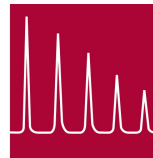


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**AGC**  
INSTRUMENTS  
Gas Chromatography since 1965



March 20<sup>th</sup> 2020

Dear Valued Customer / Supplier,

As the COVID-19 virus continues to spread across Ireland and the rest of the world, we would like to update our customers on the steps that are being taken by AGC Instruments to continue product and service supply while protecting our employees, their families and our customers.

As of the 20th March 2020, the Company has decided to implement the following steps:

- Staff who can work from home will. Other Departments such as Goods In, Manufacturing & Quality Control & Shipping will remain open and operational as this is vital to our business.
- For those members of staff whose role means they need to remain on site, the Company is continually reviewing all practices and procedures to continue to ensure a safe working environment and we have implemented the following:
  - Practicing social distancing
  - Increased frequency and thoroughness of hand washing and facility cleaning
  - Provision of Alcohol based Hand Sanitisers and Disinfectant Wipes.
  - Visitors or non AGC Instruments Personnel are not permitted to enter the premises unless they are an essential service provider and access has been agreed in advance.
- All external meetings and business travel have been cancelled until further notice.

AGC Instruments is a resilient business and to date the impact of COVID-19 has been limited. However, we are in uncharted territory and given the extraordinary measures being implemented across the world, we could expect to experience some disruption to operations over the coming weeks. Airlines are continuing to reduce the number of flights they are operating but this is a situation we are monitoring and we are working closely with our Freight Forwarders to mitigate any delays.

AGC Instruments is operating as normal and we will keep you updated should this situation change.

Thank you for your support during these challenging times and we hope you all stay safe and healthy.

Yours Sincerely,

Marcus Creaven  
Managing Director  
AGC Instruments Ltd