



ADM Agriculture Ltd
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ADM Agriculture Ltd Grain & Feed Divisions COVID-19 Contingency Plan Statement 19 March 2020

Please refer to the attached statement issued by ADM.

As a responsible employer and business partner, we have implemented a number of measures designed to reduce the risk of infection to our staff and others whilst enabling business to continue uninterrupted.

As part of these measures please note that with effect from week commencing 16 March 2020, and until further notice, our execution/forwarding departments in Hemswell and Watford will operate with a reduced staff, comprising two separate teams working on weekly rotation. Our accounts colleagues will either work from home or when required in our Hemswell office, as far as this is practicable. Our trading, seed, fertiliser and farm trading colleagues are all operational from home and we are trading normally. Our Long Sutton production facility is also operational, and whilst working on a reduced hours basis, we are able to supply customers as required. We have been in contact with our UK port groups and have received assurances that all necessary precautions are in place to minimise the risk to personnel and contractors, and to continuing operations, albeit with adjustment to normal procedures as the situation demands.

Please continue to use normal lines of communication, including email and telephone. All execution related matters will be dealt with by the staff in attendance as efficiently as possible.

As you would expect, work will be prioritised and this inevitably could mean that some less urgent matters will be subject to minor delay, although we will do everything possible to minimise such delays.

We apologise in advance for any inconvenience these interim measures cause to our customers and suppliers, but we feel confident that you will appreciate the importance of sensible contingency plans during this period of uncertainty.

Please share this information with all people concerned. We shall update you as to any further changes.

Thank you for your understanding.

Graham Atkinson
Managing Director, ADM Agriculture Ltd

David Sheppard
Director, ADM Agriculture Ltd



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ADM COVID-19 Response and Planning
Update March 18, 2020

ADM has been a trusted and valued supplier to customers worldwide for 118 years because we deliver safe, high-quality ingredients even when external events or circumstances challenge us. We are fully committed to maintaining these high standards as the circumstances surrounding the COVID-19 pandemic event continue to evolve.

ADM has taken a number of steps to ensure the continued safety, quality and availability of the ADM products you depend on. Since the beginning of this global event, ADM has activated appropriate measures and precautions to protect ourselves, our partners, and our customers while ensuring necessary supplies of our products.

Crisis Response: One of ADM's most critical responsibilities is to ensure the health and safety of our employees, suppliers, partners and visitors. Our global crisis preparedness team meets daily to ensure procedures and responses align with the latest Centers for Disease Control and Prevention (CDC) recommendations and regional regulatory requirements. Actions we have taken to date include the following:

- We continue to institute government agency, regional and local guidelines related to personal hygiene. We have enhanced, trained and verified hygiene protocols in all facilities, and have expanded cleaning protocols.
- Social distancing, through staggered and home based work schedules has been adopted throughout all of our critical global offices and facilities.
- We have prohibited all non-critical travel for employee and contractors, including travel within regions / countries and inter-facility movement.
- We have prohibited all non-business-critical visitation to our facilities, and we are actively screening all visitors including delivery drivers, for COVID-19 symptoms.
- We have implemented procedures to address potential employee or partner exposure issues following CDC guidelines for mitigation and reaction, quarantining, and cleaning.

Business Continuity: ADM has a cross-functional team that monitors business continuity across our global supply chain. Our goal is to deliver safe, high-quality products on-time throughout this pandemic event, and we have taken a variety of actions to ensure we meet our customer expectations:

- We have instituted a daily global procurement call and active communications with suppliers to monitor inventory levels and remain alert to any potential supply chain disruptions.
- We have proactively identified alternative suppliers where needed to ensure supply chain continuity.
- We are managing logistics and transportation schedules to ensure the ability to transport through ADM and third party networks.



While we will continue taking all necessary steps to maintain uninterrupted deliveries to our customers, we are also mindful that the coronavirus situation could yet have impacts outside our control.

In the case of an anticipated supply chain disruption, we will communicate to you as quickly as possible and work together on mitigation plans where possible. If you have any questions or concerns or suggestions in the meantime, please reach out to your ADM sales lead.

As always, we at ADM appreciate your confidence in our people and our products, and we look forward to continuing to serve you for many years to come.

Sincerely yours,

A handwritten signature in black ink that reads "Lee Perry". The signature is written in a cursive, flowing style.

Lee Perry, vice president, Quality and Food Safety

