

**Update 03/16/2020**

**Anderson & Vreeland COVID-19 Preparedness Statement**

- **Have you surveyed your supply chain to ensure your supply of raw materials to manufacture and supply customers will not be interrupted?**

It is our mission is to ensure the timely and accurate delivery of goods and services to customers regardless of any disaster either man-made or natural with minimal interruption or delay. To accomplish this mission, we have confirmed that all operations are performed efficiently with minimal disruption, especially during an emergency. We have previously developed Business Continuity Planning and programs to allow our organization to continue conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning will minimize the impact on the Anderson & Vreeland, Inc. missions, personnel, and facilities.

Our extended North American presence will allow the continued servicing of customers of all sizes and in all locations. With eleven warehouses across three time zones, our trained sales consultants and support system will continue delivering the same great product without any interruptions for the foreseeable future.

- **Do you source raw materials outside North America and in particular China and other Asian countries?**

Anderson & Vreeland does source certain goods from countries other than North America.

- **Do you have contingency plans in place for those materials sourced from the above countries or other impacted countries including the transportation component?**

Anderson & Vreeland has a robust supply chain that contains products sourced from multiple manufacturers located in different geographical locations throughout the world. This provides the opportunity, in the instance of a catastrophic event, to substitute manufacturers of certain products in the event that there is disruption where a particular product might be manufactured. Logistically, we have developed long relationships with multiple transportation providers both domestic and abroad.

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**Update 03/16/2020**

**Anderson & Vreeland COVID-19 Preparedness Statement (continued)**

- **Has your company developed operational contingency plans related to possible labor interruptions resulting from COVID-19?**

Anderson & Vreeland has adhered to recommendations suggested by the CDC and WHO in regard to doing our part in limiting the spread of COVID-19. We have encouraged our employees to take precautions not just in the workplace but in their personal lives as well.

Our organization has worked diligently to develop cross functional teams within our workplace. These efforts have ensured that employees are cross trained in every aspect of our organization with the intent to ensure business continuity. We have proactively defined processes in place in the event we need employees to work from home to access our system, order materials, provide customer support and administrative functions.

- **Do you have a formalized system in place to promptly keep clients informed should a supply interruption manifest itself?**

Anderson & Vreeland, Inc. has established an effective Test, Training and Exercise (TT&E) program to support the organization's preparedness and validate the continuity capabilities and ability to perform essential functions during any emergency. The testing, training, and exercising of continuity capabilities is essential to demonstrating, assessing, and improving our ability to execute the continuity program, plans, and procedures to ensure minimal business disruption in an emergency.

Utilization of cloud-based ERP and CRM help to ensure that accurate documentation is recorded and up to date regarding key contacts at each customer location in the event that there is anticipated or real disruption in our supply chain that could negatively impact our clients. The same procedures, processes and tools that are utilized daily to engage our clients will be used in the event of any actual or anticipated business disruption.