

## Corona Protection Protocol How KLG limits the impact on its customers' supply chain

1. How we reduce the impact on our transport activities

Our experts monitor the rapidly changing situation on a daily basis. We have an extensive European transport network that allows us to offer creative or alternative solutions by road, rail, water or air. Since every situation is different, we ask you to contact your regular KLG contact person.

## 2. How we reduce the impact on our warehouse activities

KLG has taken measures to preventively protect our employees. See 'Advice and guidelines for KLG employees'. In case of absences or contamination, the back-up staffing plan comes into effect. However, employee safety comes first for us as an organization.

## 3. If a KLG employee or visitor is probably infected, we will...

The employee/ visitor will immediately sent home and will be requested to contact the doctor as soon as possible. The Corona Crisis Team and HR will monitor the situation closely. If necessary, the emergency plan is activated (Business Continuity Plan).

## 4. <u>Steps in the emergency plan:</u>

- 1. The Corona Crisis Team is informed.
- 2. Necessary authorities are consulted; RIVM.
- Inventory: follow-up of other persons who have been in contact with the patient. When in doubt, these persons are sent home, screened and do not resume work until they are sure they are not infected. In case of infection, work is resumed after full recovery.
- 4. Customers will be notified (if applicable).
- 5. Start-up of staffing back-up plan.
- 6. Start-up crisis communication.