

To whom it may concern,

27 March 2020

Dear Customer,

COVID 19 - DELIVERIES

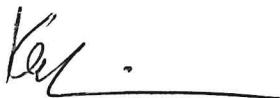
We would like to inform you that we have a strict CRISIS MANAGEMENT policy (available on our website and upon your request) and we will require that the 2 METRE DISTANCE is always adhered to upon our employees making or collecting deliveries.

In the event that the 2 METRE distance is not respected, or our employee is placed into a position that he/she is unable to maintain this distance, they have been instructed to notify the company immediately.

We will endeavour to supply deliveries however the health of our employees shall take precedence.

Should you have any questions please contact Lesley Hindmarch, Head of the Crisis Management Team by email: Lesley.hindmarch@oxeng.co.uk

Your sincerely,



Karim Sekkat

Chairman