

## ACTIONS OF THE FORMIKA COMPANY IN CONNECTION WITH THREATS RESULTING FROM THE SPREAD OF VIRUS CAUSING COVID-19

Parzniew, 13.03.2020.

Dear clients,

we are all aware of the seriousness of the current situation regarding the spread of COVID-19. In such a dynamically changing reality, we are all aware that changes and certain actions related to them are inevitable and concern us all without exceptions.

We are highly concerned for the health, safety and comfort of our employees and their families, all our customers, suppliers and all business partners. On the other hand, we need to bear in mind the need to maintain continuity of the business process on the side of both customers and ourselves. Formika, very often your strategic partner and supplier, would like to inform you about the necessary steps we have taken to be able to maintain our potential in operational continuity and full readiness for the challenges ahead in the coming weeks.

The steps presented below relate to the most important areas of the company's operations and are related to actions taken in the field of prevention, organization of work and maintaining security of supply (both raw and shipping finished products):

- ✓ in February this year a special team has been appointed, which has developed new rules for the organization in the near future. This team is determined to supervise the implementation and strict compliance of these rules throughout the period of validity, reacting as quickly as possible and adapting its activities as adequately as possible to changing circumstances,

### PREVENTION

- ✓ all employees have been trained in the principles of general hygiene, including proper hand washing and general prevention, including encouraging to care for a healthy lifestyle and adequate rest outside the workplace (voluntary supplementation with vitamin C and D of all employees is also planned to support general prevention),
- ✓ all employees have been trained in behaviour to minimize the spread of potential infections (including avoiding mass events and limiting contact with places where large clusters of people can potentially occur) and not going to work if flu-like symptoms appear,
- ✓ information posters and additional tanks with disinfectant fluids have been placed on the company's premises, we also plan to provide each employee with individual additional disinfectant for personal use during work,
- ✓ the organization was divided into separated zones in both the office and production areas, between which there is no possibility of direct transfer of employees of different zones (see the section on work organization),
- ✓ in the office area, if it is possible and it is done without affecting the process integrity as well as the quality and efficiency of internal and external services, employees are directed to work remotely in the "home office" mode,

- ✓ a mandatory body temperature measurement has been introduced for all employees who will be in the company and work in designated areas,
- ✓ for all employees who will be in the company and work in designated areas, the obligation to use ancillary protective equipment has been introduced, e.g. special masks, protective gloves, glasses, etc.,
- ✓ all employees were instructed in the scope of services from places and equipment offered, e.g. toilet, kitchen, coffee maker, e.g. to approach one by one and keep a distance of min. 2 m etc.,
- ✓ we have introduced additional actions aimed at frequent disinfection of work stations (e.g. at production – especially at the end and start of shifts, including cleaning touch panels controlling machines) and common cloakrooms, toilets and communication routes (including door handles, handrails, turnstiles, etc.),
- ✓ we decided to exclude from use until further cancellation certain common rooms, e.g. conference rooms and / or canteen,
- ✓ we recommend limiting meetings with people from outside the organization to the necessary minimum – including audits, approvals, business visits, recruitment interviews etc. (here, in particular, we count on your cooperation and understanding),
- ✓ all activities mentioned above that are necessary to maintain the continuity of the organization's operation are recommended to be organized by a remote method (if possible) or outside the organization,
- ✓ in cases where the meeting will have to take place in our office for various reasons, we have prepared the principles of safety, hygiene and movement in designated areas, without access to production – of course, the potential customer will be informed in advance about these principles,
- ✓ for both meetings with external persons and internal meetings, a regime for conducting them has been developed (e.g. a separate room only for internal meetings and a separate room only for meetings with external persons, each time disinfecting rooms after meetings with external persons, preferred meeting time up to 15 min, minimum distance maintained 2 m, etc.),
- ✓ **for all employees who will be in the company and work in designated areas, an obligation to register meetings has been introduced, the daily report must be sent at the end of the working day by email to the supervisor in order to keep a register of contacts in the event of quarantine,**
- ✓ we abandoned the planned trainings, conferences and other collective events (such as fairs, family picnic, etc.), limiting them to the necessary minimum, mainly provided for by law (e.g. health and safety training) – for such cases we have also prepared appropriate safety, hygiene and mobility rules in designated areas,
- ✓ we limited access to the company's main buildings, and in the case of moving around buildings, but still on the company's premises, we implemented the principles of safety, hygiene and mobility for outsiders, in particular drivers and couriers, but also for employees of external companies, e.g. in cases of necessary services or for our employees permanently staying mainly outside the main buildings, including security guards,

### ORGANIZATION OF WORK

- ✓ the production area has been divided into 3 permanent shifts (always the same people, always the same shifts) without the possibility of employees intermingling between shifts, along with planned disinfection activities of workplaces and common rooms and passageways – as described in the section on preventive measures,
- ✓ the office area was divided into two zones (in two different buildings) without the possibility of employees intermingling between the zones, and some employees were directed to work in the "home office" system,
- ✓ all departments whose efficient and effective operation in the event of a potential quarantine could be disturbed were temporarily divided between zones or by sending employees to work in the "home office" system,
- ✓ a special mode of document circulation has been developed, observing the principles of safety and hygiene,
- ✓ a special mode of receiving and sending shipments has been developed, observing the principles of safety and hygiene,

### SAFETY OF PRODUCTION AND DELIVERY

- ✓ in order to secure deliveries to our customers, earlier decisions were made to build additional stocks of all key raw materials and components, which in the coming weeks should allow us to maintain full liquidity of the production process,
- ✓ together with our suppliers we constantly monitor the situation, which is currently described as stable,
- ✓ we implemented special rules regarding physical deliveries and for drivers coming to us from outside for common safety and comfort – as described in the section on preventive measures,
- ✓ in addition, we decided to disinfect the raw materials that reach us in a non-vehicle system,
- ✓ in terms of production itself, we would like to remind / inform you that the production area, in particular print halls, are equipped with UV lamps (due to the printing technology we use), which directly results in very sterile conditions in the halls, similar to those in the environment hospital,

The above activities, although necessary, significantly affect each of the organization's areas of activity, hindering and extending virtually all internal processes. In this situation, however, we consider them necessary and fully justified and we have no doubt as to the purpose of their introduction. Nevertheless, such a change must have an impact on the offered delivery date and that is why we would like to officially inform about extending our standard delivery times by 1 week.

**New deadlines for carrying out orders from 16/03/2020 will be as below:**

- **3 weeks + delivery for orders for repeated designs,**
- **5 weeks + delivery for orders on new designs.**

In conclusion, we would like to emphasize our great determination to eliminate and / or limit all risks and threats arising from the current situation.

We count on your understanding in the matter of extending the delivery deadline, believing that efficient communication so far will avoid any potential complications on your side. As soon as the general situation allows, previous dates will be restored.

We will keep you up to date with any potential changes or threats.

In case of questions, comments and / or doubts our Sales Team and Customer Support Team are at your full disposal.

**At the same time, we encourage you to introduce the widest possible procedures in your company so that we together and as soon as possible limit the development of a pandemic and face this global threat.**

Hoping for understanding and successful cooperation, regardless of the perturbations that await us, we remain in this difficult and challenging period

Yours faithfully,