

Subject: Motip Dupli Group guidelines and advice  
with respect to corona virus

Wolvega, 17<sup>th</sup> March 2020

Dear Partner,

We would like to take this opportunity to advise you of our policy and measures in place in concern to the European outbreak of corona virus. MOTIP DUPLI deems it vitally important to directly take preventive measures at this point.

These measures have been put in place primarily to ensure the safety of our colleagues, partners and customers and that all primary functions such as: Production, planning and shipping of customer orders continue as normal as possible. We kindly request your understanding and conscientious cooperation. In case of any questions, please feel free to contact your representative within MOTIP DUPLI.

Within our production facility we have put in place the following:

1. Only essential staff relating to the primary functions of production and supply to partners and customers will be attending the factory.
  - a. They will be working in multiple shifts with colleagues being split between these shifts 50/50 to ensure that minimal contact between colleagues takes place.
  - b. Colleagues working within differing departments will not be allowed to come into direct physical contact with each other.
2. All other staff will be working from home for a minimum of the next two weeks so while MOTIP DUPLI will continue to work on other areas the primary function of production and supply will be priority so other areas of business may have slight delays.
3. All visits to MOTIP DUPLI facilities by visitors, field based staff and non-essential persons will no longer be allowed.
4. All non-essential travel by our staff will no longer be allowed.
5. MOTIP DUPLI will no longer be attending fairs, exhibitions or trade shows.
6. Should any MOTIP DUPLI member of staff show signs or symptoms of corona virus they will not be allowed into our facilities and will remain at home during the self isolation period.

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MOTIP DUPLI complies with the measures advised and communicated by the Government, the medical health institute and the Ministry of Foreign Affairs.

We thank you for your understanding during this difficult period of time. As advised above MOTIP DUPLI have put these measures in place to continue to focus solely on the production and supply of orders to our valued partners and customers and we aim to ensure these continue as normal as possible during the coming weeks.

During the last few days governments have put in place tighter border restrictions so you may potentially see some delay in orders that are beyond our control. From speaking with our logistics partners we understand that customs and border checks are now being operated in a very strict manner resulting in longer wait times. Therefore we can no longer guarantee stated or agreed lead times and appreciate your understanding on this matter. We will of course do everything in our control to ensure as fast as possible continuity of supply.

We also ask that should you change your policies on receiving goods and orders into your businesses that you inform your MOTIP DUPLI contact as soon as possible to enable us to act on this.

Kind regards,  
MOTIP DUPLI Group B.V.



M.R. Hiemstra  
Chief Executive Officer