



REDEFINING SUSTAINABILITY

STATUS REPORT #20 “CORONAVIRUS” MAUSER INTERNATIONAL

20-12-2021

December 21, 2021

Regular Status Report – Overview

Here you will find Status Report No.20 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

The report is issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Reminder: the most relevant Covid- guidelines for International are summarized under:

https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

Latest Developments (1/2)

- ▶ At the end of 2021, we see yet another, **fourth wave of Cov-19** going through Europe and the world. It now becomes more than likely that this is not the last Covid- winter and that masks, tests, travel bans, even lockdowns will become the new normal of the 2020s.
- ▶ **Omikron**, the new variant of the virus, is supposed to be spreading 2 to 3 times as fast as its severe delta cousin, and could soon become the new dominant virus strain. Also vaccinated and recovered people seem to become more easily infected though vaccination is still likely to protect against severe forms of the illness.
- ▶ We have again and again praised what a miracle it is that we have now vaccination available to fight Covid-19. If, however, we look back today on vaccination rates even in most of Europe and the US, rates are disappointingly low even if we consider complete zero- prevalence estimates (vaccination plus recovery). 66% of the EU population is vaccinated (with huge west- east differences) and 61% of the US.
- ▶ **Hospitality rates** are once more rapidly increasing with **90% of intensive- care patients not being vaccinated** according to estimates by the Economist. New lockdowns are introduced (NL) or emergency states declared (UK/ London).

Latest Developments (2/2)

- ▶ It is almost certain that everyone will get the virus at one point, and the only choice is whether she is protected by vaccination or not. (Third) booster vaccinations are administered throughout the world, offering a further layer of protection and hopefully decreasing transferability. Mauser continues to support vaccinations of all our employees.
- ▶ We do believe that high vaccination rates are still the only defense against further lockdown measures and a continued pandemic. The delta and now the omicron variant of the virus will burn through each and every society, but vaccination rates will decide how severe this will become.
- ▶ Access to public goods for non- vaccinated have become increasingly complicated (“3- G-/ 2- G- policies”). First general, national vaccine mandates are now introduced (Austria, and probably Germany in 2022).
- ▶ **But now we will rest, lock the doors, see our families and celebrate a happy Christmas and look forward with optimism into a New 2022. Merry Christmas and Happy New Year for everyone!**

Covid Cases at Mauser

- We are glad to report that Mauser International is still (and throughout the pandemic) showing low infection rates: **6 current Covid-19 cases** as of 17 December 2021 (of overall 445 cases since the beginning of the pandemic in International).
- In sum, we saw one fatal case in Germany. A further case is still recovering from long Covid. We are grateful that all other employees are healthy and have returned.

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

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- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

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Other information sources:

- auswaertiges-amt.de
- Onmeda.de
- infektionsschutz.de
- ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #19 “CORONAVIRUS” MAUSER INTERNATIONAL

22-06-2021

June 22, 2021

Regular Status Report – Overview

Here you will find Status Report No.19 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

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VACCINATION CAMPAIGN – MAUSER TURKEY



Mauser strongly supports all vaccination efforts for our employees. Since June, the company also offers vaccination through their company doctors in many places.

A total of 125 MIPS Turkey employees and subcontractors received the first dose of BioNTech Pfizer on 21 June by the mobile vaccine team of the Turkish Ministry of Health. 2nd dose vaccination appointment is confirmed for the whole group for early August 2021.

Latest Developments (1/2)

- ▶ Lately, Covid-19 cases have fallen across the globe as they did the same time last year. That is probably thanks to a mix of warmer weather and vaccinations. But politicians and regulators are watching the spread across Britain of new variants (“delta”), first spotted in India, with concern.
- ▶ After having botched the start of the vaccination campaign, vaccination in the EU and elsewhere has gained speed. Normality seems within sight. 50% of adults have received the first jabs in the EU, compared with more than 60% in the US and 70% in Britain (figures for second jabs are 32%, 45% and 49%).
- ▶ Some questions remain open: How long does immunity last and how much re- vaccination is needed? What effect will yet unvaccinated groups such as children have? How will we cope with immune escape variants such as the new “delta”- variant in Britain?
- ▶ Fortunately, vaccination skepticism seems to be less common than once feared. The more important it is that the benefits (and risks) of vaccinations are communicated based on facts. A high rate of vaccinations, say 80% of all adults with full vaccination, and a continued testing regime, lets us hope for a way out of the pandemic and the first influenza- like endemic Corona winter in 2021.
- ▶ New outbreaks in some places such as South Africa and Malaysia remain reasons for concern.

Latest Developments (2/2)

- Mauser International by now counts **5 current Covid-19 cases** as of 21 June 2021 (of overall 316 cases since the beginning of the pandemic in International).
- In sum, we saw one fatal case in Germany. A further case is still recovering from long Covid. All other employees are healthy and have returned.

MAUSER TAKES CARE

- Mauser strongly supports all vaccination efforts for our employees. In discussions with authorities, Mauser has long pushed for employees being accepted as critical infrastructure employees (group 3: higher priority). Since June, much later than hoped for, the company also offers vaccination through their company doctors in many places.
- We will keep the current risk levels for all plants in place for now but allow local exceptions where the situation is under control. This means in general: obligations to wear masks (FFP2 or surgical masks) and the major hygiene/ social distancing rules will for the time being remain in place in International as will temperature checks and testing (for all including vaccinated employees). Regional/ local Covid guidelines are to be observed.
- Please refer to the updated Covid guidelines for further information on current regulations or changes. As to home office regulations, we are monitoring the Covid developments very carefully and will advise regarding potential home office changes during July.
- We will review the situation regularly and, come autumn, will have a better idea what the new Covid normality will look like.

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- How to respond to Coronavirus (employee)

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Other information sources:

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-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #18 “CORONAVIRUS” MAUSER INTERNATIONAL

26-04-2021

April 28, 2021

Regular Status Report – Overview

Here you will find Status Report No.18 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

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„We are first in line“



Ernest van den Boogerd (VP Operations)

“I am glad scientists have developed a vaccine to keep us all safe, of course I will take it as soon as I get the opportunity”

Latest Developments (1/2)

- The highly infectious B.1.1.7. variant of SARS Cov- 19, first discovered in Britain, has turbocharged a third wave of infection cases, prompting new hard lockdowns across the European continent and elsewhere.
- The European commission has fumbled the ordering of vaccination doses for the bloc last summer. However, things may be looking better very soon. The EU should soon be receiving 100 million doses a month. Experts expect the European bloc to end up just a few months, if at all, behind Britain and the US. The European commission says 70% of adults will be fully vaccinated by the end of summer.
- India, which had been hoped to be the world's pharmacy – it hosts the Serum Institute that manufactures the Astra Zeneca vaccine – is experiencing a horrifying new infection wave. New infections reach now 350.000 daily (!), the highest number anywhere since the start of the pandemic. Makeshift crematoriums are being constructed to deal with the influx of dead bodies. And worrying new variants, called the “double mutant”, have already been found spreading to other countries, including Britain and the US.

Latest Developments (2/2)

- Mauser International by now counts **19 current Covid-19 cases** as of 24 April 2021 (of overall 248 cases since the beginning of the pandemic).
- We have by now had one recent fatal case in Brühl, Germany, and we are grieving for our young colleague and his family. A further case, recently hospitalized, is quickly recovering. All other employees are healthy and have returned.

MAUSER TAKES CARE

Priority vaccination for Mauser Brühl employees !



- Mauser has been in continuous discussions with authorities to prioritize Mauser employees for vaccination. Namely in Germany, Mauser employees will now be pushed up as critical infrastructure employees (group 3: higher priority) and we have official confirmation that **employees in Brühl will get organized vaccinations within the next few weeks, starting with all direct employees.**¹
- Vigorous testing protocols have been implemented in Mauser. Every employee has currently the option to be tested for Covid-19 once a week. In critical situations the company will also offer testing beyond this. In some countries such as Germany, weekly testing is compulsory.
- Please refer to the updated Covid guidelines for further information on current regulations on relevant questions such as travel, home office etc.

¹ Note: Details such as residence requirements are still to be clarified.

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REDEFINING SUSTAINABILITY

STATUS REPORT #17 “CORONAVIRUS” MAUSER INTERNATIONAL

31-03-2021

March 31, 2021

Regular Status Report – Overview

Here you will find Status Report No.17 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

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„We are first in line“



I will be first in line for the vaccination.

There have been some disappointing news recently. But we should not forget what a wonder it is that vaccinations are available.

Vaccination Outlook

- ▶ The world is by now experiencing a third wave of Covid- 19. Attempts to exit lockdowns that have been installed since November are threatened by a surge of virus variants that are more infectious and become increasingly dominant.
- ▶ The European commission has fumbled the ordering of vaccination doses for the bloc last summer. As a result, just 10 doses of every hundred Europeans have been administered by now, against 28 in America and 35 in Britain.
- ▶ EU countries have by now received 70m doses from drug makers while 42m doses have been exported, but none received from countries outside the bloc. While countries such as Britain and the US are banning vaccine exports, the EU is hesitant in retaliating for fear of causing a downward spiral. But: Around 100m monthly doses are expected from April onwards, double the figure for March and enough to get 70% of adult Europeans inoculated by the end of July.

Vaccination Outlook

- ▶ Hope in vaccination has been disappointed in other ways. In some cases, people who had received the Astrazeneca vaccine for Covid-19, suffered unusual blood clotting. But it is difficult to tell what is correlation and what causation. In the meantime, the WHO and the European Medicines Agency as the main regulators have advised to keep using the vaccine. Doubts by the temporary halt may remain.
- ▶ Brazil is struggling with a variant of the virus (called P.1), probably originating in Manaus, which is more contagious and infecting people who already had Covid-19. Vaccines seem less effective. The country records a death toll of 25% of the world's total (with a population of 3% of the world's total) and an average death toll of over 2,500 a day. The health system is facing a collapse with more than 80% of intensive care beds occupied.
- ▶ All this is bad news. But we should not forget the wonder it is that vaccines are available.

MAUSER TAKES CARE

Priority for Mauser employees/ FFP2 masks



- In many countries, vaccination is administered by priority groups. In all countries, Mauser is in discussions with authorities to prioritize Mauser employees as essential workforce. Namely in Germany, Mauser employees will be prioritized as critical infrastructure employees (group 3: higher priority). The legal department will soon provide further information on the process.
- Due to the high- level infection rates, the company purchased and distributed over 10.000 FFP2 masks for International in the past weeks! In some countries such as Germany, FFP2 masks are by now obligatory, especially where the minimum distance cannot be maintained.
- These measures are embedded by new, vigorous testing protocols. Every employee now has the option to be tested for Covid-19 once a week. In critical situations the company will also offer testing beyond this.

Latest Developments

- ▶ Mauser International by now counts **21 current Covid-19 cases** as of 26 March (of overall 224 cases since the beginning of the crises). We have currently 2 colleagues in hospital and all our thoughts are with them and their families. We try our best to stay in touch and support.

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Thank you
for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #16 “CORONAVIRUS” MAUSER INTERNATIONAL

01- 02- 2021

January 29, 2021

Regular Status Report – Overview

Here you will find Status Report No.16 with the current situation regarding Corona-Virus.

