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Tim FitzGerald, Chief Executive Officer

March 16, 2020

Dear Middleby partner,

As the coronavirus has brought about uncertain times and a continuously evolving situation, we are reaching out to our trusted partners to share our plan to ensure business continuity at all of the Middleby factories, while employee health and safety remains our top priority.

**Middleby Employee Health**

We are closely following the World Health Organization (WHO) and Centers for Disease Control (CDC) guidelines on preventing the virus spread, sharing this information with employees and implementing the recommendations in our daily operations. Due to this you may see us less in person as travel both domestically and internationally has been put on hold and we are limiting outside visitors to our facilities.

**Manufacturing**

Plans are in place to ensure our manufacturing operations are not disrupted. Currently, all of our facilities are open and are being consistently monitored. Procedures and contingency plans are in place to assure ongoing production. We are confident in our deep resources and the diversity of our worldwide manufacturing facilities to quickly respond to any situation.

**Parts and Service**

Middleby brand service departments are responding to calls and assisting ASAs in a business-as-usual fashion. Our service departments are enabled to work virtually and are available 24/7 to fulfill all customer requests. We have an ample parts inventory from multiple locations available to fulfill both current and future needs.

**Supply Chain**

We foresee no disruption in our supply chain as we are fortunate to have a broad base of suppliers and back up suppliers. With daily communication between our globally-based supply chain team and each of our factories we have real-time knowledge of operations that directly affect our business.

In closing, please be assured we have confidence in our deep resources and capabilities should an unexpected situation arise. We have done everything possible to ensure ongoing manufacturing operations, supplier continuity, service support and employee safety.

We truly value our partnership and the trust you place in Middleby. As always, we are available to you for further discussion.

Sincerely,



Tim FitzGerald