



Hammond Power  
Solutions Inc.

April 1, 2020

Dear Valued Supply Chain Partner,

Subject: Hammond Power Solutions Inc.- Response to COVID-19 Emergency- Change in Your Working Environment

Further to our letter of March 23 in regards to Hammond Power Solutions (HPS) classification of an “essential manufacturer” in both Canada and the United States we had requested our Partners to advise us on an ongoing and immediate basis of any operational changes that you may have had to implement during this pandemic. We appreciate the correspondence being received to date.

HPS has an ongoing Pandemic response team in place comprised of Senior Executives who meet on a daily basis as we navigate through this situation. We are in continuous conversation with our Employees, Customers, Health Authorities, various Governmental Agencies and our Supply Chain Partners.

As part of our due diligence and to protect the health and well-being in particular, of our employees, customers and Supply Chain Partners we request that we be notified of any occurrence of COVID -19 within your organization that may have come in contact with any goods received, packaged, shipped or delivered to any one of our locations in Canada, United States or Mexico.

Also, in the event an occurrence has taken place to advise us immediately of any goods HPS may have received or are in route as well as the steps being taken to remedy the situation and provide continuous supply of goods to the applicable HPS locations.

Thank you for your continued support and communication updates. We will get through this together.

Regards,

Larry Bell  
Director of Supply Chain  
Hammond Power Solutions Inc.