

Anixter Inc.  
2301 Patriot Boulevard  
Glenview, IL 60026-8020  
1.800.ANIXTER  
[anixter.com](http://anixter.com)

Date: March 13, 2020

From: Orlando McGee, EVP Global Operations

To: All Anixter Customers

Re: Anixter Operations COVID-19 Prevention and Facility Recovery Plan

Anixter is committed to continuing to provide excellent service to our customers during the ongoing response to the Coronavirus. Many of our customers have asked for information on how Anixter Operations would respond in our facilities in this rapidly changing COVID-19 environment. The Operations team has developed protocols for prevention and facility recovery that can be found below.

**Anixter Prevention Plan:**

- ***Anixter employees are required to stay home if they are feeling sick, strictly enforced***
- Coronavirus Safety Guidelines as provided by Health and Safety (posted on Anixter's internal web page and posted in all facilities)
- Twice daily cleaning and disinfecting of office and common areas and twice daily at all warehouse locations
- Daily self-inspection and cleaning of personal workspaces before the beginning of each shift including cutting equipment, material handling equipment and all other common surfaces within the warehouse
- Washing and sanitizing of hands when entering Anixter facility from outside; and frequent disinfecting throughout the day by all employees
- Hand sanitizer at all will call and counter areas including in branch showrooms at Commercial and Security Branches
- SWAT Teams developed at large Anixter location for immediate need cleaning and disinfection activities
- Questionnaire responses and limited tours of Anixter Distribution Centers requiring executive approval prior to these tours being scheduled
- Enhanced sign-in requirements for contractors and suppliers prior to entering our facilities Hand washing and sanitizing also required prior to entering facility.

These common-sense prevention measures are in alignment with Center of Disease Control (CDC) guidelines and are being monitored daily for compliance. To further support the needs of our customers, we have developed a recovery plan for actively impacted facilities. This comprehensive plan is in place now and will be used as necessary.

**Anixter Facility Recovery Plan:**

- ***Anixter employees are required to stay home if they are feeling sick, go to the doctor, and report their illness to managers immediately.***
- Our goal is to keep all facilities open. However, in the event that a closure is required, that facility will be cleaned, disinfected and sanitized as quickly as possible to avoid service disruptions.
- Order diversion plans are in place to divert orders to fully operational locations immediately if an impacted location can't support customer orders

Anixter Inc.  
2301 Patriot Boulevard  
Glenview, IL 60026-8020  
1.800.ANIXTER  
**anixter.com**

- Labor contingency plans have been developed at Anixter locations, as well as at strategic partner facilities managed by Anixter to ensure that our labor force will be able to manage surges in ordering from customers, as well as absenteeism based on COVID-19.
- Full order prioritization and customer notifications will be coordinated with Anixter sales leadership to ensure as many customer orders are serviced as possible
- Anixter's IT department is committed to ensuring that we have network capacity to support the order to delivery process throughout this time period.

Again, Anixter's Operations group is committed to servicing our customers globally with the same level of service that has been expected of us in the past. As we move forward into these unprecedented times, our priority will be to ensure the safety of our employees and continue to provide the highest level of service to our customers.

Sincerely,



Orlando McGee  
EVP Global Operations