CORONAVIRUS 2019-nCoV STATEMENT

EXECUTIVE SUMMARY OF PROTECTIVE MEASURES

The measures we have put in place are designed to take care of our colleagues at Muntons and our partners in the supply chain. We have aligned our guidance with the UK government advice to ensure that we play our part in helping contain and delay the spread of the coronavirus.

Update April 2021: Muntons manufacturing operations are not affected by the UK lockdown rules and we are operating safely according to covid secure guidelines and at full capacity

New covid variant VUI-202012/01: There is no evidence that covid19 or the new variant can be transmitted in food, only by persistence on surfaces or by fluid/aerosol transmission (coughing, sneezing etc.). It is expected that the new vaccines will still be effective against this new variant

Business Continuity

Muntons has a robust Business Continuity (BC) plan (scope is in APPENDIX 1) that has been live tested previously. The BC committee has met to consider a wide variety of risks including workforce availability; home-based working; raw material availability; shipping. We meet weekly to ensure our measures are appropriate.
Production continues as normal but there may be some transportation issues [1]
We are not experiencing any undue delays due to BREXIT. Muntons has Assured Economic Operator status to allow us to prepare customs documentation on site and smooth our passage through the port controls

Restricted Area Control

- We require a 10-day period of being outside global high-risk areas for infection
- If any visitor or staff member has been in contact with someone with symptoms of covid19 or someone with a positive test, the same 10-day isolation period applies

Change of working arrangements

- Muntons operations are defined as a key business with key workers. Key workers include: Food chain workers, including those involved in production, processing, distribution, sale and delivery of goods. Hence Muntons is classed as a food producing business and we are allowed to continue manufacturing
- We have minimised the number of production staff required on site but continue to work as normal
- All office staff are set up to work from home and we are following the UK government guidelines to work from home unless absolutely essential.
- We have a dedicated website for communicating information to staff that is regularly updated

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[1] **Haulage controls:** All supply partners delivering Muntons product to customer sites have the following in place: Driver testing (temperature) before starting shifts; Enforced sick leave for anyone showing symptoms or living with others that are showing symptoms; Limiting social contact and non-essential work travel; Staff working from home where possible to limit contact with drivers; Increased flexibility regards delays due to lower staffing numbers at some sites; Fast, open and honest communication regarding any loading/delivery issues; Adherence to both Muntons and their customers Covid-19 site procedures; All hauliers are committed to providing a vehicle and driver for each and every order, as long as it is safe and acceptable to do so.

Road haulage: We are currently not experiencing any increased notice periods or cancellations from UK bulk hauliers, but we are monitoring the situation closely. Transportation involving containers is severely impacted at present due to the restrictions of vehicle movements and restrictions into and out of UK ports linked to the rise of new variant covid.

Ocean freight: We are experiencing significant issues with vessel and container availability caused by the disruption in China impacting the Far East transhipment ports. Lead times for vessel space is currently very long extending 6-8 weeks. We are doing everything we can to mitigate this issue by working closely with the shipping lines to secure space, searching for alternatives and keeping our customers updated. We have set up a Crisis management team (Business Continuity) team that meets daily to plan how best to secure vessel space and to manage deliveries of product, particularly those deliveries that are highly dependent on transit time to remain in specification

Staff working arrangements
- As many of our staff as possible are working from home. They can still be contacted using the contact details (phone and email) that you already have. Please contact your usual sales manager if you have any issue contacting our customer support teams.
- Production is continuing as normal because the number of staff on site is very much reduced, so the risk to production team members has been minimised
- We use non-contact (infrared) measuring of the temperature of everyone who comes onto site to stop those with high fever entering. The temperature measuring devices are regularly tested and calibrated.

