

April 16, 2020

To all fellow Ajax Turner Team Members,

Two weeks ago, we decided to shift from our normal five to a four-day work week. Nearly all of our on-premise customers were mandated to close and we believed it was in our team members' and the company's best interest to consolidate our work week. Our entire on-premise sales and service teams, along with our special events and sales support crews shifted their efforts to work alongside our off-premise teams to help them quickly service our off premise customers. On behalf of the entire company, I want to thank these teams for the great work you have done in our C-stores and supermarkets. This exceptional teamwork with such positive attitudes is admired and appreciated!

On Monday, April 27th, we will begin the difficult process of picking up sellable package and draught beer from our on-premise customers. This will require that we shift the attention of our on-premise sales and service teams back to their customers.

Therefore, effective Monday, April 20th, the company will go back to our normal five-day work week. Our service department will begin its full five-day work week effective Monday, April 27th. Your managers will be following up with each of you to discuss your specific work schedules or answer any questions you may have.

We don't know how long this on-premise pickup process will take. Also, none of us know how long our customers, our business, and our cities will be dealing with the effects of the COVID-19 virus. We will continue to make decisions on the direction of our operating schedules as circumstances unfold.

In regards to your compensation, for the payroll week of 4/13-4/19, the company is utilizing its inclement weather policy to cover the full payroll of those eligible team members that worked 4 out of the 5 days. For our service team, this inclement weather day will be applied to your 4/20-4/26 pay week. This inclement weather day will automatically be applied to your payroll and is not intended to be "banked" for future use.

Please know that the safety of our team members and our families continues to be our #1 priority. To date we have issued nearly 700 bottles of hand sanitizer, several hundred pairs of gloves, and this week alone we have issued over 3,000 masks for team member business use. If you need additional supplies, please let your manager know and we will get them to you.

As a reminder, your daily work attendance is completely voluntary. If any team member feels uncomfortable performing their job duties during this COVID-19 crisis, they have the option to use accrued paid leave, or stay at home without pay, but also without any form of penalty. Please notify our HR team members (Eric, Valerie, or Daniel) in addition to the manager who you directly report to if you feel uncomfortable working.

If any team member displays COVID-19 symptoms or has been directly exposed to someone who has received a positive test result, we ask that you contact HR Director Eric Gibbons as soon as possible. All information of this nature will be handled confidentially in accordance with Federal HIPAA Regulations.

Finally, remember to stay informed by checking the ATCO Team Member website at <https://www.ajaxteammember.com/> and if you have any suggestions or comments, please utilize the "suggestion and comments" box on our team member website. Eric Gibbons receives these confidential comments and will respond to each and every one.

Thank you for all that each and every one of you day in and day out to support our company and our customers.

Scott