



19 March 2020

It is Sunhillo's top priority to ensure the safety, health and well-being of our employees, customers, suppliers and community during this time of great uncertainty. We are closely monitoring the COVID-19 situation and are advising employees and stakeholders to take necessary precautions for their health and safety. Effective immediately, we are implementing the following precautions:

- Travel: All non-essential business travel is suspended, and we urge extreme caution and judgment regarding personal travel.
- On-Site Customer/Supplier Meetings/Visits: All non-essential meetings with visitors, including customers and suppliers, are suspended. We will use teleconference and/or web-based meetings, if possible.

We want to reassure you that Sunhillo continues to be open for business, including Helpdesk and Technical support for our products. While some employees are telecommuting, our offices are open, and we continue to operate to fulfill all customer orders. We continue to monitor our supply chain and, at this point in time, we expect to meet all agreed-upon delivery dates. If there are any disruptions to our supply chain, indicating Sunhillo will not meet a delivery date, we will notify our customers to minimize any disruptions. We encourage our suppliers to look at their operations and notify us of any delays so that we may mitigate any schedule risk with our customers.

As we continue into uncharted territory, our hearts and thoughts go out to the people who have been affected by this unprecedented event. We appreciate the healthcare workers, federal, state and local governments who are working diligently to contain COVID-19. Please stay on top of current events and refer to the Centers for Disease Control and Prevention (CDC) for additional information, updated recommended medical protocols and news regarding any announcements from state or federal authorities.

Sunhillo Corporation

📍 444 Kelley Drive, West Berlin, NJ 08091-9210 USA

☎ +1 856.767.7676 📠 +1 856.767.9557 🌐 [www.sunhillo.com](http://www.sunhillo.com)