



**From : Executive Board TKH Group NV**  
**To : All TKH operating companies**  
**Subject : Instructions related to COVID-19 for all TKH operating companies**  
**Date : 28 February 2020**  
**Ref. : 083/RvB**

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Related to the recent outbreak of COVID-19 (corona), we would like you to take note of the following instructions:

1. In all cases, it is mandatory to follow the advice of local government in relation to COVID-19, particularly concerning travel.
2. You are required to practice a restrictive travel policy. Where possible, use alternative communication methods like (video) conferencing.
3. As of 28 February 2020, any employee returning from an area, defined by your government as a high risk area, is not allowed to return to the place of work for a period of 14 days and should be available -where possible- to work remote.
4. In case one of your employees is diagnosed with COVID-19 infection, you must immediately report this to the below mentioned TKH contact point.
5. In case of a suspected infection you have to strictly follow the rules of your local authorities.
6. Before 3 March 2020, we would like to receive an overview of trade fairs and other large events where your employees in the coming three months are expected to participate. In addition, we would like to be informed on the specific measures that will be taken to lower the risk of infection and to guarantee the continuity of the business in the unfortunate event of an infection.

In the interest of the health and safety of all our employees and families and the international signature of our company, we decided to cancel the planned TKH Sports Day for this year.

**TKH contact point:** [covid-19@tkhgroup.com](mailto:covid-19@tkhgroup.com)