



TO ALL COWORKERS

Subject: COVID 19 guidelines

Given the protracted health emergency, I now want to recall the measures taken, so as not to relax our attention on the risk of any contagion.

In particular, I would remind you that in case of transfers to other Group plants or to Customers and Suppliers:

- The Transfer KIT is available at each plant, to be collected and used;
- During the transfer period, the FFP2 mask must be used, in particular during meetings or meetings with outsiders;
- Before making the trip, consider whether or not it is absolutely necessary.

In addition, remember the importance of following the main preventive measures to be taken, already distributed by means of the specific company procedures and instructions of reference and summarized below:

- 1) **Use of the mask:** the use of the surgical or FFP2 mask (according to regional provisions) is mandatory within the Company, in particular in all communal places. It is also suggested to frequently ventilate and air the work environments and to respect the recommended distance of two meters between people;
- 2) **Coffee break:** gatherings are prohibited. For this reason, the stay at the vending machine is permitted for a maximum of two people at a time, for a maximum of 5 minutes to allow everyone the chance to get their drinks, except for other more restrictive provisions adopted locally which in case prevail over this general rule;
- 3) **Hand cleaning:** it is recommended that you wash your hands often and use sanitizer;
- 4) **Meetings:** as far as possible, meetings should be organized via calls. If carried out with physical presence, it is recommended to respect the indications on the maximum number of people present allowed in the various meeting rooms, as per the signs displayed. In the case of people from other plants, the FFP2 mask must be used;

- 5) **Visitors or consultants:** reduce, as far as possible, the presence of external staff within the company. Please note the prior compilation of the entry authorization forms, without which it will not be possible to let external personnel enter;
- 6) **Temperature measurement:** it is forbidden to enter the company without measuring your temperature. In the event of suspicious symptoms, before going to work, it is advisable to immediately contact your GP for the appropriate decisions, which must be promptly communicated to the Personnel Office. Please note that each worker is responsible for promptly informing their doctor and the Company of any change in their state of health.
- 7) **Entry to and exit from the Company:** it is recommended, in order not to create gatherings, to respect the distances as per the signs present;
- 8) **Access to the canteen areas:** it is recommended to strictly adhere to the access times of the assigned canteen areas. In the case of special needs, it is necessary that they be reported in advance and authorized by the Personnel Office.
- 9) **Company procedures and instructions:** for all the rest, it is recommended to follow the specifications contained therein.

It is specified that the indications referred to in the points above constitute minimum provisions, compliance with which is of a general nature at Group level. These provisions may be further strengthened where the relevant regional legislation or the regulations adopted at the site level make it necessary.

IMPORTANT: With regard to any Personnel already subjected to vaccination, nothing varies concerning the behavioural measures to be taken and the devices to be used.

Collaboration and compliance with guidelines remain the fundamental prerequisites for risk reduction.

Thank you for your cooperation

Uboldo, 02 April 2021

Group HR Director