



## External information

# To customers and suppliers

Date. 20.03.17

As a result of the spread of covid -19, we within the CCL group of companies, are working continuously to remain up to date with new messages and guidelines from authorities, both within Sweden and also globally. We communicate daily with the collaborative partners, in many countries, that we in the Swedish company, CCL Spännarmering, have contact with or are dependent on.

In addition to following the general advice provided by the National Institute of Public Health, we have gathered below the current company-specific guidelines that apply to CCL Spännarmering and our employees, but which may also be helpful for you as a customer or supplier. These are developed based on the knowledge and recommendations available at the time this document was prepared and the information and are very likely to change. In case of changes that affect you, you will be kept informed.

The internal work that is currently being developed is based on:

- **Reducing the spread of infection**
- **Being prepared for new restrictions from government and local authorities**
- **Planning and management of the business**

## Vacations

No contact may take place between employees who belong to a risk group, have been on leave or are feeling ill. Car sharing for projects or longer trips must be approved by the nearest manager.

## Staffing

At the slightest sign of ill health, a dialogue with the nearest manager must take place. In order to reduce the risk of contagion, temporary rest periods have been introduced at our fixed premises, which means that our employees are not exposed to groups larger than 5 people at a time. For rest times and changing on ongoing and future projects, and when dialogue with our client's project management takes place, the same approach as that for a permanent establishment is to be followed.

The day before returning to work after employee leave, dialogue will take place with the manager responsible about how the return to work should take place. Individual assessments are made based on the type of leave. On all ongoing and future projects, the project managers responsible will regularly check, at least weekly, to ensure they are up to date on what applies to the current project and company.

At CCL's headquarters in Västerhaninge, official representatives will be present every day. We have introduced enhanced internal procedures to ensure that operations can continue even in the absence of employees. At the slightest sign of ill health, the employee is sent home, or the nearest manager may decide on an alternative solution.

## Meetings

No external meetings may be held. Scheduled and future meetings will be replaced with Skype or telephone. Internally meetings in closed rooms are avoided. These will be replaced by telephone. All visits to CCL's head office, both internal and external, are cancelled until further notice.



Material deliveries or deliveries to projects are exempt from the above visit rules and meeting rules. Here, contact with the haulage company will remain outdoors with an extended distance to our staff and is therefore considered a low risk of infection.

### **Continued dialogue**

Our business is strongly dependent on an open dialogue with you as a customer and / or supplier in order to best plan and manage our business under prevailing circumstances and to be able to act quickly and flexibly in a changed situation. Therefore, we ask you to keep up to date on how we may be affected by the actions of your company. It can be anything from changed routines for project management to changed routines for logistics and freight forwarding. We would also be grateful if you could inform us if you see a risk of changes in your need for our services and products.

At present, the spread of Covid -19 is having a relatively slight effect on activities and routines at CCL Spännarmering, but it is difficult at present to comment on the future. That is why we welcome an ongoing dialogue, so that together we can take strong, preventive measures to ensure we act in the best interests of all parties.

If you have any further questions and concerns, please contact Linnea Lindgren.

Kind regards

A handwritten signature in blue ink that reads 'Linnea Lindgren'. The signature is fluid and cursive, with the first name 'Linnea' being more prominent than the last name 'Lindgren'.

VD

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