Content:

- I. Vaccination Outlook
- II. News/ Latest Developments
- II. What's next
- III. Key Contacts

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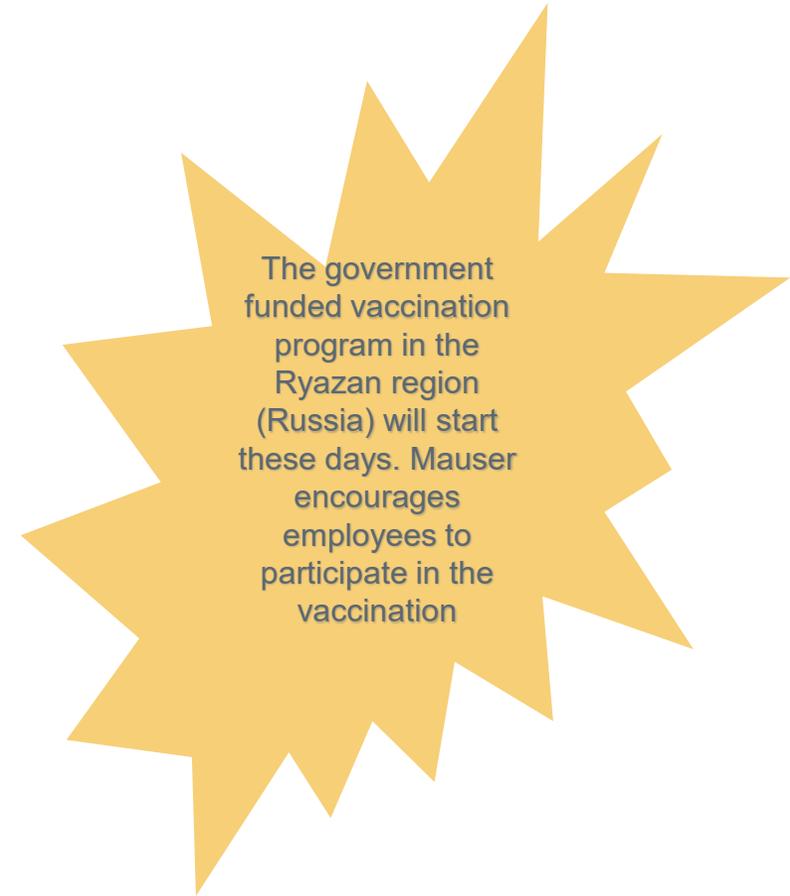
https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

VACCINATION OUTLOOK



“I got vaccinated on January 11th. I felt good, had no bad symptoms. I really hope for a massive vaccination in Europe that will speed up the return to normal life for all of us.”

Denis Litisky(Operations Director East)



MAUSER TAKES CARE

FFP2 Masks for Mauser International



- Since the infection rates are still at a high level and an additional, new risk of infection is caused by mutations of the Corona-Virus, some local governments recommend the use of FFP2.
- The demand of FFP2-masks increased in the past weeks and as a result the supply situation is difficult at the moment.
- **Good news:** The COVID-19 task-force was able to purchase and storage over 10.000 FFP2 masks for International in the past weeks!
- We have started to distribute those masks in the relevant facilities in recent days.
- You will receive several masks to protect yourself and your family.
- Under recent regulations, in Germany clinic masks or FFP2 masks are now mandatory, if 1,5 m social distance can not be kept
- We encourage you and the members of your family to wear the masks in situations where social distance is not possible, e.g. public transport or grocery shopping
- We hope that by providing you with the FFP2-masks, we have taken a significant step towards keeping you and your families safe and healthy.

Vaccination Outlook

- ▶ Just now, the world is focused on approving, making and administering vaccines. The EU pre-purchased on behalf of all 27 member states large vaccine amounts which will be distributed by the manufacturers to every EU country in proportion to its population as batches become available. The EU has acquired 300 million doses of Pfizer's vaccine and 160 million doses of Moderna's. With 2 shots per vaccination, this will be enough to cover 60% of all the EU's adults.
- ▶ But demand will exceed supply for some time. And Government will decide who will get priority. The greatest reduction in deaths and hospitalizations will occur if the elderly and those with pre-existing health conditions are handled first.
- ▶ For some time to come, the world will need to reassess the trade-offs between the benefits from the harsh lockdowns needed to stop the virus and their long-term costs to schooling, health and livelihoods. There is light at the end of the tunnel. But the road through it is still treacherous.

Vaccination Outlook

- ▶ In recent weeks, two variants of the coronavirus have spread with ferocious speed mainly in Britain (B.1.1.7.) and South Africa (501.V2). There is increasing evidence that both variants are more contagious than the existing virus, but likely not more deadly. It is still unclear why these varieties of the virus have been so successful. Experts agree that the new variants will probably not resist the vaccines now being rolled out. There's also reasonable hope that vaccines can be tweaked to remain effective in a process that (for Pfizer's and BioNTech's vaccine) takes less than two months.
- ▶ Vaccines in Russia and China have also been authorized for use in their home countries and some others. A lack of third phase trial data prevented initial acceptance of Sputnik V in the West. The same goes for CoronaVac (Sinovac Biotech, China) and for BBIBP- CorV (Sinopharm, China), both approved in China. Despite their difficult start in life, though, these vaccines may soon prove their worth. Once more independent evaluation is available, authorization by the WHO would bring a huge boost to the legitimacy and profile of these vaccines which can finally help the world.

Latest Developments

- ▶ Mauser International by now counts **14 current Covid-19 cases** as of 26 January (of overall 157 cases since the beginning of the crises). All infects within Mauser International so far have been mild and all have returned to work after their quarantine having expired.
- ▶ In several EU member states, new so- called non- pharmaceutical interventions (such as curfews, lockdowns, school closure etc.) have been reinforced to curb the pandemic. Among others, in Germany schools will stay closed until mid- February, medical/ FFP2 - masks have become mandatory in public space and home- office rules for office workers are to be allowed unless office presence is required. Since the start of the pandemic, our Mauser International home office guideline ensures social distancing and safe working conditions through home office regulations while assuring business continuity and availability.

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REDEFINING SUSTAINABILITY

STATUS REPORT #15 “CORONAVIRUS” MAUSER INTERNATIONAL

29- 12- 2020

January 11, 2021

Regular Status Report – Overview

Here you will find Status Report No.15 with the current situation regarding Corona-Virus.

Content:

- I. Vaccination Outlook
- II. News/ Latest Developments
- III. What's next
- IV. Key Contacts

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„We are first in line“



I think the vaccine is important and will take the vaccine as soon as it is my turn.

On December 18, Britain became the first country to start vaccinating people. Experts are very optimistic about the safety of the existing vaccines as they have been tested in various cancer-related applications for over a decade.

Vaccination Outlook

- ▶ We strongly believe that public trust in any authorized vaccine is vital. Vaccination is currently the most important way to curtail the pandemic. And once it is available for the wider public, we as Management of Mauser International are determined to be “first in line”. Until further notice, each issue of this report will provide background information and status updates on the vaccination. You will also see posters, pictures and information all over International.
- ▶ On December 18, Britain became the first country to start vaccinating people. Experts are very optimistic about the safety of the existing vaccines as they have been tested in various cancer -related applications for over a decade. The first two vaccines, BioNTech’s BNT162b2 and Moderna’s mRNA-1273 have both been in trials involving 73,000 volunteers. According to all experts, the vaccines have been well-tolerated with no serious adverse events recorded.
- ▶ But misinformation is already being spread. One particularly false information is that mRNA can alter recipients’ DNA. According to experts, this is wrong. Experts argue that RNA and DNA are different. Mammalian cells have no molecular mechanism for transcribing RNA into DNA (see The Economist, An injection of urgency, 5th Dec 2020).

Background: see Nature I Review of Corona Vaccinations by Florian Kramer, Department of Microbiology, Icahn School of Medicine at Mount Sinai, New York, NY, USA, under the following link: <https://www.nature.com/articles/s41586-020-2798-3>

Latest Developments

- ▶ In most European countries, particular Germany, the Covid- 19 caseload is growing again. Every day a fresh record number of deaths is recorded. Tougher lockdowns have been implemented, including extended school holidays and business and shop closures, and will continue at least until mid-January 2021.
- ▶ Over the Christmas weekend, vaccinations have started all over Europe. On 6th January 2021, the European Medicines Agency (EMA), the EU's drug regulator, is expected to decide on a second Covid- 19 vaccine (Moderna's mRNA 1273) which has already been approved in the US and Canada.
- ▶ All of Europe is rapidly building up thousands of mass vaccination sites and has started organizing roaming vaccination teams for care homes. In spring, vaccines will become available in doctors' offices. Mobile teams will visit infirm at home. One of the biggest logistic efforts the world has ever seen has started.
- ▶ Plants keep running and Mauser International continues to show resilience.

Latest Developments

- ▶ Mauser International by now counts **7 current Covid-19 cases** as of 29 Dec (of overall 137 cases since the beginning of the crises). We are grateful that all infects within Mauser International so far have been mild and all have returned to work after their quarantine having expired.
- ▶ The roll out of our Covid Safety Compliance training and the **Covid questionnaire** was a huge success. Feedback was very positive. We have all showed that we do understand the **importance of the safety measures we take**.
- ▶ Still, winter and spring will stay challenging! We need to **stay disciplined to see it through. Let's get it over with!**

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contacts ingo.plesterninks@mauserpackaging.com (+492232781214) and Frank.Burger@mauserpackaging.com (+492232781290) (operational questions).

Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #14 “CORONAVIRUS” MAUSER INTERNATIONAL

23- 11- 2020

November 23, 2020

Regular Status Report – Overview

Here you will find Status Report No.14 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

The report will be issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Reminder: the most relevant Covid- guidelines for International are summarized under:

https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

News – Safety Certificate for Turkey and donations



► We congratulate our Turkish facility for obtaining the TSE Covid- 19 Safe Production Certificate in June 2020. This has been achieved by tireless pandemic awareness actions and disciplined application of our group safety policies. All employees have been provided safety equipment & cleaning material boxes for themselves and their families.

► On top of this, Medical support was donated to a Medical Pediatric Clinic and lunch organized for hospital staff

Thank you!

News – Corona at and outside the workplace

We would like to share with all of you some feedback we got from Mauser colleagues:

- ▶ *“Following the earthquake in Turkey in October, several colleagues from the local Turkish community in the Oosterhout region (NL) gathered in a common site to share their anxieties. However, one of the attendees was infected and the gathering became a super spreader event. The outcome was that families got infected and partly hospitalized, and the infection spread further to a whole shift in our Oosterhout plant. Fortunately, everybody has recovered by now. The colleagues deeply regret their decision to attend the gathering instead of sharing their feelings by phone or through videoconferencing. Would they only have known that he put his family and his colleagues at risk he would have stayed away from the physical gathering.”*
- ▶ *“In the UK, some office employees lowered their guard. When one member of the team was feeling sad in the office, to bring some cheer they shared a cake and cutlery. The unexpected outcome was that 2 other employees got infected and all had to be quarantined. Luckily, all of them have recovered. They all regret to have been off guard and will make double efforts to follow all safety rules in the future.*

Both events show how important it is to follow all safety rules not only at work, but also when we are outside the workplace. For this reason, we can not stress enough the importance to adhere to our Covid guidelines - at work, but also at home, while traveling, on vacation or while spending time with friends. Thank you all!

News – letter from Michael Steubing, President Mauser International

Michael Steubing
President
International Packaging

October, 26th 2020

Dear Colleagues,

Today I would like to thank you very much indeed for your continued excellent performance. Our YTD September results for Mauser International are finalized and we finished the first three quarters of this year above budget and above prior year. This is a fantastic team result, especially considering the challenging business and COVID environment thus far this year.

Looking forward, we have two main targets for the remainder of this year:

Successful conclusion and delivery of our business targets to deliver our 7+5 Forecast

Successful management of the ongoing COVID challenges

Regarding COVID, I am sure you have seen on the News and Media the escalating number of infections in almost all countries around the world. This is a challenge which we need to continue to manage and address as a team, as we have done it successfully for the last 7 months. Even though, I fully understand that many are tired of COVID and wearing masks, now is not the time to reduce measures, but to reinforce our implemented measures and guidelines.

It is equally important to adhere to these guidelines not only while at work, but also at home, while traveling, on vacation or while spending time with friends. This is when we are just as exposed and when the majority of the infections occur.

Therefore I would like to reiterate the most important best practice rules to fight this pandemic:

- ▶ Wear your mask
- ▶ Avoid large groups
- ▶ Wash your hands frequently
- ▶ Keep social distancing
- ▶ Lastly, please consider carefully where you spend your fall and winter holidays this year.

