

Coronavirus – COVID-19 Contingence Plan

Swanline Group is committed to mitigating the risk to its employees and business continuity by instigating a new contingency plan due to the rapidly changing threat that COVID-19 brings. Swanline Group constantly reviews its policies and procedures as it is vital that site rules and regulations are adhered to in order to protect the well-being of everyone on the Swanline sites. In this respect, I summarise our immediate contingency plans below:

Internal Health and Safety

Swanline Group has implemented additional cleanliness rules over and above those documented in our BRC accreditation. These rules include:

- Washing hands for at least 20 seconds upon arrival and prior to exiting sites
- Regular use of the alcohol hand sanitisers situated throughout the buildings
- Avoid close contact with each other
- Avoid touching your eyes, nose and mouth
- The use of disposable tissues to cover your mouth and nose when you cough or sneeze
- Dispose of used tissues in the provided bins and wash hands immediately
- An isolation policy in the event of illness

Supply Chain

Swanline Group confirms that none of its materials are sourced from China or South East Asia. Materials allied to our products such as inks, adhesives and consumables are UK sourced and therefore deemed as low risk in terms of their contact with a potential COVID-19 carrier.

Papers used in our corrugated operations are subjected to temperatures in excess of 200° C and are therefore sterile at the point of manufacture. At present, there is no evidence that corrugated packaging can facilitate the spread of COVID-19 and that contamination is limited to respiratory droplets.

Swanline is a multi-site operation with capacity to stock hold products if necessary. For those who wish to procure greater stock to avoid any possible threat to supply, we can facilitate forward manufacture.

Transport Yard and Site Visitor Control Measures

In addition to our BRC regulations, all visitors to the Swanline sites are required to abide by our COVID-19 mitigation policies. Failure to comply with our rules will result in goods not being unloaded and / or the driver or visitor being removed from the site until such time that we are satisfied that such precautionary measures have been met.

Cautionary measures put into place include the following:

- Only visitors for critical meetings that allow business continuity are permitted to our sites at specified times
- All delivery drivers are subject to hygiene control with access to on site hand sanitisers and wash facilities
- All visitors are restricted to designated areas only
- All delivery drivers must report to the Transport Office, sign in, cleanse their hands and return to their cab. If there is a need to leave the cab, they must make the transport yard staff aware.
- Facilities such as canteens, smoking areas and toilets are temporarily reserved for employees only

Customer / Supplier Visits

- With immediate effect, only business critical external and on-site visitor meetings will be allowed. Should a meeting be required, strict hygiene measures will be adopted in accordance with our COVID-19 mitigation procedures.
- A Skype for Business facility has been set up on site at Swanline so that "virtual" meetings can be conducted
- All international travel and meetings made on behalf of Swanline have been cancelled with immediate effect
- Visits to exhibitions and large gatherings have been suspended until further notice

Contingency / Business Continuity

Contingency Trigger

The position is being reviewed daily and decisions will be taken by the Board based upon the level of risk and HM Government advice.

Ordinarily, our business continuity is focused on providing cover in the event of a business outage caused through breakdown, fire, flood etc. but in the case of the unprecedented impact of COVID-19, we are focused on providing cover against the prospect of staff absence due to the illness.

In this respect, the company now has in place the following contingencies:

Operations / Production

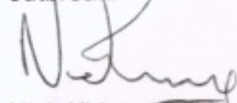
- Our multi-skilled workforce is deployable through the business in different areas of skill across traditional and continental shift patterns
- Staff are being "grouped" to avoid unnecessary overlap of skills on opposing shifts
- Shift "overlaps" have been removed in order to eliminate cross over patterns that may increase the risk of exposure to illness
- Customer demand is under constant review and will be prioritised based upon the prevailing circumstances
- If necessary, we have arrangements in place to outsource production to collaborative partners who will abide by Swanline's confidentiality pledges to its customers

Administration / Critical Roles

- Measures are in place to facilitate home working
- Skype for Business and communication tools are provided for a seamless service level to off-site employees

General

Clearly, the ongoing situation and long-term impact of COVID-19 are not yet fully known but as a business, we pledge that Swanline Group will do its utmost to limit any adverse impact as a direct result of the current outbreak.



Nick Kirby
CEO

Date: 30th March 2020