

LIBERTY HARDWARE

MANUFACTURING CORPORATION

DATE: March 16, 2020
FROM: Mitch Di Mond – Vice President Sales
SUBJECT: COVID-19 Related Work Environment

UPDATE: Business Continuity Plans

As COVID-19 continues to spread and impact more geographies, we are continuously reevaluating the safety and wellbeing of our employees, families, and broader communities. With this in mind, we have instituted the following policy effective immediately.

Office Staff – Working Remotely

- Effective 3/16/2020, Liberty Hardware office personnel will be asked to manage their daily work from home.
- All employees will work a normal schedule and are available to address business needs as they arise
- During this period, all air travel is restricted. All remote office employees will have video conferencing capabilities.

Business Operations

- Liberty operations will work a normal schedule continuing to support our customers and consumers

This is a very fluid and unprecedented event. I will communicate any change to policy or significant impact to the business.

Best,

Mitch Di Mond
Vice President of Sales
Liberty Hardware Mfg Corp | 140 Business Park Drive | Winston-Salem, NC 27107
(O) 336.771.6742
(M) 336.529.8589

A Masco Company