On site Infection control
- From Wednesday 21st April 2021 we have a Lateral Flow testing pre-requirement for working at or visiting our UK sites. Tests must be done twice a week and proof of a negative test result logged on our dedicated company link when reporting to the NHS results portal.
- Washroom control facilities into our manufacturing areas
- Increased the number of virucidal hand gel stations in all our offices and reception areas
- Staff required to self-isolate immediately if they have been in contact with anyone who has been confirmed as having covid19 or have developed symptoms themselves
- Posters showing how to minimise the chances of cross-infection are displayed at Reception areas and on our intranet
- Instructed staff to avoid personal contact such as handshakes, kissing, hugging
- Limiting face to face meetings to short duration on site with 2m separation rule and ensuring rooms have good ventilation
- Staff are required to work from home if they can and we have increased the technology available so that more people than usual can work from home

Visitor Control
- Visits on or off site that are non-essential will be arranged by video conference or telecon or postponed to a later date. Only business critical visits are allowed by approval of our senior team and under strict controls
- If a visit is approved in exceptional circumstances visitors are required to read and sign a declaration that they have had no contact with anyone who has been confirmed as having covid19 and do not have any symptoms (persistent new and unproductive cough, high temperature, anosmia or changes in ability to smell) themselves
- Visitors and contractors must have proof of a negative lateral flow test result within the previous 24h to be allowed onto site
- These controls apply to all visitors, hauliers and other delivery drivers coming onto site

Food Safety
The *European Food Safety Authority* (EFSA) has stated that food is not a mode of transmission for the infection. Therefore, from a food safety perspective there are no special controls recommended and good general hygiene including frequent handwashing and use of alcoholic virucidal hand gel is sufficient to protect against any risk to food hygiene.

Managing employee sickness
Muntons is monitoring the temperature of everyone coming onto site hence nobody will be allowed onto site with an elevated temperature. If anyone on site starts to feel unwell, they are a low risk but will be sent home immediately. The UK government advice is that the factory should observe strict social distancing guidelines and the following advice is followed:

- If anyone becomes unwell with a new, continuous cough or a high temperature and loss of the ability to smell (anosmia) in the business or workplace they should be sent home.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.
- It is not necessary to close the business or workplace or send any staff home unless government policy changes.
- Staff with confirmed covid19 infection isolate for 10 days at least and only return to work if symptoms have subsided and with a negative covid19 test, although we recognise a cough may persist without infection afterwards.

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BUSINESS CONTINUITY

1. *Business Continuity Plan:*   Muntons plc has a fully tested *Business Continuity Plan* (BCP) in place. The BCP has been successfully tested in a live scenario involving external agencies and the media. Our system was proven to be robust in handling the incident and in being able to recover the business. It has been audited to match the **ISO22301/BS25999** standard. A summary of the key areas of our comprehensive Business Continuity Procedures manual are attached at the end of this summary sheet.

2. *Business Continuity Direction and Coordination:* Our Finance Director reports on BC and Risk to the Board with routine responsibility for *Business Continuity Coordination* assigned to the Director of Technical and Sustainability (details at foot of this notice).

3. *Risk analysis review:* In readiness for any incident we have *undertaken a comprehensive risk analysis* and developed a *plan of action for the loss of any key member of our staff* and also the impact of losing varying percentages of other staff up to at least 50%. We have also considered our raw material supplies and our haulage network. All these items are being managed through our Business Continuity Plan which incorporates a robust Risk Management review procedure.

4. *Loss of Staff Procedure:* Our Business Continuity Plan will allow us to *continue operating even with significant staff losses* e.g. during a sickness epidemic. Our *staff are cross-trained* and re-deploying staff across business areas is our first response.

5. *Food Safety and Hygiene:* Our sites operate to strict food safety, hygiene and environmental standards through *ISO22000; FSSC22000, BRC Global Standard Food, ISO14001*. These are regularly audited and in current compliance and help protect us from disease spread in the working environment.

6. *Surveying staff illness:* Where our staff have close family members who contract any disease our normal procedures for isolation and working from home or not coming in to work will apply. This is in line with our existing ISO22000 and BRC Global Standard Food certification standards. On return to work *after an infectious illness we require all staff to complete a questionnaire before starting work.*

7. *Communication systems:* will not be affected as working off-site or from home is already established practice. All communication systems are fully backed up and accessible off site. Internal meetings can already be handled by phone or video link. Over the previous 12 months we have heavily invested in improved remote communications. We have a professional communications agency retained to assist us in any major event.

