

Dear Sir or Madam

Due to the current development regarding COVID-19, we would like to point out the following:

In order to protect the health of our employees as well as to be able to maintain production processes, the following rules of conduct apply with immediate effect:

- Please refrain from shaking hands
- During loading and unloading, drivers must remain with/besides the vehicle
- Entering the company premises is only permitted upon request by a Gechem employee
- A minimum distance of 2 meters applies
- Door handles, surfaces and objects are regularly disinfected
- All customer visits are suspended until further notice

Groups of persons who show similar symptoms (fever, cough, shortness of breath, colds, etc.) are not permitted to enter the company premises, including deliveries and collections. We will conduct access controls and reserve ourselves the right to prohibit access to company premises for the protection of our employees or to expel these persons from company premises. Please ensure that no persons who have been in risk areas within the last 14 days or persons who have had contact with confirmed COVID-19 cases are sent to our company.

We are doing everything possible to minimize the negative impact on the supply chain. However, we are unable to predict how the situation will develop over the next few days and weeks. In the event of border closures or entry bans, a regulated exchange of goods will no longer be possible. In terms of forward-looking planning, we are already assuming that further and massive restrictions on the entire supply chain may occur in the near future. This could affect both our suppliers and customers.

**GECHEM GmbH & CO KG**

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Despite adverse conditions, we strive to make all goods and resources available for collection, transport and delivery in the usual quality and expect the same from our suppliers. Please inform us immediately if you are unable to have deliveries picked up, can't accept them or if there are delays in delivery. We will, of course, notify you as soon as possible of any delays on our part. In this special situation, we ask for your patience and understanding if we react a little slower than you are used to.

Please inform your employees, subcontractors and commissioned transport companies immediately about the new rules of procedure and conduct. We will inform you of any changes in due course. We take the new measures very seriously and therefore ask for your support in minimizing the risks. We are confident that the current threat will pass quickly and that we will soon be able to meet again, shake hands and put these concerns behind us.

Kleinkarlbach – Status 18 march 2020  
GECHEM GmbH & Co KG  
Management

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