

ET Clay's Company Policy Statement - COVID-19 – Visitors and Suppliers Guidance

Updated August 2020

ET Clay Products has created and updated a risk assessment specifically relating to the risk of exposure from Covid-19, to any of our employees and visitors when entering our premises

For the clarity of definition, a visitor is any external person that enters our premises for any reason at the current time, including suppliers, drivers, customers etc.

The health of our employees and any visitors is our priority at the current time, and our Risk assessment has identifying practical means to minimize the risk to our employees and visitors. We request all our visitors' cooperation to reduce this risk to themselves and our colleagues when they enter our premises.

Our Covid Risk Assessment will be made available to any Visitor that requests a copy to see what measures we have implemented at the current time to ensure their safety regarding Covid-19, including Signage, Hygiene, Social Distancing, parking, walkways etc.

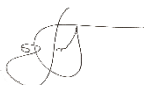
It is the company policy of ET Clay Products Ltd to strictly follow our risk assessment, and the guidance that has been identified from it, and implement the necessary procedures to minimise the spread of COVID-19 and:

- a. Protect the health, safety and welfare of its employees and others who may be affected by its activities.
- b. Limit adverse effect on and adjacent to the area in which those activities are carried out.
- c. Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health from increased exposure to Covid-19 to anyone on our premises.

ET Clay are continuously communicating with its staff via a variety of methods including, phone, email, face to face etc. Separate detailed communication has been sent to all our staff to enable them to support our visitors when entering our premises, to ensure minimum risk.

Suppliers and Customers are to be reassured that Contingency plans have been put in place to ensure cover in all departmental areas for a continuous level of customer service and product deliveries should absences occur due to Covid-19.

Signed

A handwritten signature in black ink, appearing to be 'E Turze', written over a horizontal line.

Date 1st August 2020

E TURZE, CHAIRMAN

This Updated version of our Covid-19 Company Policy Statement supersedes any older version.