

Saint Léonard, 3/20/2020

Subject: Business Continuity Plan

Dear Customers and Partners,

Since the beginning of the COVID-19 crisis, OLVEA has been mobilized to ensure the health and safety of its employees, while ensuring an ongoing service for its customers.

OLVEA is an essential player in the food and pharmaceutical chain and, as such, must do everything to insure deliveries to its customers.

To date we would like to inform you that **our production facilities are operating normally** and this continuity is therefore ensured. We also pay particular attention to the tracking of freight flows in coordination with our suppliers and logistics partners.

Starting March 12<sup>th</sup>, we have implemented numerous measures that have been reinforced since March 16<sup>th</sup>, including the launch of our **Business Continuity Plan (BCP)** and **the following actions:**

- All travels are suspended
- **Reinforced hygiene measures** in all our production locations in France and abroad:
  - prohibited or limited access to common areas, with multi-day disinfection
  - hygiene rules and barrier gestures are regularly reminded through onsite displays, email communication, but first and foremost directly by the managers
  - provision of hydro-alcoholic gel and gloves in quantity and at all strategic locations
- Extended time slots or staff turnover **to avoid having too many employees anywhere at the same time**
- Workstation layout to ensure **one meter is kept between each employee**
- Most of our employees whose job allows it are **teleworking** (72% of our administrative staff to date)
- Discontinuation of on-site visits, only essential service providers are authorized to intervene
- Monitoring and increasing our production consumables' stocks and administrative furniture

Our employees who have reported themselves as being at risk according to the recommendations of the French High Council for Public Health (HCSP) have not physically visited our sites since Monday, March 16<sup>th</sup>.

To date, **no cases have been reported** in our workforce.

We invite you to visit [our website](#) to follow the evolution of the situation and measures taken by OLVEA.

We are doing our utmost to maintain our service quality in this unprecedented period, and we thank you for your understanding.

OLVEA's Direction