliminated all non-essential business travel.
- Where feasible, we are currently implementing changes to our internal systems to allow our staff to work from home.
- We have hand sanitizers available throughout our office premises.
- We ensure frequent cleaning and sanitization of our workplaces.
- Wearing gloves is now mandatory in our warehouse.

Business and Service Operations

We have been continually brainstorming and implementing workflow policies to help ensure that operations run without disruption in the eventuality of an outbreak or other critical event which may impact our organization.

As noted, we have rolled out remote work policies for a number of our staff members. A number of our employees can work off site as they would on-premises, guaranteeing no disruption to business operations.

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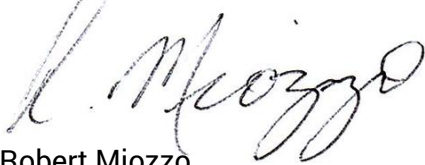


Conclusion

We place the highest value on the partnerships that we've established with our customers and suppliers. Rest assured, we are committed to ensuring uninterrupted success, even in times of hardship and challenges. If you have any questions pertaining to our policy or its specific effect on our obligations to your organization, please feel free to contact me directly.

In conclusion, we wish you all the best of health, security, and good fortune.

Sincerely,

A handwritten signature in black ink that reads 'R. Miozzo'.

Robert Miozzo
Director of Sales & Operations

