



Dear Customer/Supplier

We would like to take this opportunity to inform you that Lumicom Ltd is enacting all the preventative and precautionary measures you would expect of us to help prevent the spread of Covid-19.

As part of the Lighting Industry Association, our Management team are following the advice of the UK Government and our HR advisors at Make UK. We are meeting and conversing regularly and when / if that advice changes, we will inform everyone by Email.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

Lumicom are doing the following:

- Reviewing Government and NHS advice, as well as taking practical preventive measures to ensure the health and safety of our employees, customers and suppliers.
- Head Office is currently continuing to work as normal.
- We have implemented a heightened cleaning regime across the site and distributed relevant information regarding COVID-19 throughout the LIA.
- Self-isolation is in place and all Lumicom staff have been set up to be able to work from home where necessary.
- In the effort to reduce the spread, Lumicom are pushing all communications through Video conferencing and telephone.
- All team members are available and will continue to work on all outstanding projects
- The LIA quality team are reviewing and updating key processes and procedures and training staff where needed.
- Site visits are still happening, but we are discouraging contact during these visits.

Rest Assured, Lumicom are still working with our customers and suppliers to ensure our requirements are fulfilled.

We have also had specific communications with our fleet who are carrying out our collections and have made sure that they are adhering to an increased cleaning regime, avoid any physical contact and where possible maintain a distance of 2 metres from all persons.

Our drivers have also been advised to input the data into our tablet system, to reduce the need for customers to make contact, to reduce the risk of spreading the virus.

Your Sincerely

Peter Hunt  
Chief Policy Officer  
Lighting Industry Association Ltd  
Chief Executive  
Lumicom Ltd

## The WEEE Compliance Scheme for all Lighting

LUMICOM is a not for profit producer compliance scheme, created by a forerunner of the Lighting Industry Association to help producers, selling into the non-household and household market, meet their obligations under the WEEE Regulations.

LUMICOM is a wholly owned subsidiary of the Lighting Industry Association.  
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