

Corona virus preventive measures

Arnhem, March 5 2020

Dear business associate,

Hoogwegt Group and its worldwide operating companies are closely monitoring the global developments regarding the coronavirus and following the local government's advices for employers. With this letter, we would like to inform you about the main precautionary measures we have implemented to limit the impact of the virus outbreak on the safety of our staff and on our business.

Business travelling

We have declared a full travel ban for all staff to and from highly impacted areas, such as China, South Korea, Iran and Northern Italy. This list may be adjusted daily, depending on developments and is based on official government information. International travel plans are re-evaluated on necessity and postponed where possible. Staff members with flu-like symptoms are told to stay at home and seek medical advice, regardless of recent travels.

Hygiene measures

All Hoogwegt staff are asked abide by the guidelines as declared by the World Health Organization regarding hygiene, including frequent and thorough hand washing. In addition, we have asked our staff to consider cancelling all large group meetings, and use virtual meeting methods, such as Skype instead, thus reducing the chance of the spreading of the virus to a minimum.

Internal corona task force groups

In order to quickly and adequately respond to any further developments in proximity of our worldwide offices, we have formed task force groups at all Hoogwegt offices worldwide to tackle corona-related issues as they occur and inform all stakeholders accordingly. This will enable efficient and fast adjustment to our global contingency plan if necessary.

Business continuity

Our joint objective is to limit the impact and spread of the coronavirus to a minimum. Therefore, we will do everything necessary, within our power and within safety limits, to minimize the impact to the continuity of our business.

As the situation regarding the coronavirus continues to develop, we will adopt our response and contingency plans accordingly, to ensure we are doing our utmost to minimize the impact on our operations.

We hope herewith to have informed you sufficiently.

Sander Hulsebos
CEO