



April 6, 2020

Dear ValLEN Supplier,

Thank you again for your support during this ever-changing, global situation. We are aware of countries, states and individual cities that are enforcing lock-downs and shelter-in-place directives. However, it is imperative that you understand the importance of continuing production, even when there are lockdowns in place. Pursuant to Presidential Policy Directive 21 (PPD-21), ValLEN Distribution, Inc. ("ValLEN") is a critical infrastructure supplier to critical infrastructure industries, designated by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security whose assets, systems, and networks, whether physical or virtual, are considered so vital to the U.S. that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. For questions, email: CISA.CAT@cisa.dhs.gov.

As a distributor, ValLEN sells to the defense, aerospace, energy, pharmaceutical and other critical infrastructure segments and continuity of supply is vital. This document certifies that ValLEN falls within a sector that has been designated as critical infrastructure, the continued operation of which is vital for national security, national economic security, national public health, and safety.

As always, the health, safety, and well-being of our employees, customers, vendors, and communities at-large remain our daily focus. We are continuously updating our best practices and adopting new guidance from appropriate governmental and health agencies and officials, including, for example, cancellations of events, instituting remote work policies and travel restrictions, updating business continuity and preparedness plans, and employing heightened cleaning, health, safety, and hygiene practices at our locations and for our personnel. We, of course, expect that you are taking all appropriate measures as well.

With that said, as a supplier of essential goods and services, our goal is to remain open throughout this pandemic in order to safely and securely support the supply of such goods and services across the economy. You, as a ValLEN supplier, fall under the umbrella of essential businesses and, as such, should continue to make every effort to carry on business as usual, while ensuring the safety and wellbeing of your workforce. We trust that you, too, are working tirelessly and doing everything in your control to stay informed and ahead of changes in the supply chain so that we can all do our part to navigate and mitigate the impacts of this pandemic over the weeks and months ahead. To be clear, we are relying on you, our valued vendor, to do everything possible to mitigate the impacts of this pandemic and to help ensure the continued supply of essential goods and services where they are needed most.

Now, perhaps more than ever, constant and transparent communication is absolutely critical. There may be instances where we must modify or cancel existing orders to account for revised needs, project changes, impacted timelines, or other unforeseeable events resulting from this force majeure event. Accordingly, please do everything possible to keep us timely and fully informed of, and to ensure we can mitigate, all known and anticipated impacts to your company, inventories, prior commitments, schedules, services, and overall supply chain so that we can likewise coordinate with you, our personnel, our customers, and governmental agencies and officials as and when needed.

Although the times are tough, our company remains strong, financially stable and operationally sound. As we emerge from this crisis, we will be your distributor of choice. We sincerely appreciate your continued support and we wish you and everyone around you health and safety during these challenging times.

Sincerely,

Chuck Delph
President