Sincerely,

Michael Steubing

Latest Developments

- ▶ Mauser International by now counts **30 current Covid-19 cases** as of 13 Nov (of overall 114 cases since the beginning of the crises). While recent lock-downs seem to have slowed down the increase, the number of infected cases remain deeply concerning. The good news remains that the all infects within Mauser International so far have been mild and all have returned to work after their quarantine having expired.
- ▶ On November 9th, Pfizer and BioNTech, two pharmaceutical firms, announced their **new vaccine** to be 90% effective. It has been tested on an ethnically diverse group of over 40k people so far and the results are very encouraging. Not all questions are yet answered, but the arrival of a vaccine to tame the pandemic is now within reach.
- ▶ Current projections suggest 50 million vaccine doses to be available in 2020 (for use in high-risk groups) and 1.3 billion in 2021. Another, even more effective vaccine has been announced over recent days and others will soon follow. However, even after regulatory approval, it is likely to be several months until the vaccines' effect on the pandemic will be felt. But this may mark **the beginning of the end**.
- ▶ Ugur Sahin, the founder and CEO of BioNTech, the pharmaceutical firm that developed a vaccine, recently commented: *"If everything goes according to plan, **we all can hope for a normal winter 2021.**"* Let him be right!

Latest Developments (cont)

- ▶ Understandably, a lot of us have grown tired of Covid 19. Nevertheless, we believe it pays out to **stay vigilant** and we will not stop to re-iterate the necessary precautionary measures. We have therefore designed a **Covid questionnaire** which over the coming days will be rolled- out and discussed with all shop floor employees to underline the **importance of the safety measures we take**. At the same time, we will roll out a **Covid safety compliance training** within International.
- ▶ We very likely have a hard winter in front of us and it is therefore important to **stay disciplined**, now more than ever. It may well be the home straight!

What's next (1)?

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- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

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- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

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Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #13 “CORONAVIRUS” MAUSER INTERNATIONAL

27- 10- 2020

October 29, 2020

Regular Status Report – Overview

Here you will find Status Report No.13 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

The report will be issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Reminder: the most relevant Covid- guidelines for International are summarized under:

https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

News/ Latest Developments (1)

- ▶ Mauser International by now counts **9 current Covid-19 cases** as of 23 Oct (of overall 69 cases since the beginning of the crises). The number of infected people is **dramatically increasing**, but many countries have reduced quarantine periods, so that the net figure in any one week remains relatively low. All prior cases are healthy and have returned to work after their quarantine having expired.
- ▶ A **2nd wave of Covid19** is now washing over Europe. In many countries the daily numbers of confirmed cases exceed their spring peaks and hospitalizations are clearly rising. A sign of hope: death rates are still substantially lower than in spring. Curfews have among others been imposed in France and Spain, in Benelux, currently the hardest- hit region, restaurants have closed.
- ▶ Through the summer of 2020, Covid- fatigue has understandably grown. Nevertheless, we have to **embrace this battle until it's over**. Going too slowly now could force more drastic restrictions later. For this reason, we can not stress enough the importance to adhere to our Covid guidelines - at work, but also at home, while traveling, on vacation or while spending time with friends.

News/ Latest Developments (2)

We have taken and will continue to take measures to **stay on top of the 2nd wave**:

- ▶ We will continue to ensure supply, internal and external, for the company. Masks and protection gear will be made available when needed. Due to a recent infection scenario, we will tighten our guideline for **Mask Handling and Meetings** : Wearing mask is, effective now, required during all meetings (in addition to all internal work journeys). Also, please make sure to keep social distancing even when wearing masks. It is still recommended to avoid physical meetings where possible. For details, please refer to our updated Covid guidelines.
- ▶ Beginning next week, **automatic temperature screening** facilities will be installed.
- ▶ **Home Office** rules including contingency plans will remain in place for the time being. Details are to be found in our Covid guidelines.
- ▶ We will seek to introduce **ventilation cycles** in all plants. Warm equipment if not already made available, will be distributed to all employees.
- ▶ **New Covid testing outfits** will become available soon. We will procure this equipment in the market and apply within Mauser International. This will allow quicker and more targeted testing. We have developed a first **test strategy** allowing us to add another protection layer to the Company. The test strategy has been added to our Guideline overview.

What's next (1)?

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- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
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- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

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Other information sources:

-auswaertiges-amt.de

-Onmeda.de

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Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #12 “CORONAVIRUS” MAUSER INTERNATIONAL

25- 09- 2020

November 30, 2020

Regular Status Report – Overview

Here you will find Status Report No.12 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

The report will be issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Reminder: the most relevant Covid- guidelines for International are summarized under:

https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

News/ Latest Developments (1)

- ▶ Mauser International by now counts **4 current Covid-19 cases** as of 25 Sep (Brazil, Russia, Turkey). All prior cases are healthy and have returned to work after their quarantine having expired.
- ▶ The world is still in the throes of the pandemic. Before October, the global recorded deaths from Covid-19 will surpass 1 million. In the 7 days to Sep 20, the weekly cases logged by the WHO breached 2 m for the first time. Some European countries that had thought they had suppressed the disease may be facing a second wave.
- ▶ The winter will force people indoors where the disease spreads much more easily than in the open air. Seasonal flu could add to the burden on health systems. At Mauser, we have therefore issued flyers encouraging everyone to seek consultancy on the **benefits of a flu vaccination**. If costs for the vaccination are not born by your health provider, the company will bear these cost.
- ▶ On the positive side, treatments and medicine is making Covid-19 less deadly. It is likely that new vaccines and drugs will soon be available. But Covid-19 will remain a threat and a part of daily life for months, maybe years. But we have the tools to control the disease today: Our first line of defence will remain **hygiene, social distancing, mask protection and temperature screening**.

News/ Latest Developments (2)

- ▶ As of October 2020, many countries will follow expert guidelines to **reduce the # of days for quarantine**. In Germany, the quarantine period will move down from the existing 14 to 5 days. Other countries will follow. We are confident that this, among other measures taken, will allow a trade off between protecting our employees, but avoiding a second lockdown. We have adjusted our guidelines accordingly.
- ▶ As of July, we have re- allowed **business travelling** in business essential cases. Meanwhile, the number of high risk countries/ regions is once again increasing rapidly. This development will constrain travelling even more. In September, among others, the regions Hauts- de- France and Auvergne- Rhone- Alpes (including all our Mauser legacy factories in France) have been declared high risk regions. We see the same happening in other countries with Mauser locations.

Note: If you are travelling from or to a high- risk countries/ pandemic hot spot (as defined by the departing or arrival state), you will generally be required to **organize a negative (virus) test** certificate immediately before your travel or upon arrival. (Please follow the relevant announcements for the countries/ areas in question). Any expenses for such tests will be born by the company. In all other cases of business travel, please align with you supervisor prior to travelling (who will liaise with a member from the Covid-19 Task Force).

News/ Latest Developments (3)

- ▶ All our plants in International **remain on risk level 3**. The main measures at this level are: an elevated sense of hygiene at all times, temperature measurement at home and when entering the factory & wearing masks within MIPS remains mandatory at all “work journeys” (for details see our Guideline). Over recent months we have reasonably relaxed contact to external visitors. As of immediately, **external plant visits will be once again reduced to the necessary minimum** and need explicit approval.

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

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- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

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Other information sources:

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-ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #11 “CORONAVIRUS” MPS - INTERNATIONAL

02- 09- 2020

September 4, 2020

Regular Status Report – Overview

Here you will find Status Report No.11 with the current situation regarding Corona-Virus.

Content:

- I. News/ Latest Developments
- II. What's next
- III. Key Contacts

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Reminder: the most relevant Covid- guidelines for International are summarized under:

https://mauserpackaging.sharepoint.com/:f:/s/INTLHRCoronaArchive/ErCt1duvEkBlu20srmarJOkBKv7vDY3za_YDbgjwhOrYVQ?e=mmdpOD.

News/ Latest Developments

- ▶ Mauser International by now counts **4 current Covid-19 cases** as of 2 Sep (Brazil, France). All prior cases are healthy and have returned to work after their quarantine having expired.
- ▶ While in many countries in Europe and Asia infection rates and death tolls have come down over the summer, overall **global infection rates are still on a very high level** with 25m confirmed cases and almost 1m deaths related to Covid-19. Individual countries such as India, Brazil and the US are especially hard hit.
- ▶ Thanks to your discipline and team spirit, since the start of this unprecedented pandemic, Mauser International has been extremely **successful in weathering the situation**. We believe that our safety measures taken early on in the pandemic (essentially **hygiene, social distancing, mask protection and temperature screening**) haven't proven very successful.
- ▶ All our plants in International will therefore **remain on risk level 3**. The main measures at this level are: an elevated sense of hygiene at all times, temperature measurement at home and when entering the factory & restricting contact to externals to a minimum. Also, wearing masks within MIPS remains mandatory at all "work journeys" (for details see our Guideline).
- ▶ Vaccinations are one hope for overcoming the pandemic. Come autumn/ winter, we expect to see a surge in influenza/ corona- symptoms alike. Please consult your doctor whether an **influenza vaccination** will offer you further protection for the end of the year.

News/ Latest Developments

- ▶ Temperature measurements, early implemented, have throughout been our last line of defence. We will therefore now start installing **automated, but data sensitive temperature measurements all over International** which have in the meantime been tested in Germany and France.
- ▶ Please follow our Covid- sensitive guidelines that have been issued (and will be regularly revised) on travel, visitors and working remotely. Our **Work from Home Policy** remains in place until end of September.
- ▶ As of July, **business travelling** is allowed in business essential cases. If you are travelling from or to a high- risk countries/ pandemic hot spot (as defined by the departing or arrival state), you will generally be required to **organize a negative (virus) test** certificate immediately before your travel or upon arrival. (Please follow the relevant announcements for the countries/ areas in question). Any expenses for such tests will be born by the company. In all other cases of business travel, please align with you supervisor prior to travelling (who will liaise with a member from the Covid-19 Task Force).

What's next (1)?

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- What you need to know
- How to respond to Coronavirus (employee)

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REDEFINING SUSTAINABILITY

STATUS REPORT #10 “CORONAVIRUS” MPS - INTERNATIONAL

01- 07- 2020

July 6, 2020

Regular Status Report - Overview

Here you will find Status Report No.10 with the current situation regarding Corona-Virus.

Content:

- I. News
- II. Latest Developments
- IV. What's next
- V. Key Contacts

The report will be issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

We have summarized the most relevant Covid- guidelines in a separate deck that will be distributed with this report and regularly updated. Please refer to [_____](#).

News

- ▶ MIPS has issued a **comprehensive Covid- 19 guide** outlining all measures & guidelines that will be regularly revised and updated. The Guide is available under [...](#) We encourage everyone to read through the guide and familiarize yourself with the safety rules described there.
- ▶ We have started compiling **Lessons Learned** from the pandemic comprising organizational, operational and legal topics. Essential lessons are actions to strengthen our supply chain and Covid-induced investments in company equipment. We are confident that these actions are essential to weather similar pandemics in the future, be it a second wave or a future virus.
- ▶ We have started testing **automated temperature measurements** in Germany and France to support our activities by automated, but still data sensitive devices. Temperature measurements are our last line of defence.
- ▶ We will also start reviewing the existing **infection tracing devices**. We consider allowing those applications on company smartphones if we are confident that all privacy rights are protected.
- ▶ We will extend our **Work from Home Policy** until the end of July. As of July we will also re- allow business travelling in business essential cases. Please follow our Covid- sensitive guidelines that have been issued (and will be regularly revised) on travel, visitors and working remotely.

News (cont)

- ▶ We keep supporting our employees as best we can: we have installed our own local Covid- sensitive transportation support in South America to reduce cross-infection. All employees have been provided with a sanitary health kit by the company. South America is for now among the most infected regions.



