

March 12, 2020

A Message from the Desk of Edward J. Richardson, CEO and Chairman of the Board

As we continue to monitor Coronavirus (COVID-19) developments closely, the health and well-being of our employees, customers, suppliers, relatives and friends are of utmost importance to us. As a critical partner to your business, we also understand that limiting any impact this health event could have on our service is imperative. Being prepared and maintaining a safe work environment is critical as is sustaining our business operations.

As a global company, we are taking the necessary precautions at the local level to ensure your security and safety. We have implemented the following:

- Enabling work from home capabilities within impacted regions;
- Ensuring that employees who are ill do not come to work and have no concerns about the security of their jobs. For those with concerns or are uncomfortable at work, we are employing flexible policies to address individual needs;
- Developing and deploying a global strategy to coordinate uninterrupted delivery of products and support to our clients;
- Providing our employees and colleagues with information and best practices to prevent the spread of any illness;
- Limiting all non-essential business travel, face to face meetings, and events;
- Coordinating global and local communications with our employees, customers, suppliers.

We will continue to monitor this situation closely and follow the recommendations of our government and the CDC. At Richardson Electronics, we believe it is in challenging times like these that communication and coordination is critical. We will continue to update you on any changes or actions we are taking as we look to serve our extended Richardson family in the manner you've come to expect.

Thank you,



Edward J. Richardson
CEO and Chairman of the Board