

Third Coast Services LLC

March 29, 2020



NOTICE TO EMPLOYEES

RE: ESSENTIAL BUSINESS FUNCTIONS AND CRITICAL INFRASTRUCTURE SUPPORT

As local governments enact various shelter-in-place orders, we want to assure our employees that Third Coast Services LLC is closely monitoring such orders and is committed to using its resources to continue to perform essential activities and support critical infrastructure. As you know, Third Coast Services LLC provides important services for its customers on a daily basis, but the provision of those services in support of essential businesses, government functions, and critical infrastructure is even more vital in this time of need.

Third Coast Services LLC also holds the safety and health of its workforce as a core value and is intent on ensuring all employees can continue to support themselves, their families, and the community as we navigate these difficult circumstances. We are continuing to monitor reports from the Centers for Disease Control and will continue to implement precautionary measures for the health and safety of our workforce so that work may continue.

Third Coast Services LLC's customers depend on your continued attendance and the continued performance of your essential job functions so that they can continue to operate. Please contact Third Coast Services LLC management immediately if you need to discuss your ability to perform your current job duties. Failure to appear for work during this critical time without permission or other sufficient basis may be cause for disciplinary action, up to and including immediate discharge.

Our community has faced difficult circumstances in the past, and we've always come through with a combination of teamwork, compassion, and perseverance. Third Coast Services LLC has a responsibility to its employees, its customers, and its community to ensure we overcome this challenge as well and we thank you for your continuing commitment in this endeavor.

A handwritten signature in blue ink, appearing to read 'Jim Giles', is written over a light blue horizontal line.

Jim Giles
President
Third Coast Services LLC