Latest developments

- While most countries have by now left the lockdown, some countries are especially hard hit by the pandemic, among them Brazil and the US. On June 21st, the WHO announced a record increase in coronavirus cases round the globe (183k new cases in one day). All this shows that the virus does not just go away and will determine our life until a reliable vaccine has been found.
- Mauser International by now counts **6 current Covid-19 cases** as of 29 June (Turkey/ Erkelenz & Brazil). All prior cases are healthy and have returned to work after their quarantine having expired.
- All our plants in International remain for now on risk level 3. The main measures at this level are: temperature measurement at home and when entering the factory & restricting contact to externals to a minimum. Also, wearing masks within MIPS remains mandatory at all “work journeys” (for details see our Guideline).
- As of now, we are proud to say that International has shown a surprising resilience to the pandemic. This would not have been possible without our employees. We thank everybody who has gone the extra mile together with us to protect themselves and all our employees.
- As for the demand side, we unfortunately now see significant declines up to 40%, mainly affecting in our Metal business. We needed therefore to start arbitrations, mainly in Germany and France, to introduce short work arrangements in order to soften the impact and defend the business.

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The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contacts ingo.plesterninks@mauserpackaging.com (+492232781214) and Frank.Burger@mauserpackaging.com (+492232781290) (operational questions).

Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT #9 “CORONAVIRUS” MPS - INTERNATIONAL

18- 05- 2020

June 11, 2020

Regular Status Report - Overview

Here you will find the Status Report No.9 with the current situation regarding Corona-Virus.

Content:

- I. News
- III. Plant Risk Level 3 for all plants
- III. Latest Developments
- IV. What's next
- V. Key Contacts

Back up

Guidelines

The report will as of now be issued on an irregular base & be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

News

- ▶ We believe the Covid-19 situation has by now entered a new phase. Governments are increasingly easing lock- down measures in many countries, but social distancing rules will stay long- term in place until a reliable anti- viral vaccine has been found
- ▶ **We have therefore elevated all plants within Mauser International to plant risk level 3** since late April. The main measures at this level are: temperature measurement at home and when entering the factory & restricting contact to externals to the minimum. Also, wearing masks within MIPS is mandatory at all “work journeys” (for details see “protective mask guidelines”)
- ▶ MIPS will issue shortly a **comprehensive Covid- 19 guide** outlining all measures & guidelines
- ▶ As the new situation will require different measures, we have worked out **first guidelines regarding Meetings, Travelling, Visiting Customers & Suppliers**. All these guidelines can be found in the appendix.
- ▶ Further, we have agreed to leave Home Office rules in place for now and collect experiences whether this can be a long- term option. One test will be whether managers get used to supervising staff remotely without sacrificing productivity.

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020

Actions - Protective Mask Guidelines

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks
- ▶ As a minimum, masks are mandatory for all “internal work journeys”
- ▶ if higher degrees of wearing mask frequency and time during working hours is already implemented, this will remain in place
- ▶ Instruct employees how to dry- clean their masks (see separate guideline)

Guide: Re- use of Protective Masks

- ▶ The Robert-Koch-Institut (RKI), a German health body, recommends the wearing of protective masks to reduce the risk of "infecting another person by coughing, sneezing or speaking". As the procurement of masks is still difficult, there are recommendations to re- use the masks under certain conditions.
 - Put the masks in the oven at 70 degrees Celsius for 30 minutes.
 - Masks made of cotton can be washed in the washing machine at 60 degrees Celsius.

Please note, that these measures only concern the industrial or private sector, not the medical one. For the private sector, there are now various possibilities for sewing masks yourself. Corresponding sewing instructions are available on the Internet.

The RKI has also issued a guideline for what measures to take when reusing masks. The link is:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Ressourcen_schonem_Masken.html

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020 (cont)

Actions- Temperature Measurement Guidelines

- ▶ Temperature measurement are to be done at home before start of work and
- ▶ Every employee will be measured when they come to work

Actions: Contact & Hygiene Guidelines

- ▶ no external visitors in the plant and no meetings except contractors (cleaning company, mailman, ext. maintenance, eg.)
- ▶ dedicate bathroom to external visitors / transport companies
- ▶ dedicate external toilet to visitors (Dixi toilet or similar)
- ▶ set up rules for break/ lunch rooms & dress rooms: such as reducing # of people at any one time, extended & staggering breaks, each person at least 2 mt from each other, eliminate food trucks on premises
- ▶ follow guideline for “Most important preventive measures”

Most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020 (cont)

Actions: Desinfection & Cleaning practice

- ▶ All employees participate in keeping the plant clean and help clean their own work areas
 - ▶ Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc
 - ▶ Increase cleaning cycle on top of the regular cleaning with particular focus on:
bathroom, break/ lunch room, handles of doors and windows, snack distributors, door buttons, bar code readers/ telephones, PC monitor / mouse / keyboard
- ❖ all measures to be reviewed and aligned with local government guidelines

Latest developments

- Mauser International by now counts **2 current Covid-19 cases** as of 18 May (both Suzano/ Brazil). All prior cases are healthy and have returned to work after their quarantine having expired.
- Throughout the pandemic so far, international supply chains have proven surprisingly resilient. While disruptions occurred, Mauser International has been able to absorb their worst business consequences. Absenteeism returned to pre- Covid19- levels in most countries.
- As for the demand side, we do see signs of decline. It is yet still up in the air whether we are “in the eye of the storm” or whether our business model is resilient enough to see us through. It is clear though, that Mauser Group has suffered and extra efforts will be needed to achieve budgeted figures.
- The world is easing restrictions. In some countries all shops are reopened. As of June, many borders within Europe will re- open and there is a sense of going back to normal. But this will for some time be a normality including social distancing, masks and the constant thread of a relapse into lockdowns. We have started to issue guidelines for Meetings, Travel, Customer Visits and so forth trying to capture this new reality (see back up).

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contacts ingo.plesterninks@mauserpackaging.com (+492232781214) and Frank.Burger@mauserpackaging.com (+492232781290) (operational questions).

Other information sources:

- auswaertiges-amt.de
- Onmeda.de
- infektionsschutz.de
- ecdc.europa.eu

Thank you for your attention.

Guideline - Overview

- I. Actions if employee is tested COVID19- positive
- II. Mask Handling
- III. Meetings
- IV. Travelling & Visitors
- V. Visiting Customers & Suppliers
- VI. Home Office Guideline

(I) Actions if employee is tested COVID-19 positive

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
 - Keep calm.
 - The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
 - The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
 - If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.
 - The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
 - Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

(II) Mask handling

- ▶ Balancing the easing of lock- down measures in many countries, governments are issuing decrees for people to wear masks in public life.
- ▶ Up until now, the respective guideline within Mauser International has been limited to wearing masks and gloves if in contact with external parties (mainly logistics) and/or working in a workspace within a close range of other employees (less than 1.5 m).
- ▶ We feel it now appropriate to introduce a new **minimum level** making masks **mandatory also for “internal work journeys”**. Internal work journeys start when arriving at the plant from your vehicle, to the dressing room, to your workplace, till you arrive at your workplace. For this journey a mask should be used and for the “return trip”. Also when leaving your workplace to go to the toilet, to keep a work break, go to a meeting, or have a conversation, a mask is mandatory. For forklift drivers it is not necessary to wear the mask all the time during driving, only when they leave trucks in loading areas, truck drivers offices, toilettes etc. **The same guideline is mandatory for all office workers.**
- ▶ The above “internal work journey”- guideline is from now on the **minimum standard**. Depending on local COVID status, Government guidelines and agreement with Ops leadership and COVID task force, a higher degree of wearing frequency and timing during working hours has been implemented in several plants and will remain in place.

(II) Mask handling (cont)

- ▶ While mask supply is still a bottle-neck globally, MIPS has been able to supply 95.000 Masks (!) to meet existing demand. The masks have been distributed to all EMEA Sites.
- ▶ Every employee will be equipped with masks by their supervisor. Please also re-read and practice the guideline for re-usage of masks in the Plant Risk section.

(III) Meetings

“Teams” is the recommended means to hold virtual team meetings. For internal meetings that require physical presence, the following rules apply:

- ▶ Keep 2m distance when seated (min. 2 chairs in between).
- ▶ Every meeting room allows a max. # of attendees which will be shown at the entrance door.
- ▶ Keep the social distance of 1.5m when internal travel to and from the meeting room.
- ▶ Wash or disinfect your hands before and after the meeting.
- ▶ Clean the meeting rooms every day.
- ▶ Drinks are to be consumed in plastic cups and thrown away after the meeting, unless “own” mugs are used. When using Coffee cans or bottles, only the host will handle them.
- ▶ Disinfect the beamer and/or phone with a hygiene cloth after each meeting.
- ▶ The host of the meeting is responsible that the above rules are applied by the attendees, it is not obligatory to wear a mask during the meeting (unless local authorities prescribed them).

(IV) Travelling & Visitors

- Effective July 1st, traveling for support functions (HR, SHEQ, Engineering, MMT, etc.) is generally limited to plants at risk level 2. Subject to eased travel requirements, travel takes place by car and alone.
- Subject to local practice, a plane or train can be used, especially for long distance travel & provided travel restrictions are accordingly eased by authorities. In those cases, the usage of a mask during travel is obliged!
- Each travel needs to be approved and registered by the direct Manager of the traveller. Further, the traveller is responsible to align his visit with the Plant Manager of the visiting site.
- External visits need to be approved upfront and tracked by the Plant Manager of the site. Measurement of temperature before entry, and all other MIPS CoVid measures need to be applied for visitors when entering our sites.
- The purpose of the travel or external visitor needs to be defined and should directly lead to an improvement of our business, keeping projects on track or reduce delay. Examples:
 - Installation, overhauling, elevated problem inspection & repair of (new) equipment by MMT, external suppliers or Engineering
 - Follow-up and support on project implementation by MMX & support of strategic projects (such as new molds, components)
 - Verify COVID measures at site (mainly SHEQ)

(IV) Travelling & Visitors (cont)

- ▶ Traveling to plants at level 3 needs approval of the Corona Virus Task Force. As an exception, ILT members may travel to all of their sites of responsibility (primarily by car, alone) in the same country and into other countries when cross border (& transit) travel is permitted by authorities from June 1st onwards.

(V) Visit Customers & Suppliers

- Effective July 1st, a customer or supplier can be visited subject to upfront approval of the International Sales Manager or VP of International Procurement and Logistics.
- Visits to customer/ supplier only take place by car, alone, and after a written visit confirmation by the customer/supplier site.
- All COVID measures of MIPS are applied during the customer/supplier visit (wearing a mask, 1.5m distance, 2m seated distance, etc), unless stricter customer/supplier rules supersede.
- Each visit has a purpose beyond improving the customer/supplier relationship, such as complaint follow-up, new business opportunities, RFQ alignment, release or approval of a new machine, etc.

(VI) Home Office Guideline

- ▶ In general, the decision who works from home rests with the LTI member for his area of responsibility (who aligns with the head of HR))
- ▶ local plant office decisions should be aligned between the Plant Manager and LTI Ops leader;
- ▶ the aim is to assure business continuity and availability, while implementing social distancing and safe work conditions;
- ▶ where necessary (depending on local regulations), employees who are needed in the office will be provided with a corresponding certificate by the local MD;
- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)



REDEFINING SUSTAINABILITY

STATUS REPORT #8 “CORONAVIRUS” MPS - INTERNATIONAL

27- 04- 2020

April 27, 2020

Regular Status Report - Overview

Here you will find the Status Report No.8 with the current situation regarding Corona-Virus.

