

Notice to Suppliers



Coronavirus (COVID-19)

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Job Title: General Counsel, Rolls-Royce plc
Business Unit: All

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For the attention of the Managing Director.

Scope/Applicability:

All Rolls-Royce plc suppliers including contractors that work on a Rolls-Royce site and/or provide a service to Rolls-Royce employees.

Dear supply partner,

Rolls-Royce is closely monitoring the Novel Coronavirus (COVID-19) situation and is taking action to help reduce the spread and impact of this virus. These measures include social distancing – reducing our contact with and proximity to other people.

We have now asked Rolls-Royce employees who can effectively work remotely to implement this, whilst continuing to support business delivery. This step is in addition to any local measures in place and legal obligations where applicable.

All our sites remain open and will continue to operate. However, by implementing this social distancing measure – as many other large businesses are doing - we will minimise the number of people on our sites at any one time. This will help reduce and slow the spread of infection.

Please note that as a provider of goods and/or services to Rolls-Royce, we would expect that you are also following social distancing measures. If you are a contractor to Rolls-Royce or a supplier whose employees may be required to access Rolls-Royce sites, please discuss and determine with your key Rolls-Royce contact how this affects your work and location, while continuing to support business delivery.

If it has been agreed with Rolls-Royce that your support means you can't work remotely, then continue as normal and follow good hygiene and social distancing measures in the workplace. We'll be ensuring you have access to the hygiene resources you need and introducing additional social distancing measures as appropriate.

Please also note the following:

- All visitors to a Rolls-Royce site will be asked about their travel in the previous 14 days.
- Returning travellers from Red countries cannot be provided access to our facilities.
- Returning travellers from Amber countries will be asked if they have any COVID-19 symptoms such as cough, sneezing or fever.
- If the visitor is symptomatic, access to the Rolls-Royce site cannot be provided.
- If we do have any symptomatic visitors, the immediate priority is to minimise contact with other people before they exit.

Your Rolls-Royce contact will keep you informed as the situation continues to unfold. Please also continue to monitor the Supplier Portal at <https://suppliers.rolls-royce.com> for the latest information. Please note that if you are a supplier that manages a sub-tier supply chain then it is your responsibility to flow down information appropriately.

NTS Category:

General Information / Communication

Authorised by:

David Loseby
Director of Procurement, Rolls-Royce plc