

March 25, 2020

Dear Customer,

Essential Service:

With the Quebec and Ontario Government closure announcements **we would like to inform that STOCK Packaging will remain OPEN**. As an essential material supplier to the Agro-Food industry supply-chain we must continue to serve our clients.

Inventory Management:

We are implementing measures to help insure our inventory levels are adequate and we urge all our clients to verify and advise any changes or updated needs. However, demand has increased and we reserve the right to limit excessive order quantities in order to insure continual supply to all our clients.

Shipping/Receiving:

We ask that pick-ups be done by appointment and we remind our clients to continue respecting the security perimeter around the loading docks.

Office Visits:

Our office is operating with a minimal level of staff and a number of employees working from home. We remind our clients that access to our office is for essential reasons only and by appointment.

Conclusion:

We will continue to optimise our response to the current situation and remain available to speak with our customers as required. Thank-You for your understanding and support!

Eric J. Williamson
President

18 March 2020

Dear Customer,

With the progression of COVID-19 across Canada, STOCK would like to inform its clients about some of the measure we have been taking. We have set-up a task team to implement the following:

In the Office:

We have implemented measure in the office to inform our staff about measures needed to be taken. These include sanitation, distance between people and have increased our supplies of cleaning products. Our weekly cleaning crew has been advised to sanitize high touch areas such door handles, phones, light switches etc.

Travel Protocols:

Our plans for FAT sessions as well as trade shows and conferences have all been cancelled. All overseas related travel has been suspended. All local travel except the most absolute essential travel is being recommended against.

Office Access / Visits:

Access to our office is being limited with entry by doorbell only. No visitors are being admitted unless by appointment and phone, skype, or facetime discussions are being recommended instead of face to face visit discussions.

External Visits:

Many of our clients and collaborators have limited access to their premises. Likewise, we are encouraging our staff and salesforce to limit or avoid where possible visits to other office locations and to use email, skype and facetime instead in order to conduct business.

Warehouse / Shipping & Receiving:

We have established a perimeter around our docks with no access inside our warehouse. Our staff are instructed to insure this perimeter is respected. The exchange of tools or pens is not permitted.

Supply-Chain Management:

We realise our essential role in supplying the Canadian food chain and are taking steps to insure our inventories are adequate. We ask our customers to review now their order requirements for the upcoming months and to advise us their updated needs.

Conclusion:

We will continue to optimise our response to the current situation and remain available to speak with our customers as required. Thank-You for your understanding and support!

Eric J. Williamson
President