

## TO WHOM IT MAY CONCERN

Warsaw, 13<sup>th</sup> of March, 2020

Dear Sirs,

Subject: **Gleeds Polska preventive actions against SARS-COV-2**

Considering the current epidemiological and sanitary situation in Poland, on behalf of Gleeds Polska I hereby inform you that we are making every effort to ensure that **we continue providing our services** in accordance with our professional standards. Simultaneously we have implemented all preventive actions recommended by the Polish Ministry of Health regarding the SARS COV-2 virus, along with internal procedures aimed to reduce the risk of virus infection.

Keeping the health of our employees, Clients and employees of cooperating companies as a priority, we call for **minimisation of face-to-face meetings**. Apart from cases requiring personal participation, Gleeds Polska team will continue to provide its services remotely (home office). All coordination meetings will be conducted on-line, and in the event of any technical problems in communication via Internet, Gleeds' IT Department will provide the necessary support to facilitate teleconferencing connections.

In addition, due to suspicions published by the WHO that the virus can migrate on surfaces and, as a result, spread through objects, **we suspend distribution of printed versions of documents** until the epidemiological threat expires. All documents will be saved in an electronic version in a location agreed with our Clients (within the servers - owned by our Clients or Gleeds Polska, or documents sharing platforms). Once the prevention period is over, we anticipate completing paper documentation to the extent agreed individually with our Clients.

At the same time, we believe that in the current, unique and difficult situation for all of us, we can count on mutual kindness and flexibility. In cases of sudden absence caused by deterioration of health or family situation, we will appoint substitutes for our specialists to ensure continuity of service. Due to this fact, appropriate procedures have been introduced in Gleeds, ensuring each employee a competent replacement.

In potential unforeseen crisis situations, we believe that good communication and mutual understanding will allow us to work out common, effective solutions.

In any case, I am at your disposal by e-mail (tadeusz.jachowicz@gleeds.pl) or by phone +48 601 246 001.

We hope that the above will meet your understanding.

Yours sincerely,  
On behalf of Gleeds Polska

**Tadeusz Jachowicz**  
Director of Gleeds Polska Regional Director of CEE, Gleeds Europe Holding