



Dear Valued Business Partners,

I hope this note finds you, your family, and your teams safe and healthy. Collectively, we are faced with overcoming adversity and finding balance in an unknown world that impacts each of us differently on both a professional and personal level. The world is changing, and we are taking action to respond. As we prepare for this next chapter, we want to share key learnings, offer our point of view, and invite you along on the journey.

From the office to home, and all of the in-between places, we are reimagining what's next and redesigning future spaces. Committed to helping employees thrive, we're actively developing products that support work, wherever it happens. Our inspired solutions allow companies to take action and enhance their offices today. As employees head back to office environments across the globe, companies are evolving their workplaces to provide a critical sense of safety to their employees. Our newly designed and easy-to-install screens and dividers offer the ability to quickly retrofit existing products. With a focus on employee wellness, social distancing, and enhanced sanitation, we're actively manufacturing solutions for wellness stations, temperature kiosks, and workstations for increased hygiene, in addition to developing finishes that allow for increased cleanliness. Moving forward, we will lead the conversation on reimagining work and nurture the notion of place beyond the "office".

As an advance notice, I wanted to inform you that National will begin to release new content and resources starting today, and will continue to share content over the coming weeks. To make these resources readily available to your customers, the information outlined below will be featured on our website within a new page entitled Redefining the Future of Work for Now, Near, and Next. This section will include research, practical applications, useful tools, and inspired product solutions based on guidelines from a variety of sources, including OSHA, CDC, WHO, IWBI, and Fitwel. Our first four resources are linked below and will take you through our Point of View, Research Summary, Product Guide, and Workplace Preparedness checklist.

In the coming weeks, you can also expect a broad range of additional resources, including:

- Preparing for the New Mindset Floorplan Considerations
- Return to the Workplace Etiquette Guide
- Return to the Workplace Showroom Guidelines
- Return to the Workplace Me, We,+ Us Typicals
- Work@Home Typicals
- Furniture Cleaning and Disinfection Protocols
- Alliance Partner COVID-19 Material Suggestions

While there is no one-size-fits-all approach, I hope these resources give you and your team assurance that National will continue to be your workplace partner. We are committed to rolling up our sleeves to redesign the future with you.

As always, our teams are here to serve you. We thank you for your partnership and will continue to keep you informed.

Sincerely,

A handwritten signature in black ink that reads "Kourtney Smith".

Kourtney Smith  
President, National Office Furniture