Content:

- I. News
- II. Mask Handling: new guidelines
- III. Plant Risk Level 3 for all plants
- III. Latest Developments
- IV. What's next
- V. Key Contacts

Back up

- I. Alert levels (CDC)
- II. What to do if an employee is tested COVID19- positive
- III. Home Office Rules

News

- ▶ Governments are increasingly easing lock- down measures in many countries. As this may cause a higher infection risk, **we have elevated all plants within Mauser International to plant risk level 3, effective immediate**. The main measures at this level are: temperature measurement at home and when entering the factory and restricting contact to externals to the minimum.
- ▶ We have further re- worked our guidelines regarding wearing masks within MIPS. It will now be mandatory to wear masks at all “work journeys” (for details see “mask handling”)
- ▶ We need to assume that all measures will be long- term measures staying in place until a reliable anti- viral vaccine has been found

Mask handling: new guidelines

- ▶ Balancing the easing of lock- down measures in many countries, governments are issuing decrees for people to wear masks in public life.
- ▶ Up until now, the respective guideline within Mauser International has been limited to wearing masks and gloves if in contact with external parties (mainly logistics) and/or working in a workspace within a close range of other employees (less than 1.5 m).
- ▶ We feel it now appropriate to introduce a new **minimum level** making masks **mandatory also for “internal work journeys”**. Internal work journeys start when arriving at the plant from your vehicle, to the dressing room, to your workplace, till you arrive at your workplace. For this journey a mask should be used and for the “return trip”. Also when leaving your workplace to go to the toilet, to keep a work break, go to a meeting, or have a conversation, a mask is mandatory. For forklift drivers it is not necessary to wear the mask all the time during driving, only when they leave trucks in loading areas, truck drivers offices, toilettes etc. **The same guideline is mandatory for all office workers**.
- ▶ The above “internal work journey”- guideline is from now on the **minimum standard**. Depending on local COVID status, Government guidelines and agreement with Ops leadership and COVID task force, a higher degree of wearing frequency and timing during working hours has been implemented in several plants and will remain in place.

Mask handling (cont)

- ▶ While mask supply is still a bottle-neck globally, MIPS has been able to supply 95.000 Masks (!) to meet existing demand. The masks have been distributed to all EMEA Sites.
- ▶ Every employee will be equipped with masks by their supervisor. Please also re-read and practice the guideline for re-usage of masks in the Plant Risk section.

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020

Actions - Protective Mask Guidelines

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks
- ▶ As a minimum, masks are mandatory for all “internal work journeys”
- ▶ if higher degrees of wearing mask frequency and time during working hours is already implemented, this will remain in place
- ▶ Instruct employees how to dry- clean their masks (see separate guideline)

Guide: Re- use of Protective Masks

- ▶ The Robert-Koch-Institut (RKI), a German health body, recommends the wearing of protective masks to reduce the risk of "infecting another person by coughing, sneezing or speaking". As the procurement of masks is still difficult, there are recommendations to re- use the masks under certain conditions.
 - Put the masks in the oven at 70 degrees Celsius for 30 minutes.
 - Masks made of cotton can be washed in the washing machine at 60 degrees Celsius.

Please note, that these measures only concern the industrial or private sector, not the medical one. For the private sector, there are now various possibilities for sewing masks yourself. Corresponding sewing instructions are available on the Internet.

The RKI has also issued a guideline for what measures to take when reusing masks. The link is:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Ressourcen_schonен_Masken.html

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020 (cont)

Actions- Temperature Measurement Guidelines

- ▶ Temperature measurement are to be done at home before start of work and
- ▶ Every employee will be measured when they come to work

Actions: Contact & Hygiene Guidelines

- ▶ no external visitors in the plant and no meetings except contractors (cleaning company, mailman, ext. maintenance, eg.)
- ▶ dedicate bathroom to external visitors / transport companies
- ▶ dedicate external toilet to visitors (Dixi toilet or similar)
- ▶ set up rules for break/ lunch rooms & dress rooms: such as reducing # of people at any one time, extended & staggering breaks, each person at least 2 mt from each other, eliminate food trucks on premises
- ▶ follow guideline for “Most important preventive measures”

Most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Plant Risk Level 3 (MIPS) – all plants as of 27- 04- 2020 (cont)

Actions: Desinfection & Cleaning practice

- ▶ All employees participate in keeping the plant clean and help clean their own work areas
 - ▶ Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc
 - ▶ Increase cleaning cycle on top of the regular cleaning with particular focus on:
bathroom, break/ lunch room, handles of doors and windows, snack distributors, door buttons, bar code readers/ telephones, PC monitor / mouse / keyboard
- ❖ all measures to be reviewed and aligned with local government guidelines

Latest developments

- Mauser International by now counts **3 current Covid-19 cases** as of 27 April (2 Germany, 1 Turkey). All prior cases are healthy and have returned to work after their quarantine having expired.
- So far, the main production disruptions have occurred in Asia (China, India & Malaysia) & labor induced production hold ups in Grezzago (Italy) and Creil (France). Absenteeism returned to pre- Covid19- levels in most countries with the exception of France.
- Overall the demand situation remains strong throughout, even though we see signs of softening. We are closely monitoring the demand situation against our contingency plans. Northern European plants are preparing for working through the May public holidays.
- The stress on the international supply chain has eased with suppliers increasing capacity (Indian based Technocraft cranked up to 75%) and international ports partly reopening.
- Major European countries are easing restrictions. Small to medium- sized shops and schools are reopening. The re- start of restaurants and hotels is being prepared. At the same time, some Asian states are re- introducing lock- down regulations. The situation remains ambiguous.

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

Key Contacts in case of questions and concerns

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Other information sources:

- auswaertiges-amt.de
- Onmeda.de
- infektionsschutz.de
- ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for **entry** into the **United States** as of 11:59 p.m. eastern standard time on March 13, 2020.

Countries include:
Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories. **Countries impacted*: Hong Kong**

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Actions after one employee is tested positive for COVID-19

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
 - Keep calm.
 - The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
 - The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
 - If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.
 - The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
 - Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

Home Office Guideline / COVID19- Rules

“COVID19- Rules” (already in place)

People to be sent home immediately to see a doctor and – if situation allows - work from home:

- ▶ Employees with first line relatives CoVid-19 tested positive
- ▶ Employees, who have flu symptoms
- ▶ Employees who return from a high risk country

Home Office Guideline

General Home Office- guidelines for MIPS:

- ▶ in general, the decision who works from home rests with the LTI member for his area of responsibility (who aligns with the head of HR))
- ▶ local plant office decisions should be aligned between the Plant Manager and LTI Ops leader;
- ▶ the aim is to assure business continuity and availability, while implementing social distancing and safe work conditions;
- ▶ where necessary (depending on local regulations), employees who are needed in the office will be provided with a corresponding certificate by the local MD;
- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)



REDEFINING SUSTAINABILITY

STATUS REPORT #7 “CORONAVIRUS” MPS - INTERNATIONAL

16- 04- 2020

August 9, 2020

Regular Status Report - Overview

Here you will find the Status Report No. 7 with the current situation regarding Corona-Virus.

Content:

- I. News
- II. Plant Risk Levels
- III. Latest Developments
- IV. What's next
- V. Preventive Measures & Key Contacts

Back up

- I. Alert levels (CDC)
- II. What do if an employee is tested COVID19- positive
- III. Home Office Rules

News (1)

- ▶ We have been able to supply 50.000 Masks (!). The masks have been distributed to all EMEA Sites.
- ▶ We appreciate the strong **commitment of our employees** in all locations. To take just one example: we have 9 Malaysian workers employed in Singapore and living in Malaysia, crossing the border on a daily base. Under COVID-19 restrictions, this means being quarantined for weeks every time the border is crossed and as a consequence shutting down one production line in Singapore. From the start of the crisis, all have agreed to stay in Singapore of support Mauser, and with the extension of the lock don will not see their families for at least a whole month. Thank you!
- ▶ Mauser **recognizes the commitment**. A first **recognition payment** has been made in March to direct employees in the most affected countries and areas. A **further payment** will be made in April across all business units and to all production related employees (including regular temps). Further, all locations are expressing their appreciation by small acknowledgements, be this free meals, vouchers or similar. The Management recognizes the continuous efforts made by our employees to keep our plants running and continuing to deliver to our customers and we sincerely thank them for their efforts during this difficult time.

News (2): Letters from costumers ECOLAB & DOW North America

▶ Letter from VP Supply Chain of our Customer Ecolab:

Dear Mauser Team,
thanks for the call last night and the very open dialogue we had. I really want to emphasise again that ECL is very grateful for the extra work, flexibility and dedication the people at the plant shop floor are demonstrating during this very difficult time . Again ECL and the entire Supply Chain ECL team is recognising this and want to make sure you can pass on the message to your teams.
Having said this our customers are asking 10 time more volume to support the Healthcare business. Anything you and they can do to avoid to shut down our HC plant will be helping Nurse, doctors, patients to have the right sanitizing products to work safely.
Thanks again and I count even more than ever on our Strategic relationship to avoid any plant shut down
A BIG THANK YOU to the Mauser Teams

▶ Customer DOW NA:

“Photo of the West Virginia national guard picking up the drums of hand sanitizer. You are welcome to share this photo to your team. We would like to thank Mauser and your partnership in helping us with this project! I think this is all something we can be proud of. “



Plant Risk Level 3 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ All Asian, French, Italian and Spanish plants are on Level 3, also Oosterhout (NL) and Littleborough (UK).

Actions for Level 3:

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks (or alternative precautions)
 - ▶ Instruct employees how to dry- clean their masks (a guideline will be issued separately)
- ▶ Before start of work: Measure temperature at home
- ▶ Everybody will be measured when they come to work
- ▶ no external visitors in the plant and no meetings except contractors (cleaning company, mailman, ext. maintenance, eg.)
- ▶ Also actions Level 1 and 2 are mandatory and page “What are the most important preventive measures?” of this ppt.
- ❖ all measures to be reviewed and aligned with local government guidelines

Plant Risk Level 2 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see the relevant slide for a complete overview of all plants on Level 2

Further Recommendations Plant Risk Level 2 and up

- *Break and lunch rooms present a particular risk for infection, therefore set up rules for break/ lunch rooms: such as extended & staggering breaks and each person at least 2 mt from each other*
- *Similar, set up rules for dress room: such as reducing # of people at any one time, keep at least 2 meter distance each*
- *Eliminate food trucks until further notice*

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves (or alternative precautions)
- ▶ dedicate bathroom to external visitors / transport companies
- ▶ dedicate external toilet to visitors (Dixi toilet or similar)
- ▶ Also actions for Level 1 are mandatory and page “What are the most important preventive measures?” of this ppt.

Plant Risk Level 1

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see below for a complete overview of plant on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page “What are the most important preventive measures?” of this ppt

Overview of Plant Risk Level for MPS International

Legend for Affected Mauser Sites EU

- Italy: Grezzago, Fonzaso, Villastellone
- France: St. Priest, Esches, Creil, St. Amand
- Germany: Erkelenz Tube Center
- Germany New: Brühl, Bammental, Erkelenz, Hamburg
- Germany Reco: Bickenbach, Erkelenz, Bremerhaven
- Netherlands: Oosterhout New,
- Netherlands: Oosterhout RECO
- Spain: Sevilla, La Cononja, MRi
- UK: Littleborough
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Latest developments

- Mauser International by now counts **6 Covid-19 cases** as of 16 April (2 Spain, 2 France, 2 Turkey). All are well and will return to work when the quarantine is over.
- So far, the main production disruptions have occurred in Asia (China, India & Malaysia) & labor induced production hold ups in Grezzago (Italy) and Creil (France). Absenteeism in Southern Europe has risen by 15-20%, in the rest of MIPS by about 5-6%, declining in all countries.
- Demand drops are seen in the oil-/ automotive and leather related business (mainly affecting Southern Europe); HealthCare and Desinfectant industries (especially in West Northern Europe and Reco) continue with **high demand** (plants operating at full capacity and through Easter).
- **Contingency plans** are in place and documented for every factory. We are keeping a strong focus **on continuous supply of components** throughout (permits obtained in India/ North Italy).
- First countries are **releasing their lock down regimes in Europe**. After Austria, **Germany** has announced to keep restrictions in force until 3 May 2020, but gradually easing restrictions. Small Shops are allowed to reopen by next Monday, school are preparing step- wise schedules to resume in May.

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- Available now: Coronavirus Employee Resources
- What you need to know
- How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Re-emphasize Desinfection & Cleaning Practice

- *All employees should participate in keeping the plant clean and help clean their own work areas*
- *Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc.*
- *Increase cleaning cycle on top of the regular cleaning with particular focus on:*
 - *bathroom, break/ lunch room, handles of doors and windows, snack distributors, door buttons, bar code readers/ telephones, PC monitor / mouse / keyboard*

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contacts ingo.plesterninks@mauserpackaging.com (+492232781214) and Frank.Burger@mauserpackaging.com (+492232781290) (operational questions).

Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for **entry** into the **United States** as of 11:59 p.m. eastern standard time on March 13, 2020.

Countries include:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories.

Countries impacted*: Hong Kong

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Actions after one employee is tested positive for COVID-19

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
 - Keep calm.
 - The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
 - The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
 - If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.
 - The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
 - Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

Home Office Guideline / COVID19- Rules

“COVID19- Rules” (already in place)

People to be sent home immediately to see a doctor and – if situation allows - work from home:

- ▶ Employees with first line relatives CoVid-19 tested positive
- ▶ Employees, who have flu symptoms
- ▶ Employees who return from a high risk country

Home Office Guideline

General Home Office- guidelines for MIPS:

- ▶ in general, the decision who works from home rests with the LTI member for his area of responsibility (who aligns with the head of HR))
- ▶ local plant office decisions should be aligned between the Plant Manager and LTI Ops leader;
- ▶ the aim is to assure business continuity and availability, while implementing social distancing and safe work conditions;
- ▶ where necessary (depending on local regulations), employees who are needed in the office will be provided with a corresponding certificate by the local MD;
- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

06- 04- 2020

August 9, 2020

Regular Status Report - Overview

Here you will find the Status Report No. 6 with the current situation regarding Corona-Virus.

Main news are **the elevation of Spain to Plant risk level 3**, some **recommendation on the reuse of protective masks** as well as **information on the stability of the Covid19- virus on surfaces**. Support actions have started all over the place such as the **Mauser hospital support in Barcelona, Spain**.

Content:

- I. News
- II. Plant Risk Levels
- III. Latest Developments
- IV. What's next
- V. Preventive Measures & Key Contacts

Back up

- I. Alert levels (CDC)
- II. What do if an employee is tested COVID19- positive
- III. Home Office Rules

News: Corona-Virus on surfaces

- ▶ We continuously follow and report on updated information on the COVID-19 virus. The “Bundesinstitut für Risikobewertung”, a German health body, published its recent studies on the stability of the Corona-Virus in the environment:

„In general, human Corona Viruses are not particularly stable on dry surfaces. Inactivation in the dry state usually takes place within hours to a few days. The new Corona-Virus SARS-CoV-2 shows in Laboratory tests that after heavy contamination it can remain infectious for up to 3 hours as an aerosol, up to 4 hours on copper surfaces, up to 24 hours on cardboard and up to 2-3 days on stainless steel and plastic.“

As one transmission path is the smear infection, we have to remind you again to observe the hygiene measures without fail (see slide “Most important preventive measures”). Please also pay attention to this in your private area, for example when accepting parcels or likewise.

News: Protective Masks

- ▶ The Robert-Koch-Institut (RKI) now also recommends the wearing of protective masks to reduce the risk of "infecting another person by coughing, sneezing or speaking". As the procurement of masks is currently very difficult, there are recommendations to reuse the masks under certain conditions.
 - Put the masks in the oven at 70 degrees Celsius for 30 minutes.
 - Masks made of cotton can be washed in the washing machine at 60 degrees Celsius.

Please note, that these measures only concern the industrial or private sector, not the medical one. For the private sector, there are now various possibilities for sewing masks yourself. Corresponding sewing instructions are available on the Internet.

The RKI has also issued a guideline for what measures to take when reusing masks. The link is:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Ressourcen_schonem_Masken.html

Please note: Protective Masks are in short supply, but we are working on further quantities to arrive at all Mauser International European sites.

News: MIPS supports hospitals in Barcelona

- ▶ Good News: NCG Iberia made a donation of 200 chemical suits to the Intensive Care Units of two hospitals: Clínica Diagonal de Barcelona and Hospital Germans Trias i Pujol of Badalona. Normally they use the suits in the PCR section, while cutting scrap plastics. We are proud that we can support hospitals and medical staff in this way. See photo attached



Plant Risk Level 3 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ All Asian, French, Italian and Spanish plants are on Level 3, also Oosterhout (NL) and Littleborough (UK).

Actions for Level 3:

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks (or alternative precautions)
 - ▶ Instruct employees how to dry- clean their masks (a guideline will be issued separately)
- ▶ Before start of work: Measure temperature at home
- ▶ Everybody will be measured when they come to work
- ▶ no external visitors in the plant and no meetings except contractors
(cleaning company, mailman, ext. maintenance, eg.)
- ▶ Also actions Level 1 and 2 are mandatory and page “What are the most important preventive measures?” of this ppt.
- ❖ all measures to be reviewed and aligned with local government guidelines

Plant Risk Level 2 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see the relevant slide for a complete overview of all plants on Level 2

Further Recommendations Plant Risk Level 2 and up

- *Break and lunch rooms present a particular risk for infection, therefore set up rules for break/ lunch rooms: such as extended & staggering breaks and each person at least 1 mt from each other*
- *Similar, set up rules for dress room: such as reducing # of people at any one time, keep at least 1 meter distance each*
- *Eliminate food trucks until further notice*

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves (or alternative precautions)
 - ▶ dedicate bathroom to external visitors / transport companies
 - ▶ dedicate external toilet to visitors (Dixi toilet or similar)
 - ▶ Also actions for Level 1 are mandatory and page “What are the most important preventive measures?” of this ppt.

Plant Risk Level 1

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see below for a complete overview of plant on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page “What are the most important preventive measures?” of this ppt

Overview of Plant Risk Level for MPS International

Legend for Affected Mauser Sites EU

- Italy: Grezzago, Fonzaso, Villastellone
- France: St. Priest, Esches, Creil, St. Amand
- Germany: Erkelenz Tube Center
- Germany New: Brühl, Bammental, Erkelenz, Hamburg
- Germany Reco: Bickenbach, Erkelenz, Bremerhaven
- Netherlands: Oosterhout New,
- Netherlands: Oosterhout RECO
- Spain: Sevilla, La Cononja, MRi
- UK: Littleborough
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Latest developments

- ▶ **India:** The shut down will continue into April, but significant suppliers for the packaging industry have obtained a special permit to continue production. While in the rest of **Mauser International**, the situation is still critical, especially in certain regions in Southern Europe, **the increase of the infection rate seems to slow down. Mauser International has registered the first 3 Covid-19 cases in Spain (2) and France (1)**, but all employees are recovering.
- ▶ The packaging industry has been widely recognized as **essential business industry**. Our main international suppliers, including Italy and India, have up to this point obtained permits to keep operating and supply of components remains in focus. While we expect a drop at the oil- / car manufacturer related customers, **demand remains very high** in IBC and Plastic, mainly driven by customers in the health care, disinfectant and such business.

What's next (1)?

- You will receive ongoing communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers are continuously informed as well by procurement regarding actions taken at MPS
- External logistics companies are expected to follow the Risk level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- ▶ Available now: Coronavirus Employee Resources
 - What you need to know
 - How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Re- emphasize Desinfection & Cleaning Practice

- *All employees should participate in keeping the plant clean and help clean their own work areas*
- *Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc.*
- *Increase cleaning cycle on top of the regular cleaning with particular focus on:*
 - *bathroom, break/ lunch room, handles of doors and windows, snack distributors, door buttons, bar code readers/ telephones, PC monitor / mouse / keyboard*

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Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for **entry** into the **United States** as of 11:59 p.m. eastern standard time on March 13, 2020. **Countries include:**
Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories. **Countries impacted*: Hong Kong**

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Actions after one employee is tested positive for COVID-19 (1)

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
- ▶ Keep calm.
- ▶ The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
- ▶ The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
- ▶ If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.

Actions after one employee is tested positive for COVID-19 (2)

- ▶ The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
- ▶ Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

Home Office Guideline/ COVID19- Rules

“COVID19- Rules” (already in place)

People to be sent home immediately to see a doctor and – if situation allows - work from home:

- ▶ Employees with first line relatives CoVid-19 tested positive
- ▶ Employees, who have flu symptoms
- ▶ Employees who return from a high risk country

Home Office Guideline

General Home Office- guidelines for MIPS:

- ▶ in general, the decision who works from home rests with the LTI member for his area of responsibility (who aligns with the head of HR))
- ▶ local plant office decisions should be aligned between the Plant Manager and LTI Ops leader;
- ▶ the aim is to assure business continuity and availability, while implementing social distancing and safe work conditions;
- ▶ where necessary (depending on local regulations), employees who are needed in the office will be provided with a corresponding certificate by the local MD;
- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

23- 03- 2020

August 9, 2020

Regular Status Report - Overview

Here you will find the Status Report No. 5 with the current situation regarding Corona-Virus.

The main content of this report is the news that the company **started producing and distributing its own disinfectant** as well as a **summary of latest developments** in our Mauser International plants. At the same time the US is threatening to become the new center of the pandemic.

Content:

- I. Plant Risk Levels
- II. Latest Developments
- III. What's next
- IV. Preventive Measures & Key Contacts

Back up

- I. Alert levels (CDC)
- II. What do if an employee is tested COVID19- positive
- III. Home Office Rules

News

- ▶ Following public guidelines of WHO on local production of handrub formulations the plants in Hamburg and Bammental started to mix their own disinfection material. The recipe will be distributed via the SHEQ network to all plants within MPS, so in case of shortage sites can produce their own disinfection material for hand and surface cleaning, like e.g. cleaning of handrails, desktops, door handles, light switches etc. Mixing of substances according to shared recipe is to be done by trained people only – applying the safety rules as lined out in the Material Safety Data Sheet of the individual substances is mandatory. Rules on handling and storage of flammable liquids , e.g. marking of storage containers, are to be applied. No quantities larger than 20 l are to be mixed at a time.

Plant Risk Level 3 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ All Asian, French and Italian plants are on Level 3, Oosterhout (NL) and Littleborough (UK) are elevated to Level 3

Actions for Level 3:

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks (or alternative precautions)
 - ▶ Instruct employees how to dry- clean their masks (a guideline will be issued separately)
- ▶ Before start of work: Measure temperature at home
- ▶ Everybody will be measured when they come to work
- ▶ no external visitors in the plant and no meetings except contractors
(cleaning company, mailman, ext. maintenance, eg.)
- ▶ Also actions Level 1 and 2 are mandatory and page “What are the most important preventive measures?” of this ppt.
- ❖ all measures to be reviewed and aligned with local government guidelines

Plant Risk Level 2 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see the relevant slide for a complete overview of all plants on Level 2

Further Recommendations Plant Risk Level 2 and up

- *Break and lunch rooms present a particular risk for infection, therefore set up rules for break/ lunch rooms: such as extended & staggering breaks and each person at least 1 mt from each other*
- *Similar, set up rules for dress room: such as reducing # of people at any one time, keep at least 1 meter distance each*
- *Eliminate food trucks until further notice*

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves (or alternative precautions)
 - ▶ dedicate bathroom to external visitors / transport companies
 - ▶ dedicate external toilet to visitors (Dixi toilet or similar)
 - ▶ Also actions for Level 1 are mandatory and page “What are the most important preventive measures?” of this ppt.

Plant Risk Level 1

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see below for a complete overview of plant on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page “What are the most important preventive measures?” of this ppt

Overview of Plant Risk Level for MPS International

Legend for Affected Mauser Sites EU

- Italy: Grezzago, Fonzaso, Villastellone
- France: St. Priest, Esches, Creil, St. Amand
- Germany: Erkelenz Tube Center
- Germany New: Brühl, Bammental, Erkelenz, Hamburg
- Germany Reco: Bickenbach, Erkelenz, Bremerhaven
- Netherlands: Oosterhout New,
- Netherlands: Oosterhout RECO
- Spain: Sevilla, La Cononja, MRi
- UK: Littleborough
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Latest developments

- ▶ **Start with Asia:** **China** offers a **promising outlook**: the situation has significantly improved in the country, all our factories are fully operational and back to pre-Corona order levels. Meanwhile, the virus has reached **India**: All production in the country is shut down until April 14th including ours. We have applied for a special permit to continue production. As for **Malaysia**, despite a lock down by the local Government until April 14th, we obtained a special permit to continue operation on a limited production scale. **Singapore** is keeping infection rates at bay. Stricter measures are in place, though, especially companies not applying social distancing are fined or closed.
- ▶ **EMEA:** Most affected still are specific regions in Italy and Spain. **Italy**: the situation is getting more difficult; measures get stronger & only strategic industry can still run production. Fonzaso & Reco are running as usual, Grezzago is at 70% capacity. **Spain**: lockdown was intensified on Saturday 28-3 for 2 weeks, NCG Iberia site is open and considered crucial for supply chain. Production supervisors start staggering shifts. **France**: we expect an extension of the lock- down by additional 4 weeks. St Priest is & Creil are at 80% capacity, Esches is at 70%. The bottle- neck are people.

