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Supporting our workforce and clients during the spread of COVID-19

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The COVID-19 situation is continually changing and as an agile single site business, we can adapt quickly to the changes. It is vital that we do our part to support global efforts to contain the spread of infection.

Here at Arcinova the safety of our staff and of our customers/suppliers is our top priority. Given the nature of our business we also recognise that we must do all that we can to minimise disruption to the supply chain of pharmaceutical products. I have written this statement to outline our response to the COVID-19 situation and reassure our stakeholders that Arcinova will do all we can to minimise any impact to our own operations and your business.

Given the nature and location of our operations, Arcinova already has a robust and proven business continuity plan. We have identified around 50 potential risks to our business, ranging from material supply and critical spares to maintenance contracts and reduced internal capacity due to absence. These risks are being mitigated, with the highest impact ones prioritised. Plans are already in place.

At the top level we have formed a Covid-19 response team. Meeting on a daily basis the team is led by the Operations Director and is made up of HR and Health/ Safety personnel as well as senior management.

Our response has focused on three main areas;

1. Reducing risk to our people through the undertaking of business related travel.
 - We have cancelled all business related travel
2. Reducing risk to on-going operations at our facilities.
 - We have asked any employee to self-isolate if they have come into contact with someone who has tested positive for Coronavirus or have travelled to an at risk country as per the UK department of health website.
 - We have reviewed our main contractor(s) risk assessments to satisfy ourselves that they are managing the risk to our site operations.
 - We have placed four portable wash basins at the main entrance to our building and placed additional hand sanitiser dispensers and alcohol gel dispensers at key locations around the site with increased guidance and

- advice around hand washing including mandatory hand washing on entering and leaving the building
- We have encouraged as many staff as possible to work from home to minimise infection risk across the site
 - We have cancelled all non-essential visitors to the site and are requesting all essential visitors including deliveries to self-certify they have not visited an at risk country in the last 14 days nor showing symptoms of COVID-19.
3. Understanding and minimising the risk to the supply of our products due to raw material and commodity shortages.
- We do not anticipate that the current COVID-19 outbreak will impact our ability to supply materials / services to clients. At present, we have not been materially affected by COVID-19. Key materials remain available and we have suffered no reduction in capacity.
 - We have around 200 regular suppliers for materials and services. At present we are assessing those that, were they to stop supply, would seriously impact our operations. Currently we believe this number to be around 5%, and these will be specifically requested to provide us with their contingency plans so that they can continue to supply us.
 - We are in the process of increasing our minimum stock days of critical solvents, gases, PPE and chemicals to 28 days (4 weeks). So far, we have not had any supply problems. We are in contact with critical suppliers and are examining their contingency plans for supply.

I trust that this notification reassures you that we are doing all that we can to manage this unprecedented global pandemic. Should you need any further information please do not hesitate to reach out to either myself or your usual contact at Arcinova.

Finally, I would like to thank our loyal customers, suppliers and staff for their ongoing support at this challenging time, please continue to look after yourself and each other to stay safe and well.

Roger Kilburn
CEO