

18 March 2020

Subject: Impact of novel coronavirus on Vynova Group

Dear Business Partner,

As COVID-19 continues to spread globally, we are getting an increasing number of requests for updates on security of supply and on measures taken to protect the health of our employees, our customers and our partners / carriers.

We would like to thank you for the good cooperation so far, that has allowed business to continue without health risks.

It is clear that the impact of the coronavirus outbreak will no longer be confined to individual regions or countries. As the situation evolves, governments are taking measures beyond our control, that could affect our operations and supply chains. We can therefore only update you on measures we have been taking, within our own reach.

At Vynova, a core crisis team has been established to monitor the situation and develop guidelines. Action plans are being reviewed and further developed on a daily basis, at all levels.

We would like to share with you some of the measures we have been taking as Vynova to minimize the impact of the COVID-19 pandemic, protecting our people, our customers and our joint business.

To prevent the spreading of the virus:

- Face-to-face meetings that are not essential for operational continuity have either been delayed or replaced by meetings via on-line platforms.
- The general hygienic guidelines (maintaining distance, regularly washing hands, etc.) have been reinforced. Additional cleaning of offices was implemented and disinfectant gels made available in sanitary rooms.
- For all employees who are able to fully execute their function from home, instructions have been given to do so. Additional equipment such as laptops and mobile phones have been provided to maximally allow for this.
- For all employees remaining in the office, isolated workspaces are being set up as much as possible. To the extent possible, employees who share open space offices are being moved to offices where they can work by themselves.
- When isolated work spaces are not possible, the guideline of maintaining distance has been reinforced.
- People that show signs of illness, even if not shown to be related to coronavirus infection, are being requested not to come to work.
- Business travel has been put on hold. Short term, all face-to-face meetings with either customers or suppliers have been cancelled or replaced by tele-meetings.
- At several locations such as reception areas for drivers or visitors, physical screens have been placed to reduce the risk of transmission.
- We have been in close touch with our hauliers and have issued letters to ensure that they also understand the importance of preventive measures and apply them accordingly.

The abovementioned measures will also contribute to minimizing the risks for our customers and for society at large. We encourage you to take similar measures. Some, like placing screens where people need to interact in a confined space, can be very effective.

To ensure maximum security of supply, supply chain management and commercial functions have formed a joint task force and are reviewing the situation on a daily basis.

A few measures that have been taken so far by the task force are:

- Daily communication with our hauliers to monitor availability of sufficient transport capacity. So far, no immediate concerns have been raised about ensuring deliveries, however we are getting indications that waiting times at borders and customers have increased significantly. Therefore, we count on your understanding in case of delays.
- Checking with our raw material, equipment and service suppliers. Also here, security of supply is assured for the time being.
- Continuously monitoring measures imposed by local governments. As a responsible member of our communities, Vynova will strictly comply with all guidelines issued by local authorities. At this point, for transport of goods, no borders have been closed in Europe and no measures have been imposed that would affect our ability to supply.
- Contingency plans for successive stages in the evolution of the spreading of COVID-19 have been developed both in commercial functions and in production, and are constantly being revised.

In summary, we are convinced that we are taking all possible precautions to protect our people and our customers while ensuring continuity of supply. We will continue to do the utmost to adapt to additional government-imposed measures as the situation develops.

Kind regards,



Stefan Sommer
President - Vynova Group