



CORONAVIRUS COVID19 – GENERAL POLICY STATEMENT  
MARCH 5, 2020

Overall

Traxys is fully committed to the safety and wellbeing of our employees, their families and household, our customers, suppliers, business partners and the wider communities we serve.

Best Practices

- We are actively monitoring the emerging developments regarding the spread of the Coronavirus COVID19.
- We remain fully informed and updated with local, regional and state officials in the countries in which we operate to monitor the threats posed by the Coronavirus.
- Traxys follows all Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) recommendations and guidance regarding the Coronavirus, and implemented the CDC's travel recommendations, for example employees returning from a Level 2 or 3 destination to self-monitor at home for 14 days after their last potential exposure. Please check for latest news at Travel Alert website [Travel Alert website](#).

Traxys draws upon its worldwide network of businesses, peers, professional organizations, legal counsel and external consultants to obtain the very latest in best practices.

Business Continuity

- Our business continuity plans ensure remote connectivity for employees.
- Each employee is suitably equipped, trained and familiar with how to work remotely where necessary.
- All our major systems and databases have secure, remote access and operation.
- We temporarily closed offices in some countries, and developed remote access portals for those offices to ensure continuity of our business activities.

Travel

- Traxys monitors and implements the latest travel and other directions from CDC and WHO.



- We have temporarily suspended all business travel to any Level 2 or 3 destination. [ See: [Travel Alert website](#) ]
- We have temporarily suspended all non-essential business travel, both domestic and international, including intra-company visits.
- Employees are on notice to immediately advise us of any travel or events that may impact the workplace; for example, personal travel and travel by household members.

#### Command and Communications

- We have a global COVID19 senior management committee that reviews all developments on a daily basis.
- There are regional heads also designated for each part of the world.
- We are committed to a global update at least every 7 days, or as frequently as necessary.

#### Workplace

- We have issued specific directions to all employees concerning best practices in hygiene and infection control (wash hands, hand gel, tissue disposal, etc.).
- Cleaning protocols have been intensified in office and public spaces.
- Office inventories of hygiene and cleaning supplies have been upgraded and expanded; and distributed to employees where appropriate.
- Employees have been told NOT to come to work in the event they are unwell.
- In line with employment best practices, we committed that employees temporarily unable to work or quarantined (for whatever reason) will not be penalized in lost pay
- Restricted access is now in place at Traxys offices worldwide, suspending all non-essential business visitors, subject to local rules and practices