



27th April 2019

RE: UN Global Compact Report

We recognise 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 delayed in creating, sharing and posting our COP report due to unforeseen leave being taken and required sign offs being delayed as a result.

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 26th July 2019 at the latest.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Sue Phillips", written over a thin horizontal line.

Sue Phillips

Managing Director