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To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in creating, sharing and posting our COP report due to members of staff that were overseeing this report have moved on from the company. This has been picked up by a new member of staff who will ensure a report is sent in within 90 days.

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by 11<sup>th</sup> of February at the latest.

Sincerely yours,

Clara Kinsella

Marketing Director