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**Internal
Communication
March 15, 2020**

From: From Chris Froman
Sent: Sunday, March 15, 2020 4:46 PM
Subject: Message to all Pomeroy Colleagues from Chris Froman

Dear Pomeroy Colleagues,

I want to take a few minutes to update you on our Leadership Team activities related to the Covid-19 Coronavirus pandemic, and to assure you that our response to all of you is our highest priority.

As previously communicated, a Coronavirus Response Team has been assembled, which is a cross-functional group of leaders who are dedicated to responding to employee and customer questions and concerns, while also acting as the central repository for all matters related to the pandemic. We are having daily calls with this group as we navigate this ever changing environment.

The safety of you, your families, Pomeroy's customers, and our partners are most important. We also recognize that in times of uncertainty, fear and concern is normal.

The Leadership Team is evaluating establishing a "work from home" environment wherever possible. We will be speaking with all managers tomorrow afternoon, and I will be asking for an assessment on how best to implement this practice. For positions where a work from home plan is impractical, we will be looking at other alternatives to accommodate social distancing in support of CDC and other regulatory recommendations.

You have my commitment and that of the Leadership Team for continued communication over the next days and weeks as we address this issue. I want to reinforce that our support of you and your families is our highest priority.

Sincerely,

Chris