

# PORTMEIRION GROUP

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

Portmeirion Group (comprising in this context Portmeirion Group UK Limited and Wax Lyrical Limited) has published its COVID-19 risk assessment which meets the UK Government's guidelines on working safely during COVID-19. The assessment is split between Portmeirion Group UK Limited and Wax Lyrical Limited operations and identifies all measures in place to control the risk of COVID-19 in our UK workplaces and is available to our employees current and prospective. Our risk assessment has been formulated by cross-functional teams to ensure that we utilise all of our internal expertise.

The UK Government guidelines are broken down into five steps which concentrate on:

- carrying out and sharing our COVID-19 risk assessment;
- handwashing and hygiene procedures;
- enabling as many of our team members as possible to work from home;
- taking all reasonable steps to maintain a 2m distance in our workplaces; and
- where it is not possible for people to work 2m apart, that we have done everything reasonably practicable to manage the transmission risk.

We believe that we have complied, as a minimum, with the guidance above which allows us to display our COVID-19 secure workplace poster.

A complete review of all working practices has taken place starting from the minute our teams arrive onsite, to the moment that they leave. Our objective from the outset was to not only continue to ensure our workplaces are safe but

also for our team members to feel safe. Some of the changes/amendments that have been made are:

- new site and health & safety inductions for all team members including before returning to work;
- Temperature checking system installed;
- installation of further hand sanitisation stations including at all clocking in areas, communal areas, rest rooms and toilets;
- 2m floor markings both inside and outside our buildings to help our teams to remain at safe distances;
- protective screens, designed and made by our in-house team of engineers, installed in areas where the 2m distance cannot be maintained;
- shift start times and break times staggered to avoid congestion at the start/end of shifts;
- maintaining our teams on consistent shifts allowing them to work with the same people;
- dedicated non-production clean up/down time for all team members to sanitise their areas of work prior to commencing their shifts;
- regular breaks incorporated into all shifts to allow for frequent hand washing/sanitising;
- introduction of one way systems and stop and wait protocols; and
- the appointment of Social Distancing Ambassadors to help our teams to work in-line with our new procedures.

Additionally, to help us all to remain focused on our new ways of working, we have introduced an internal campaign "Our Health Matters" and as part of this we are committed to 'Working Together – Staying Apart – Staying Safe'.

*Mike Raybould, our CEO stated "The health and safety of our team members is our top priority. Our management teams and health and safety teams have worked together to ensure that we are able to comply with the COVID-19 secure guidelines. We are immensely proud of all of our team members who have shown great spirit in these challenging times".*

We have team members working safely in our factories, warehouses and offices to provide products from our six amazing brands to our customers worldwide. We are also immensely proud to be providing hand sanitisers to the community, NHS and more recently pharmacies.

