

Bulletin Dated September 10, 2020

An Important Message from our CEO, Paul Robinson

In my last Bulletin dated August 18, I indicated it was our intention to move back to all employees returning full time to work from our locations commencing on October 5th. I stated that we would continue to monitor the situation and remain flexible with our strategies dependent on the situation.

Considering recent events and government announcements, we have taken the decision not to move forward with the full time return to work until the January 4th, 2021. Recent events that have led us to this decision include the slower, phased in approach to opening of schools, the trend of increasing new cases in Ontario and specifically Toronto and the Ontario government's decision to delay any further easing of restrictions for at least 4 more weeks. It is clear that we are witnessing pockets of Covid restriction fatigue, especially for young adults with several instances of large outdoor parties including at universities with students returning.

We will continue to operate under our current strategy of all employees coming to work at least 2 days per week as a minimum and based on our business requirements, each functional group may require some or all of their team members to come to the office more often. As previously stated, any employee needing relief from this policy must request relief in writing through Human Resources. To date, we have had only one employee request relief from this policy (and it was granted).

All other policies will remain in effect until January, including personal and business travel, wearing of masks and hygiene. We will continue to manage physical distancing within our facilities.

Our business is continuing to ramp up with increasing levels of production orders and program development and sourcing. We have many significant internal initiatives on the go with our continued efforts on launching modules within the D365 suite of applications. As previously announced, we are operational on a global basis for Talent, CRM and LPS. Our next major launch will be the ERP for LAP (Operations and Finance) targeted for mid-2021. The timing of this launch has been delayed by Covid. We are very active in our new product development group. We have also just completed two new production lines here in Canada that will be installed in LAG and LAEE in the coming weeks for new business commencing next year.



We all must continue to do our part in supporting government policies and directions to contain Covid-19. We all want to get back to “normal”, but we must continue apply best practices to protect ourselves, our families, friends and co-workers. We will continue to monitor the situation and will adjust our strategies and policies as warranted. Again, I thank each of you for your efforts and continued support. We will keep you informed as we move forward.

Warm Regards,

Paul