

Attn: all customers and business partners

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COVID-19 – operational preventive measures and hygiene rules

April 2020

Dear customers and business partners,

As a successful and established company in the medium-sized sector, we are more than aware of our duty of care towards our employees, the environment and the economic consequences of our actions. Therefore, we are continuously and pro-actively looking for ways to fulfil our duty of care.

At the present time, we understand very well how to act in a holistic and even more targeted manner for the common good and to show you that we will in future standardise or temporarily refine the measures already existing and those currently taken in March in our areas.

In order to maintain the necessary transparency, we would therefore like to inform you clearly about our company prevention measures and hygiene regulations with regard to COVID 19 phase and in general. Therefore, you will find enclosed to this letter, our One-Pager, which summarizes them. We are also available to you at any time if you would like to ask more detailed questions.

We hope that these measures will help to finally stem the spread of the Corona virus and to continue to support you actively.

Thank you very much for trusting RM Components.

Best regards,



Philipp Kappes
- General Manager -

Appendix

One-Pager operational preventive measures and hygiene rules

OPERATIONAL PREVENTIVE MEASURES AND HYGIENE RULES

TARGET	MEASURES	STATUS
HYGIENE RULES		
GENERAL	<ul style="list-style-type: none"> ■ Necessary inventory <ul style="list-style-type: none"> ▶ Office desktops - distance to each other >3m ▶ workstations warehouse – distance possible – depending on process ■ Necessary means <ul style="list-style-type: none"> ▶ disinfectant dispenser ▶ own towels ▶ Hygienic cleaners for kitchen, refrigerators and employee compartments ■ Willingness of employees <ul style="list-style-type: none"> ▶ continuous instruction of prevention measures ▶ autonomous preventive behaviours (handwash-rules etc.) ▶ autonomous support (kitchen and garbage service) ■ Behaviours in general <ul style="list-style-type: none"> ▶ in case of sickness - stay in sick leave ▶ in case of sickness – diseases are cured ▶ healthy eating ▶ cleanliness in the workplace ▶ notice of social distancing 	<ul style="list-style-type: none"> <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑
COVID-19		
▶▶ <i>standardized</i>	<ul style="list-style-type: none"> ■ Notices Hygiene regulations + instructions <ul style="list-style-type: none"> ▶ hand washing rules ▶ disinfectant dispenser extended ▶ cleaning plan kitchen implemented ▶ cleaning plan building adapted / extended 	<ul style="list-style-type: none"> <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑
▶▶ <i>temporary</i>	<ul style="list-style-type: none"> ■ Teambuilding – Emergency plan [COVID-19] <ul style="list-style-type: none"> ▶ Team „HomeOffice“: Emergency crew - Employees from all areas have been located since mid-March in the HomeOffice, in order to be able to replace the affected employees in case of a corona infection in the company. For employees who have to go into quarantine as a precautionary measure, home office workstations are set up. ▶ Team „change“: physical operational necessary staff – Our colleagues in the warehouse department have been working in two-week rotation since mid-March. In this way a possible infection by COVID-19 can be better monitored and prevented by reducing social contacts. Furthermore, overtime is reduced in order to cover the phase of prospective underemployment. ▶ Team „front“: permanently present employees – Our colleagues from all areas, who are still working in the company. 	<ul style="list-style-type: none"> <li style="text-align: right;">☑ <li style="text-align: right;">☑ <li style="text-align: right;">☑
	<p style="color: red; margin-top: 10px;">▶▶▶ all employees (unless on vacation or sick leave) can be reached via the usual communication channels</p>	