8. *External travel* is limited to small numbers of staff in the normal course of business. If any staff travel to an area considered at high risk, we consult the Foreign and Commonwealth Office website for advice for travellers prior to the visit and may require them to be isolated from work if there is a chance of a communicable disease in that region. Site visitors also complete a previous visit questionnaire when they report in at reception.

9. *Updates:* We monitor disease outbreak updates locally, nationally and internationally

10. *Security:* Our sites are approved under the Authorised Economic Operator scheme which requires strict access control

11. *Pandemic:* A specific procedure has been written to cover pandemic which includes many protective measures to protect the business. Since this is topical that procedure is included in Attachment 1

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Further information is available to assist the team as required

BUSINESS CONTINUITY, RISK and SECURITY

Muntons has a *Risk Assessment register* that identifies around 70 risks of which just a handful are high priority and monitored and mitigated as practically as possible. The risk register looks at impact and codes as red, amber, green (RAG), with red being the highest risk. Every 3 months a selection of these risks determined by the BC Director are reviewed in detail by the board.

However, there are certain situations that could result in a higher profile incident occurring where parts of the business cannot continue for a time. For these types of incidents, we have a *Business Continuity procedure* and a comprehensive set of checklists to help us if we get into a crisis situation.

This procedure has been tested in live enactment scenarios a number of times and proved highly effective in helping us react in a controlled and orderly manner. We have procedures for handling the incident (response) and dealing with the potential events afterwards (recovery). Responsibility for Business Continuity and Risk sits with the Finance Director and the Technical and Sustainability Director.

In most cases incidents that occur will not be considered a Business Continuity situation, but certain things like a major Fire, a potential Food safety recall, Pollution incident or serious injury to somebody on site would result in the Business Continuity directors making a decision as to how best to handle the issue.

The Business Continuity procedures manual is available electronically and the link is known to the Directors and General Managers who would be the ones accessing the procedures in a Business Continuity scenario. For our customers and staff we simply make available the list of procedures for information only.
There is a recognised decision procedure (diagram, right) to establish the best procedures to follow.

We have plans to use two teams to handle Business Continuity incidents:
The **TACTICAL TEAM** which handles the incident itself;

The **STRATEGIC TEAM** working away from the incident area itself to consider the wider implications and to control all communications in and out of the business which can be a considerable distraction if directed to the tactical team.

When an incident becomes known, Muntons procedure is to contact the Business Continuity (BC) Coordinator immediately who will generally form an initial small team to assess the information and decide if there is any risk to continuing business. If the incident can be handled in an isolated way it does not become a BC issue but often communication with the media and other stakeholders is essential to prevent people over reacting when there is no need to.
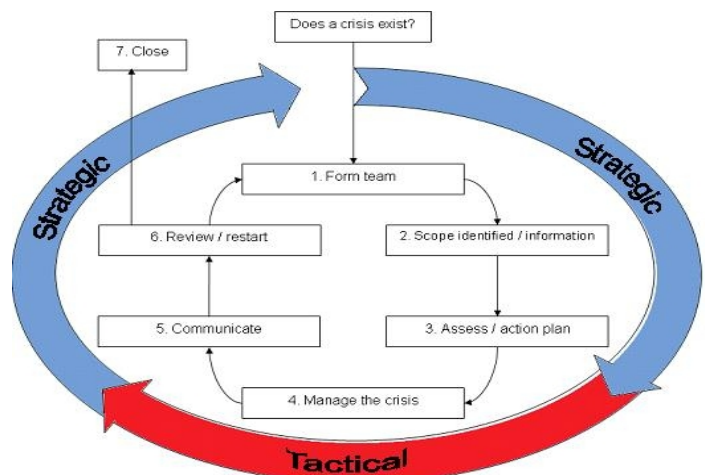
SECURITY

Thankfully in normal circumstances we never come near to having to consider Business Continuity, but in the times we live in there is the ever present possibility of terrorist or malicious activity e.g. Bomb threats, suspicious packages or persons. As part of our export procedures (Authorised Economic Operator) we have been verified at audit by HMRC as a secure and safe site and can issue our own customs documentation.

