

COVID-19

Global Communication-Important

Dear all,

As the coronavirus (COVID-19) continues to severely impact countries across the world we are now seeing serious decisions being taken to stem the spread of the virus. Recognising our obligation to not only ensure the protection of our people but also to support these worldwide objectives to reduce movement, it is evident that Colart too must take some decisive action.

Following a discussion today with the GLT, we have decided that for all business units outside of China, a working from home rule will be implemented from Monday 16 March. We just want to be clear; this decision is not coming from any government, this is our own choice. This rule means that we encourage to all those people **who are able to work from home to stay at home** whilst continuing to perform their roles. Recognising that working from home is not available to everyone, we are proposing alternative plans.

If you can work from home

For those of you with a work laptop and access to the [Colart systems \(VPN\)](#), and only when agreed with your line manager, we ask you to take your laptop home today and continue to work from your home for the next two weeks. This date will be reviewed on a daily basis and aligned with the current developments of Covid-19 related events.

Easier said than done, we recognise that an implementation of remote working can create challenges, so we ask you to speak directly to your line manager about any concerns or questions that you have. Your line manager is there to both support you and ensure the continuation of a normal work routine and output through virtual platforms.

If you can't work from home

For those of you involved in manufacturing and distribution or perform office based activities that can only be performed at the Business Unit, we will take on board the learnings gained from our experience in China to focus on ensuring your safety and protection whilst in the work place.

Local leadership will review processes and communicate how the unit will deal with: the provision of effective protective equipment as appropriate, child care situations, the understanding of your commuting arrangements so that the need to use public transport can be avoided and the consideration of operating distance between you and your colleagues whilst at work.

Understanding why our Chinese operations are not included in this plan

We have seen that through the strong restrictions implemented in China, the virus is fully under control and life is starting to get back to normal. For this reason, we know our operations in China are fully aligned with what needs to be done to ensure the ongoing protection of our people.

Continuing communications

We will be closely monitoring the situation and will continue communicating openly about what is happening in Colart and any revision to our plans. Please make sure you check the Intranet for any latest updates.

We will also be working with the full leadership team across the business to ensure home working is both effectively implemented and effective as well as ensuring the maintenance of contact and collaboration so fundamental to our culture. More details will follow shortly.

In the interim, we appreciate your support and understanding during this difficult time and we ask that you all keep talking and highlighting any issues that you may face over the coming weeks. In this way we can face the challenge together as the family that we are.

Thank you,

A handwritten signature in black ink, appearing to read 'D. van Schie', with a horizontal line underneath.

Dennis van Schie
Chief Executive Officer