

**16 March 2020****Trellidor Innovations (Pty) Ltd T/A TAYLOR BLINDS and NMC SA response to COVID-19**

We are approaching COVID-19 outbreak with extreme caution to ensure the health and safety of our employees, franchises, customers, suppliers and services providers.

We are also following guidance from our President's Sunday briefing, World Health Organisation (WHO) and relevant governmental health departments by implementing their relevant precautionary and hygiene measures within all our operating environments.

To ensure that we are proactive in identifying and mitigating the risk to our stakeholders and business continuity, we have established a COVID-19 steering committee. The committee has implemented the following measures with immediate effect at both our manufacturing facilities in Durban and Cape Town:

- Hygiene

Anti-bacterial liquid soap remains in place in all bathrooms.

Alcohol-based hand sanitizer is installed within the workspace, at entrances, goods receiving, various strategic locations as well as the reception for client use.

All rooms are cleaned regularly with antibacterial surface cleaner.

We have rolled out a COVID-19 awareness campaign in both our production facilities which will be made available to our sales network.

Our stakeholders have been requested to avoid hand-shakes and our staff have been requested to practice the social distancing recommendations as per our President's guidelines.

We are issuing guidelines to improve the hygiene practices of our customer facing sales and installation teams.

In line with the social gathering recommendations, we will not be participating any national shows or events.

- Travel

We have ceased all international employee business travel.

We have ceased all domestic employee business travel unless prior approval has been obtained from the managing directors of the respective business units.

We have requested all staff to curtail personal domestic and international travel in line with our President's recommendations.

- Business Continuity

We are closely coordinating with our suppliers (whether in affected areas or otherwise) and internal business units to ensure continuity of supply.

To-date we have been advised that there is limited disruption to our supply-chain.

Our factories continue to operate with heightened awareness of the risks.

Our sales offices remain open for business.

The above steps are designed to help promote a safe environment for our employees, franchises, customers, suppliers and services providers. The steering committee will be meeting frequently to ensure that we respond proactively to any future developments and will communicate on a regular basis.

The spread of Covid-19 can be controlled by each and every one of us by acting responsibly and following the guidelines as provided by the WHO and our government. We encourage all our stakeholders to embrace these guidelines.

Yours sincerely



**Terry Dennison**

**Group CEO**