

Policy regarding Corona Virus, March 2020

Dear business-partner,

our company is located in the centre of the Corona virus infection in Germany. We see a rapid growing number of new infections and also a low number of elderly people dying from this disease.

To prevent our own people and families and our business partners as well against an infection we have to change our behaviour from now on and for an unlimited time.

A. Physical meetings

We have decided not to hold any physical meetings with our business partners. This sanction should help us to protect any party against a further growing infection.

Delivery of goods will be received and sent at the counter of incoming goods and treated as usual. An agency staff within our building will not be allowed.

This sanction will be held for unlimited time, unless our local government announces a clear way for any people.

B. Way of working

We will change our way of working from Wednesday **18.March 2020** onwards. The complete staff from RJ will be splitted into two shifts. Both shifts will work on any working day (Mon – Fri), but not share any physical contact.

The service for our business partner will be kept in place as long as a minimum of one shift is available for production. If both shifts capture an infected colleague, we have to go into quarantine for 14 days. In that case our service will be interrupted.

If the local government decides to shut down any business we have to close as well.

C. Getting into contact

Since no physical meetings are possible we are limited to digital contacts. Our business partners can further reach us using a telephone call, email or webex-meetings.

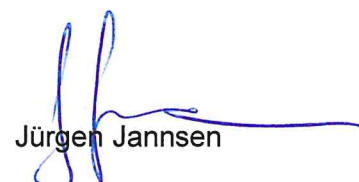
D. Validity

These regulations will remain in place until the local government of "Kreis Heinsberg" will give a clear way for all residents and businesses. In this way of meaning the regulations are unlimited.

We wish all our business partners, their families and friends a good and strong health and return to a normal life as soon as possible.s

Best regards


Ralf Risters


Jürgen Jannsen