



Information letter Coronavirus (Covid-19)

Version 2

External information

2020-03-23

General

HARALD PIHL'S aim is to help prevent the spread of Coronavirus (Covid-19) and to secure the health and safety of our employees, partners, customers and suppliers. We are strictly following the guidelines from the government and the health authority.

Personnel

As of today's date, no personnel have been infected.

If employees have any symptoms which resemble that of the Coronavirus, they are not allowed to go to any HARALD PIHL office. Employees shall stay home until all symptoms have disappeared. They must take an additional 5 days on top of this if Covid-19 is confirmed or suspected.

Home office

For the employees that have the possibility to work from home, without compromising the quality of work, they have been urged to do so.

The warehouse personnel do not have the possibility to work from home and special requirements have been put in place to secure their health. In addition to the general instructions the following routines are in place in the warehouse:

- Drivers are not allowed to enter the warehouse, they have to stay outside when the warehouse personnel loads the goods.
- Transportation documents are to be handled with care and without close contact with the drivers.
- Workstations are spread across the warehouse. The employees shall stay as separated as possible.

Working from the office

In case work must be done from the office strict rules are in place to keep the highest level of hygiene possible and to minimize the risks of spreading infection.

Traveling

- Until further notice, we shall not do any business trips which are not critical to the organization. During the same period we shall not travel between our sales offices.
- Private travel shall be limited to the recommendation of the local government.



Visits

- Customer/supplier visitors are not permitted in our Täby office until further notice.

Outside the office

The virus can be very dangerous for elderly and sick people. We trust that our personnel will avoid risky situations as much as possible and that they follow the recommendations and guidelines given by the local authorities.

Material supply

HARALD PIHLS business is fully up and running.

Our suppliers are spread across the globe but are mainly concentrated to the USA, Europe and China, which are known as affected areas.

As per the information we have today, we consider the risk to be low that our stock materials will be affected negatively by the current situation.

We want to make it clear that even though some countries have closed their borders, this does not apply to the transportation of goods. However, due to the situation we are now experiencing that goods are being delayed and the risk of delays on our customers' orders has increased from moderate to high.

HARALD PIHL is monitoring each and every delivery, and should any delay affect our customers we will inform the customer accordingly.

Best regards,

HARALD PIHL

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