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One Family. One Team.

May 24, 2021

RE: UPDATED ON-SITE SUPPLY/VISITOR PROTOCOL COVID19

Dear valued supplier,

Thank you for your steadfast support since the onset of this pandemic - 2020 was a tough year on a lot of businesses. Due to the diligence of our employees and you, our valued supply base, we have kept Charter Steel a safe and productive work environment. Our intensified safety requirements were put in place last year to protect everyone coming on-site. Throughout 2021, we have seen significant improvements in reported COVID-19 cases within our communities and plants. Our COVID-19 Response Team continues to work alongside our leadership team to ensure our protocols align with CDC guidelines. This area is fluid, and as we see changes in case rates and CDC guidance, we will update our protocols accordingly.

Effective immediately for our Wisconsin locations, masks will only be required when a 6-foot social distance or a physical barrier cannot be maintained. Masks are not required when passing in the hallway, but masks are needed if you are working in proximity without a physical barrier. These changes are currently scheduled to also take effect in Ohio on June 2nd. Our implementation of this policy in Ohio will align with Governor DeWine's re-opening plan.

Please reference the full protocols via the Supplying to Charter link below before you come on-site and lean on your Charter Steel host to provide direction on our COVID-19 policies.

Our continued focus remains to ensure Charter Steel remains a safe work environment for all. We appreciate your patience as we navigate these uncertain times.

Sincerely,

Kenneth L. Bell

Kenneth L. Bell (Director of Procurement)

A listing of Charter Steel's protocols can be found at the following link.

<https://www.chartersteel.com/contact-us/supplying-to-charter>