



March 22, 2022

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.

Although our COP is complete, we are unable to upload our COP report to the UN Global Compact website until our board of directors reviews the document and provides final approval. Because we submitted our report early last year, our new 2022 due date was assigned before our regularly scheduled April board meeting when the COP is normally assigned to be reviewed.

We hereby ask for an extension period in order obtain board approval 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 May 31, 2022 at the latest.

Sincerely yours,

A handwritten signature in blue ink, appearing to be "Michael Cooke", written over a light blue horizontal line.

Michael Cooke
Compliance Manager