March 18, 2020

Dear Valued Partner,

Server Products' top priority is the safety and health of our stakeholders and their communities. We are monitoring the coronavirus (COVID-19) pandemic daily and are following the World Health Organization (WHO) and Center for Disease Control's (CDC) recommended precautionary measures to minimize risk to our employees and necessary visitors.

Our leadership team is championing company efforts to protect our people, product and your business during this dynamic period and as a valued partner, we would like to share highlights of measures we have taken thus far:

1.) <u>Protecting People</u>
➢ Restricting Employee business travel & limiting non-essential incoming facility visits
➢ Incorporating enhanced cleaning and sanitizing procedures within our facilities
➢ Replacing in-person meetings with virtual meetings for customers, employees and suppliers
➢ Supporting team members to work from home whenever possible

2.) <u>Protecting Product</u>
➢ Monitoring supply chain of raw material and sub-components daily
➢ Increasing frequency of assessing changes in customer demand for our forecasting
➢ Building all existing customer orders with no current disruption in lead times

3.) <u>Protecting Your Business</u>
➢ Implementing plans to support partial or complete remote office operations outside of corporate headquarters
➢ Assuring seamless customer experience with no disruption in connectivity with telephones, email and chat to avoid any disruption with customer communications
➢ Proactively building extra inventory of select, core product in the event of potential factory shut down. This is a preventative measure to help supply your business with core product in the event of disruption in your forecasting system or normal supply chain operations.

This is a fluid situation and we will keep you apprised of any key changes to this plan.

If you have any questions, please feel free to contact your Server Products representative.

Thank you for your support.

C. David Maroun
Vice President, Sales