Latest developments (cont)

- All **EMEA RECO** sites operational and open, only very few staff ill at home. **South Africa** has introduced a lockdown started as of 27-3; Reco has received a permit to stay open, new IBC, rebottling and wash lines all operational. All **German Plants & Netherlands** are full operational with high order income for packaging to fill with ethanol/alcohol (base for disinfectant liquid) and medical products & absenteeism rates under control. Finally, **UK**: Absenteeism is causing issues while production sees an increasing demand and longer lead times.
- **Overall, there is reason to remain optimistic!** Most Mauser operations as well as external and internal supply chains remain operating. However, given the increasing number of businesses across the board, we started preparing contingency plans for each site should Mauser operations be affected.

What's next (1)?

- You will receive communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers will be informed as well by procurement regarding actions taken at MPS latest end of week 10
- External logistics companies are expected to follow the Alert level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants on Level 2 and Level 3
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- ▶ Available now: Coronavirus Employee Resources
 - What you need to know
 - How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Re- emphasize Desinfection & Cleaning Practice

- *All employees should participate in keeping the plant clean and help clean their own work areas*
- *Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc.*
- *Increase cleaning cycle on top of the regular cleaning with particular focus on:*
 - *bathroom, break/ lunch room, handles of doors and windows, snack distributors, door buttons, bar code readers/ telephones, PC monitor / mouse / keyboard*

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contact ingo.plesterninks@mauserpackaging.com (+492232781214).

Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for **entry** into the **United States** as of 11:59 p.m. eastern standard time on March 13, 2020.

Countries include:
Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories.

Countries impacted*: Hong Kong

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Actions after one employee is tested positive for COVID-19 (1)

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
- ▶ Keep calm.
- ▶ The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
- ▶ The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
- ▶ If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.

Actions after one employee is tested positive for COVID-19 (2)

- ▶ The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
- ▶ Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

Home Office Guideline/ COVID19- Rules

“COVID19- Rules” (already in place)

People to be sent home immediately to see a doctor and – if situation allows - work from home:

- ▶ Employees with first line relatives CoVid-19 tested positive
- ▶ Employees, who have flu symptoms
- ▶ Employees who return from a high risk country

Home Office Guideline

General Home Office- guidelines for MIPS:

- ▶ in general, the decision who works from home rests with the LTI member for his area of responsibility (who aligns with the head of HR))
- ▶ local plant office decisions should be aligned between the Plant Manager and LTI Ops leader;
- ▶ the aim is to assure business continuity and availability, while implementing social distancing and safe work conditions;
- ▶ where necessary (depending on local regulations), employees who are needed in the office will be provided with a corresponding certificate by the local MD;
- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

23- 03- 2020

August 9, 2020

Regular Status Report

Here you will find the Status Report No. 4 with the current situation regarding Corona-Virus.

We have now elevated our plants in Oosterhout (NL) and Littleborough (UK) to plant risk level 3.

We have added measures for plant risk level 2 and 3 (in red) and added further recommendations for plant risk levels 2 and up.

Home office practice: We still believe that we need to find a reasonable balance between those employees who are indispensable at our facilities to keep our production running and office employees who can more easily work from home. However, we have now decided with immediate effect to relax the home office guidelines as you will find explained on the next slides.

The report will be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Home Office Guideline/ COVID19- Rules

“COVID19- Rules” (already in place)

People to be sent home immediately to see a doctor and – if situation allows - work from home:

- ▶ Employees with first line relatives CoVid-19 tested positive
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- ▶ personal circumstances (such as childcare, age of children, single parents) should be taken into consideration and given priority;
- ▶ regular supervisor presence in the office is suggested;
- ▶ colleagues working from home shall regularly “contact” the office to align their tasks with their manager;
- ▶ as contingency plans, rotating home-office scenarios and work in “shifts” to split the risk are preferred, especially for employees, who work in teams (planning, procurement, admin, engineering, etc)

Plant Risk Level 3 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ All Asian, French and Italian plants are on Level 3, Oosterhout (NL) and Littleborough (UK) are elevated to Level 3

Actions for Level 3:

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks (or alternative precautions)
 - ▶ Instruct employees how to dry- clean their masks (a guideline will be issued separately)
- ▶ Before start of work: Measure temperature at home
- ▶ Everybody will be measured when they come to work
- ▶ no external visitors in the plant and no meetings except contractors
(cleaning company, mailman, ext. maintenance, eg.)
- ▶ Also actions Level 1 and 2 are mandatory and page “What are the most important preventive measures?” of this ppt.
- ❖ all measures to be reviewed and aligned with local government guidelines

Plant Risk Level 2 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see the relevant slide for a complete overview of all plants on Level 2

Further Recommendations Plant Risk Level 2 and up

- *Break and lunch rooms present a particular risk for infection, therefore set up rules for break/ lunch rooms: such as extended & staggering breaks and each person at least 1 mt from each other*
- *Similar, set up rules for dress room: such as reducing # of people at any one time, keep at least 1 meter distance each*
- *Eliminate food trucks until further notice*

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves (or alternative precautions)
 - ▶ dedicate bathroom to external visitors / transport companies
 - ▶ dedicate external toilet to visitors (Dixi toilet or similar)
 - ▶ Also actions for Level 1 are mandatory and page “What are the most important preventive measures?” of this ppt.

Plant Risk Level 1

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see below for a complete overview of plant on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page “What are the most important preventive measures?” of this ppt

Overview of Plant Risk Level for MPS International

Legend for Affected Mauser Sites EU

- Italy: Grezzago, Fonzaso, Villastellone
- France: St. Priest, Esches, Creil, St. Amand
- Germany: Erkelenz Tube Center
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- Netherlands: Oosterhout New,
- Netherlands: Oosterhout RECO
- Spain: Sevilla, La Cononja, MRi
- UK: Littleborough
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Latest developments

- An increasing number of countries introduce **lock- down regulations** requiring social distancing and certificates for employees who are travelling to work confirming that they work for an essential business. Mauser Packaging Solutions is an essential business because it is crucial in supplying vital and necessary products that other essential businesses (such as companies that manufacture sanitary products, agricultural operations that utilize pesticides, and water treatment facilities) rely on to operate and produce goods.
- Mauser operations as well as external and internal supply chains remain operating. However, an increasing number of companies are starting to close their business, especially the automotive (supplier) industry is affected by shortages of demand, supply and labor. We will monitor the situation very closely, but will need to be prepared for introducing adequate measures should Mauser operations be affected.

Our Malaysia plant has temporarily been closed, but we work intensely on being granted a permission for reopening the facility.

What's next (1)?

- You will receive communication from our Corporate Headquarters outlining general actions and guidelines
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- External Logistics companies and suppliers will be informed as well by procurement regarding actions taken at MPS latest end of week 10
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What's next (2)?

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- ▶ Available now: Coronavirus Employee Resources
 - What you need to know
 - How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

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3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Re- emphasize Desinfection & Cleaning Practice

- *All employees should participate in keeping the plant clean and help clean their own work areas*
- *Provide hand sanitizers as necessary and reasonable at entrances/ exits, in shipping areas, bathrooms etc.*
- *Increase cleaning cycle on top of the regular cleaning with particular focus on:*
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Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for entry into the United States as of 11:59 p.m. eastern standard time on March 13, 2020.

Countries include:
Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories.

Countries impacted*: Hong Kong

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Actions after one employee is tested positive for COVID-19 (1)

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
- ▶ Keep calm.
- ▶ The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
- ▶ The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
- ▶ If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.

Actions after one employee is tested positive for COVID-19 (2)

- ▶ The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
- ▶ Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

16-03-2020

August 9, 2020

Regular Status Report

Here you will find the Status Report No. 3 with the current situation regarding Corona-Virus.

In the following you will find an instruction on what to do if an employee is tested positive, further – as introduced in issue #2 of the Report - the current allocation of our plants to different **plant risk levels** (within MIPS) with respect to the local covid19- situation and respective precautionary measures. The plant risk levels reach from watch level to warning level with increasing severity of actions.

Please note that the plant risk level is an MIPS internal terminology and is different to the alert level terminology used by the US Center of Disease Control for travel restrictions (a summary of this can be found in the back up). We initially used the same terminology, but changed this now to avoid confusion.

You will also find an overview of latest country developments.

Home office practice: In order to find a fair balance between our production and office employees, we have decided for now not to implement a general home- office practice for office employees. Home office options will be decided case- by- case depending on the personal situation and need prior approval from HR.

The report will be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Actions after one employee is tested positive for COVID-19 (1)

- ▶ If the Plant Manager or a supervisor receives information and confirms that an employee has tested positive for COVID-19, the following rules should be followed:
- ▶ Keep calm.
- ▶ The Plant Manager (in consultation with the plant HR representative) should determine whether to inform local authorities and health services according to local practice.
- ▶ The Plant Manager and plant HR representative should lead a process to identify who was in direct contact with the infected employee over the past 3-5 days. As part of this process the Plant Manager and HR representative should determine whether other employees environment who may have been in contact with the affected employee also show symptoms of illness. Discuss and agree follow-up measures with HR and take no actions regarding other employees without the prior approval through your HR department.
- ▶ If somebody feels ill and shows typical Corona virus symptoms, advise the employee to immediately contact their personal doctor.

Actions after one employee is tested positive for COVID-19 (2)

- ▶ The plant manager should immediately clean and disinfect the patient's work area, including all objects in the immediate work place area with which the sick person came into contact with, such as PC keyboard, mouse, touch screen, etc. Respirators and gloves must be worn during disinfection.
- ▶ Inform the HR department immediately who will decide actions in alignment with the Mauser Corona Task Force.

Plant Risk Level 3 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ St. Priest, St. Amand, Esches & Creil in France and Fonzaso & Grezzago Italy are on Level 3

Actions for Level 3:

- ▶ Restrict contact to external companies (such as logistics) by
 - ▶ usage of latex/protective gloves
 - ▶ usage of protective masks
- ▶ Before start of work: Measure temperature at home
- ▶ Everybody will be measured when they come to work
- ▶ There is no external visitors in the plant and no meetings except contractors (cleaning company, mailman, ext. maintenance, eg.)
- ▶ Also actions Level 1 and 2 are mandatory and page 13 of this ppt.

Plant Risk Level 2 (MIPS)

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see slide 8 for a complete overview of all plants on Level 2

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves
- ▶ Also actions for Level 1 are mandatory and page number 13 of this ppt.

Plant Risk Level 1

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see slide 8 for a complete overview of plant on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page 13 of this ppt

Overview of Plant Risk Level for MPS International

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- Spain: Sevilla, La Cononja, MRi
- England: Littleborough, Manchester
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Latest developments (1)

During the last week, governments all over Europe and globally have taken more restrictive measures in order to slow the spread of the COVID-19 virus.

- ▶ Italy. The Italian government has imposed nationwide curbs on public life. Restaurants, bars and all shops except food stores and pharmacies were told to close entirely from March 12. Italians are not allowed to leave – or travel within - the cities and towns where they live, except for work or emergencies. Production and logistics are still operating, and we are preparing ourselves for further escalation.

Please note: All employees, who are returning from ski holidays in Austria (and Switzerland) should contact their supervisor who will liaise with the Corona Task Force on adequate measures.

- ▶ Other European countries such as France, Germany and Netherlands have taken similar measures and closed schools and universities. Big public gatherings have been banned and similar social distancing measures have been put in place all over Europe.

