

## Coronavirus – Measures and effect on business operations at GEMÜ

Dear Sir or Madam,

We are aware that the current and very dynamic COVID-19 situation continues to cause great uncertainty around the world. For this reason the task force which has been set up for this purpose has monitored the current situation on a daily basis since the beginning of the pandemic. They decide on measures, draw up emergency plans, coordinate and communicate all activities.

In this respect, we would like to inform you about the measures we are continuously taking to protect the health of our employees and to ensure our production and delivery capacity.

In addition to ensuring business continuity, the health of our customers, our employees and everyone who comes into contact with us is our top priority. Therefore, part of the team is working from home. For the employees who work on-site, we have extended the shift models and are taking care to ensure that all hygiene and behavioural measures are complied with in order to protect our employees in the best possible way. In this way, we ensure our capacity to act and the availability of our employees.

Furthermore, we would like to inform you that the current situation is not causing any notable disruption to the supply chain in the GEMÜ Group at the moment. In order to continue to keep the supply chain stable, we continuously implement the following measures:

- Screening of all suppliers and their deliveries
- Activating the existing Second Sources
- Increasing the availability of critical suppliers
- Checking the supply chain on a daily basis for any disruptions
- Simulating the availability in the ERP system

However, if occasional disruptions should occur, the order centre will immediately inform the sales department.

All GEMÜ manufacturing sites worldwide are currently working within the scheduled framework. All necessary measures are also being implemented here to maintain performance capability in the factories.

Our objective with these measures is to continue to prevent disruptions for our customers as far as possible. In this difficult situation, we ask you for your support so that we can overcome the current situation together and to help us achieve the best possible outcome.

Many thanks for your understanding.

Yours faithfully,



Gert Müller  
Managing Partner



Stephan Müller  
Managing Director