

April 3, 2020

To all fellow Ajax Turner Team Members,

By now, I'm sure you're aware that yesterday Governor Lee signed an executive order that requires Tennesseans to stay home unless attending to essential activities during the coronavirus pandemic. We updated the exemption letter that we sent to you in March that describes the beverage distribution activities of Ajax Turner Company as "essential" under the Governor's Executive Orders. A copy of this document is also attached here. Please ensure that you have your personalized copy in your possession while working.

Throughout this ordeal, we have tried to stress to each member of our company family that your health and that of your families is of great concern to every member of our leadership team. We will continue to stress social distancing between company team members, our customers, and their patrons during every step of our selling, warehousing, loading, delivery, merchandising, and administrative processes.

Allow me to share and reiterate several important points that relate to all of us:

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. We simply ask that you notify our HR team members (Eric, Valerie, or Daniel) in addition to the manager who you directly report to.

Additionally, 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.

We understand the angst and concerns that many of us have and strongly encourage everyone to stay informed by keeping up to date on CDC and OSHA practices to protect yourselves, which are posted on the ATCO Team Member website at <https://www.ajaxteammember.com/>.

As a company, we have issued gloves to team members for business use, and have purchased hand sanitizer that we will distribute early next week. In addition, we have ordered surgical grade masks and will offer those to team members once we receive them.

We continue to sanitize our facility and equipment multiple times per day and have limited occupancy to those who absolutely need to be here. Sales and merchandising reps are launching from home and have adjusted their hours to limit contact with customers and patrons in the trade.

We don't have all of the answers on how to best respond to this very challenging crisis. We want to hear from you. Please take advantage of the "suggestion and comments" box on our team member website. Your confidential e-mails are received directly by Eric Gibbons, who will respond to each and every one.

We will continue monitoring the COVID-19 situation and will update you as we make adjustments based on the advice of governments, public health authorities, and medical professionals. If you have any questions or concerns, please contact Eric Gibbons at [egibbons@ajaxturner.com](mailto:egibbons@ajaxturner.com) or 615.280.3907 or Brian Jones at [bjones@ajaxturner.com](mailto:bjones@ajaxturner.com) or 615.280.3980.

Thank you for your continued service and commitment to our company and our customers.

D. Scott Turner  
President, Ajax Turner Company