



SUNEL'S STATEMENT on CORONAVIRUS

This is to inform our customers about our actions to mitigate the effects of Corona Virus and about our contingency plan.

- 1- Sunel Ticaret Türk A.Ş. monitors all information from World Health Organization (WHO), other international health organizations and government agencies closely for following up corona virus effects, spread status and measures to be taken.
- 2- Entries to the facility are made through a hygiene corridor with full control.
- 3- Before all employees enter the facility, body temperatures are measured with infrared non-contact thermometers, employees are questioned for any respiratory infection, medical masks are delivered and disinfection is ensured with antiseptic hand sanitizers.
- 4- The employees who have fever more than 37,3°C or using any antipyretic medicines are transferred to the nearest health institution with isolated vehicles or ambulances.
- 5- Visitors will fill up a 'Visitor Health Check List' upon their arrival.
- 6- Visitors who were in contact with anyone travelled back from China, Korea, Bahrain, Qatar, Kuwait, Italy, France, Spain, Denmark, Switzerland, Sweden, Norway, and Austria in the last 14 days, must submit a medical report upon arrival to facility.
- 7- Information leaflets about Corona virus prevention methods are being distributed to everyone at the entrance of the facility.
- 8- Sunel Ticaret Türk A.Ş. increased the number of hand disinfectants within the office spaces.
- 9- In the processing areas and offices, the points where the most hand-contact may occur are continuously sterilized by wiping with alcohol or chlorine-based agents.
- 10- Extra trainings on hand washing and use of sanitizers have been given to the employees.
- 11- Our company doctor inform our employees about preventive measurements and what to do in case of encounter with Corona Virus related symptoms or infected people.

SUNEL TİCARET TÜRK A.Ş.

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- 12- Sunel Ticaret Türk A.Ş. has placed restrictions on its employees travels abroad and has brought prohibitions for employees who have returned from abroad, who will not be able to enter facility for certain period of time.
- 13- Sunel Ticaret Türk A.Ş. communicates with its employees on matters that require attention in their daily routines.
- 14- Sunel Ticaret Türk A.Ş. is postponing meetings that require travel and are not absolutely mandatory.
- 15- With the support of technology, Sunel Ticaret Türk A.Ş. covers the possibilities of working remotely, where possible, as part of its business continuity plans.
- 16- An emergency committee were established and action steps are defined. Please find below the *emergency phones of each related people in our facility.
- 17- Our suppliers were asked to take all possible measures to ensure the hygiene of their employees and thus product safety.
- 18- We will continue to evaluate and update policies as global and local conditions change. We will make our customers aware of any supply chain disruptions if any changes are observed.

Best Regards,

*Emergency phones;

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