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November 16, 2018

TO: SUPPLIERS OF LECO CORPORATION

With the holiday season approaching, we would like to take this opportunity to express our appreciation for your support this past year and to extend to you and your employees our best wishes for the New Year. Your continuing support is very much appreciated and important to our success.

To continue this successful business relationship, I would remind you of our long-standing policy which prohibits the acceptance of gifts and favors by our suppliers. As it is impossible to define every area in which a conflict of interest may occur, it should be understood that our policy forbids any action which involves a conflict of interest or influences the judgment or actions of our employees in performing their job related duties.

In addition, I would like to remind you that all shipments to Leco must reference Leco's part number and purchase order number. Most purchase orders will be faxed to your company. The Terms & Conditions are not included in the fax transmission. For your future reference, a copy of LECO's "Terms and Conditions" is attached to this letter. It is also available on our website: [http://www.leco.com/about\\_us/suppliers.htm](http://www.leco.com/about_us/suppliers.htm).

I encourage you to visit our website in the future to review general purchasing information, which will be updated on an annual basis.

Our best wishes to your company for the coming year.

Sincerely,

Thomas Blank,  
Director of Purchasing  
LECO Corporation