

AR Controls (PTY) LTD



AR
Controls
20 Years of excellence

PROCESS AND CONTROL VALVES

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15 MAY 2020

Re.: Notice – AR Controls – ARC_GC_0502
General Operations, Health and Safety under South African Alert Level 4 regulations

Dear Valued Business Partner,

The COVID-19 (corona) pandemic has created a truly unprecedented situation which has influenced us all. Our hearts go out to anyone who's been affected by the virus, either directly or indirectly. During this time, we want to reach out and update you on how we're approaching the situation at AR Controls.

Like most organizations, we are doing our best to secure the health and well-being of our employees and their families. Our employees have been strongly encouraged to minimize their travel and to work from home. As such, our Engineering, Sales, Admin, Finance and Compliance personnel are all working remotely, with only limited Production personnel working at our facilities under the strict prescribes of South African Alert Level 4 regulations. Fortunately, this shift to remote based working programmes has been implemented with minimal disruption, and all necessary resources are in place to allow these personnel to execute their respective mandates as per usual business expectations. We believe that working remotely should have little impact on our ability to process purchase orders; generate sales orders and quotations, invoicing as well as detailed engineering services. To this end, these departments have normalised under the current circumstances, and are operating efficiently through digital and cloud-based channels.

Under the strict prescribes of South African Alert Level 4, Production personnel are operating at 50% capacity, and given the large backlog in production caused as result of the total lockdown under South African Alert Level 5, delays in deliveries can undoubtedly be expected. For more information on delivery delays, please refer to **Notice – AR Controls – ARC_GC_0501** dated 7 May 2020.

Due to the COVID-19 pandemic and in line with South African Government regulations, the National Institute of Communicable Diseases (NICD) and World Health Organisation (WHO) recommendations, AR Controls has implemented Social Distancing, Sanitising and Cleaning policies, Preparation and Exposure Plans, as well as Self-Declaration Questionnaires (copies of which are available upon request) in order to take the necessary steps to safeguard our Employees and Business Partners during this pandemic. To all those who plan on visiting AR Controls, we urge you to request copies of and to familiarise yourselves with these policies, plans and questionnaires prior to arriving at our facilities to avoid disappointment of being turned away due to non-compliance.

We assure you, that AR Controls remains fully committed to doing everything we can to support you through this difficult time, and on behalf of the team, wish you well.

If there is any further information required, please do not hesitate to contact us.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Julien Van Niekerk', written over a horizontal line.

Julien Van Niekerk
Director

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