Latest developments (2)

- ▶ Almost all European countries have closed their borders for entry without specific cause. Trucks are exempt and allowed to pass. All European countries have by now been escalated to Warning Level 3 for entry into the United States.
- ▶ In most Asian countries the number of new infections is slowing down. However, governments fear setbacks if restrictions are released too early. As an example, Malaysia has seen a rapidly increasing number of infections after religious gatherings have been allowed over the last weekend.
- ▶ Despite all these measures, all global governments are determined to keep global supply chains intact and continue to allow cross-border carriers. **Within Mauser the impact on our operations and supply chains is yet very limited.** Thus far **none of our colleagues at MPSI has been infected by the virus** to the best of our knowledge.

What's next (1)?

- You will receive communication from our Corporate Headquarters outlining general actions and guidelines
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- External Logistics companies and suppliers will be informed as well by procurement regarding actions taken at MPS latest end of week 10
- External logistics companies are expected to follow the Alert level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants on Level 2 and Level 3
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- ▶ Available now: Coronavirus Employee Resources
 - What you need to know
 - How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
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eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 2 m during discussions

Key Contacts in case of questions and concerns

We have created a Corona Virus Task Force under the leadership of Michael Steubing (President International) which includes [Ingo Plesterninks \(VP HR International\)](#), Frank Burger (Head of SHEQ International), Ernest van den Boogerd (Head of Reconditioning International), Ali Özbudak (VP Asia International), Ivo Franken (VP Procurement & Logistics International) and Andreas Schubert (VP Sales). In case of questions, concerns or urgent issues, please contact our primary contact ingo.plesterninks@mauserpackaging.com (+492232781214).

Other information sources:

-auswaertiges-amt.de

-Onmeda.de

-infektionsschutz.de

-ecdc.europa.eu

Thank you for your attention.

Back up: Alert Levels according to CDC

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. **Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macau, or the island of Taiwan), Italy, Iran**

Specified European countries are being escalated to Warning Level 3 for **entry** into the **United States** as of 11:59 p.m. eastern standard time on March 13, 2020.

Countries include:
Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population. **Countries impacted*: Japan**

Description of Travel Restriction for Destinations

-  Level 3: Follow Travel restrictions and bans
-  Level 2: Practice enhanced precaution
-  Level 1: Practice usual precautions

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories.

Countries impacted*: Hong Kong

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

09-03-2020

August 9, 2020

Regular Status Report

Here you will find the Status Report No. 2 with the current situation regarding Corona-Virus.

In the following you will find the current allocation of our plants to different alert levels with respect to the local covid19- situation and respective precautionary measures. The alert levels reach from watch level to warning level with increasing severity of actions.

The report will be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Alert Level 3

Warning Level 3 (Red)

Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

Countries impacted*: South Korea, China, People's Republic of China (does not include Hong Kong, Macqu, or the island of Taiwan), Italy, Iran

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Tube Center Erkelenz is rated as Level 3, Reco and new packaging is on Level 2
- ▶ St. Priest, St. Amand, Esches & Creil in France and Fonzaso & Grezzago Italy are on Level 3

Actions for Level 3:

- ▶ Restrict contact to external companies such as logistics
 - ▶ Usage of Latex/Protective gloves (If available at the site)
 - ▶ Usage of protective mask for all employees in the plant
- ▶ Before start of work: Measure temperature at home
- ▶ everybody will be measured when they come to work
- ▶ There is no external visitors in the plant and no meetings, excluding cleaning people, mailman, external maintenance, eg.
- ▶ Also actions Level 1 and 2 are mandatory and page 2 of this ppt.

Description of Travel Restriction for Destinations

- Level 3: Follow Travel restrictions and bans
- Level 2: Practice enhanced precaution
- Level 1: Practice usual precautions

Alert Level 2

Alert Level 2 (Yellow)

Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population.

Countries impacted*: Japan

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see slide 6 for complete overview of all plants on Level 2

Description of Travel Restriction for Destinations

- Level 3: Follow Travel restrictions and bans
- Level 2: Practice enhanced precaution
- Level 1: Practice usual precautions

Actions for Level 2:

- ▶ Stay home when you have a temperature or feel sick
- ▶ No customer or supplier meetings in the plant unless mission critical, they have to be approved by an LTI member
- ▶ Frequent washing of hands
- ▶ People in contact with external logistics must use mask and gloves
- ▶ Also actions for Level 1 are mandatory and page number 2 of this ppt.

Alert Level 1

Watch Level 1 (Green)

Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate Department of State Safety and Security Alerts: Travel Advisories.

Countries impacted*: Hong Kong

- ▶ The rating of the countries will be updated continuously as needed
- ▶ Please see slide 6 for a complete overview of plan on Level 1

Actions for Level 1:

- ▶ Increased awareness
- ▶ Avoid handshaking and kissing on the cheek during meetings
- ▶ Avoid close contact, touching eyes, nose or mouth
- ▶ Frequent washing of hands
- ▶ Follow all basic guidelines listed on page 2 of this ppt

Description of Travel Restriction for Destinations

- Level 3: Follow Travel restrictions and bans
- Level 2: Practice enhanced precaution
- Level 1: Practice usual precautions

→ Current status of Corona Infection for your country can be seen at:

<https://www.worldometers.info/coronavirus>

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Overview of Plant Alert Level for MPS International

Legend for Affected Mauser Sites EU

- Italy: Grezzago, Fonzaso, Villastellone
- France: St. Priest, Esches, Creil, St. Amand
- Germany: Erkelenz Tube Center
- Germany New: Brühl, Bammental, Erkelenz, Hamburg
- Germany Reco: Bickenbach, Erkelenz, Bremerhaven
- Netherlands: Oosterhout New, Oosterhout RECO
- Spain: Sevilla, La Cononja, MRi
- England: Littleborough, Manchester
- Turkey: Gebze, Tuzla
- Norway: Älvängen
- Sweden: Moss
- Russia: Ryazan
- Poland: Gliwice

Legend for Affected Mauser Sites ASIA

- Singapore
- China
- Malaysia
- India

Legend for Affected Mauser Sites Brazil

- Brazil

Description of Travel Restriction for Destinations

- Level 3: Follow Travel restrictions and bans
- Level 2: Practice enhanced precaution
- Level 1: Practice usual precautions

Latest developments

Italy: Restricted areas have been announced in Northern Italy. These are mainly Lombardia and 14 other regions in Emilia-Romagna and Veneto and the cities Milan and Venice. This raised emergency will however not stop the production in our Italian plants for this moment (Fonzaso and Mader (Reco) are outside of the red zone) and production will be able continue “as normal”. Nevertheless, we will continue to work on a back-up supply plan in case of a further escalation of the situation in Italy.

Please note: Starting today, we will collect information on all employees (m/f/d) who have been in Italy over the past 14 days. We are required to find out which employees visited restricted areas in Italy in order to take preventive measures where necessary.

France: In France, the emergency level for the l’Oise region, where our plants Creil and Esches are located, has been reinforced. All schools in this region have been closed. The precautionary measures in these plants have been further intensified according to the situation.

Thus far **none of our colleagues at MPSI has been infected by the virus** to the best of our knowledge.

What's next (1)?

- You will receive communication from our Corporate Headquarters outlining general actions and guidelines
- This presentation outlines additional actions taken within International which take the regional and country specific situation into consideration
- External Logistics companies and suppliers will be informed as well by procurement regarding actions taken at MPS latest end of week 10
- External logistics companies are expected to follow the Alert level of the MPS plant and will be informed accordingly to wear masks for deliveries to plants on Level 2 and Level 3
- Customers requesting additional information regarding actions taken, will be informed by Sales accordingly

What's next (2)?

Stay Connected:

As the situation is changing rapidly, it is important that you stay connected to our communications channels, so that you have the latest information and guidance. Please visit MauserNOW for the latest information and materials related to COVID-19 and guidance issued by Mauser Packaging Solutions.

- ▶ Available now: Coronavirus Employee Resources
 - What you need to know
 - How to respond to Coronavirus (employee)

The health and safety of our colleagues continues to be our top priority. We will continue to monitor the situation closely and will provide further guidance and updates as appropriate. Thank you for your understanding and support for implementing these precautions. If you have any questions, please contact your local HR team.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
6. Avoid collective sports, generally group activities.
7. Keep a distance of at least 1 m during discussions

Key Contacts in case of questions and concerns

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Other information sources:

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- Onmeda.de
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- ecdc.europa.eu

Thank you for your attention.



REDEFINING SUSTAINABILITY

STATUS REPORT “CORONAVIRUS” MPS - INTERNATIONAL

28- 02- 2020

March 2, 2020

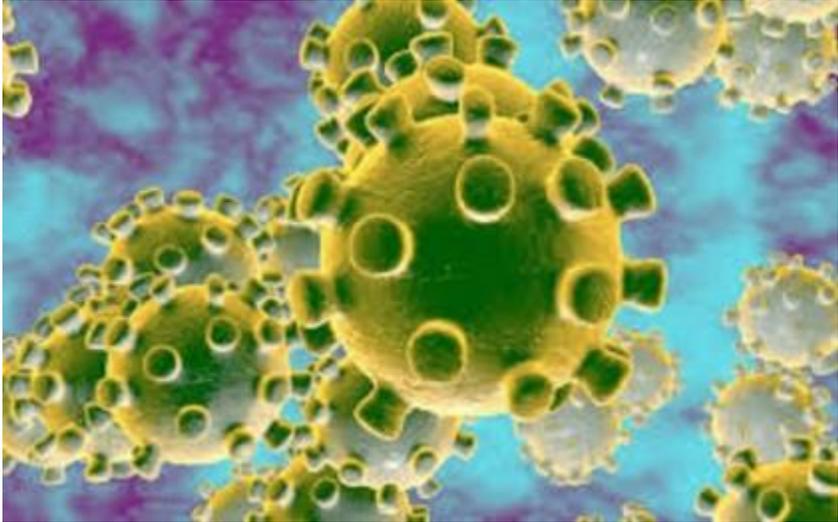
Regular Status Report

Starting this week, we will provide you with a regular status report on the development and measures taken to curtail any spreading of the coronavirus within Mauser International.

We feel the situation requires a levelled communication to the questions you will have. If you don't find the answers in this regular report, please feel encouraged to contact Frank Burger or Ingo Plesterninks with your questions.

The report will be translated into local languages and made available to all employees in the plants. We will work closely together with our employee representatives.

Measures in place



So far, the following measures have been taken:

- Installation of precautionary measures in all plants and information distribution to all employees
- distribution of an exhaustive Q&A overview of the current status and situation
- Implementation of specific precautionary measures in selected plants
- Travel restrictions to specific areas that show higher infection rates
- Complete contingency plans for Asian plants

What's next?

As next measures, **we have defined specific escalation levels for all plants** depending on the local situation. We will cautiously escalate the adequate measures applicable to each plant depending on the local situation.

The measures to be taken range from precautionary measures such as hygiene awareness and minimization of personal exchanges to contingency plans including whole teams working from home and suspending infected employees from work.

Meetings should be reduced to the absolute minimum and where possible replaced by telephone conferences and/ or Webex meetings. Where meetings need to take place, **physical contacts should be avoided** (handshakes, exchange of business cards etc.).

We **will increase our central supply efforts** in order to procure all necessary means to curtail a spreading of the coronavirus such as supplying protective masks, gloves and temperature measurements – all of which are increasingly difficult to source.

Thus far **none of our colleagues has been infected by the virus** to the best of our knowledge. One colleague in Singapore who returned from vacation in China is still under precaution quarantine as directed by the local government and two colleagues in France have flu symptoms and are under further medical analysis.

What are the most important preventive measures?

1. Wash your hands regularly with soap and water:
 - before eating and drinking,
 - after coughing, sneezing,
 - after the use and disposal of used paper towels and
 - before and after using the toilet
2. Avoid coughing or sneezing at people (have a tissue handkerchief available).
3. Keep your hands away from your mucous membranes:
eyes, mouth and nose (viruses ingress through mucous membranes).
4. If you have flu symptoms, do not come to work and call your doctor.
5. No handshakes to say hello, no kisses to say hello.
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Thank you
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