Attachment 1: Pandemic

Safety of staff is the first concern, continuing operations is next. It is important to establish if any staff are in affected areas and to establish if they can be repatriated or cared for properly in their locations. It is then important to look at staff safety on site.

The overriding guidance in a pandemic situation is to follow local government advice as a minimum.

COMMUNICATIONS

- All communications are approved before issue by the Lead Executive Team
- We have a dedicated website muntons.squarespace.com to disseminate information and a link to this is on the company intranet.
- It is essential to get a clear communication out to staff and stakeholders at the earliest opportunity
- It is essential to act quickly and avoid the impact of external mis-communications affecting how we implement our own or government guidelines or laws e.g. social media
- Customers & suppliers will wish to know BC procedures hence a document will be prepared by the BC coordinator or a deputy to be sent out on request to those who ask. It will also be placed prominently via an update banner on the main company website
- A regular update to all staff via video link will be made by the Managing Director with provision for staff questions

TYPES OF DOCUMENTATION TO BE CONSIDERED

- Hygiene control
- Social distancing policy
- Isolation and quarantine
- Job retention / furlough
- Annual leave control
- Procedures if there is a lockdown
- Specific risks and controls for Food manufacturing sites
- Links to government sites to find definitive information
- Reminders for staff working at home to ensure their safety e.g. workstation assessment
- Importance of protecting mental wellbeing when working in isolation

RISK ASSESSMENT

- A risk assessment of initial risk, mitigation steps and post-mitigation residual risk shall be established and coordinated by the Health and Safety Manager.
- It will be made available on the dedicated website and shared with interested stakeholders e.g. union representatives
- It will be reviewed as the pandemic develops or government guidance changes

HYGIENE

Hygiene rules are essential and must be put in place and well-advertised. As a minimum it will re-iterate frequent handwashing and social distancing.

SCREENING and ACCESS CONTROL

- Consideration should be given to temperature screening of all people on site.
- Staff coming onto site will be screened at the weighbridges with staff doing the tests properly protected with PPE and using infrared temperature probes to allow a social distance. Maximum temperature allowed for access to site will be 38.5C.
- If people, for example, have walked or cycled onto site they may be hotter, so must be asked to wait for 20 minutes in a holding area to cool before having a second measurement, which if acceptable will allow them to access.
- There may be a need to have an isolation period for staff or visitors arriving from areas where the pandemic is high: so-called high-risk areas.
- Forms will be provided at reception and weighbridges that reiterate the site requirements for isolation periods if people have been to a high-risk area; to describe site hygiene procedures and to allow a signature to confirm compliance.
- Any visitor information should be made available in the most usual languages encountered on site and made a pictorial as possible.

WORKING PRACTICES

- There may be a need to have staff working from home. Indeed, if production is allowed to continue as a key food facility it may be desirable to have as many staff as possible working remotely / from home
- Consideration will be given to the differential risk of staff in relation to their medical conditions
- If there is a need for people to work on site there must be increased hygiene promotion and disinfection of working areas
- Muntons has determined a blue and red desk policy such that no desk can be used two days running and will be disinfected at the end of the day it is used. Shifts start and finish times will be time separated to minimise contact. Those who need to work in offices will be organised so they are not all in on the same day
- A revised return to work procedure after any isolation period will be established

SUPPLY CHAIN CONSIDERATONS

It is important to let the main visitors to site e.g. hauliers know in advance of site health, hygiene and quarantine requirements and to understand what procedures they have in place themselves.

REVIEW

There will be regular meetings of the Lead Executive team to review the procedures and approve communications