

Annex C - Measures for the containment of coronavirus

Dear Business Partner,

As a precautionary measure in relation to the current coronavirus situation, we kindly ask you to observe and follow the points listed below when carrying out your work. Your cooperation in complying with the precautions is important and will enable us and you to protect ourselves, our employees, your employees, suppliers, visitors and their families.

1 Self-disclosure questionnaire

At all HELLA receptions, self-assessment in the form of a simple questionnaire must be completed by each of your employees. The self-disclosure will neither be collected nor evaluated by HELLA.

2 Suspected cases among employees

If you are aware that your employees have had contact with a person tested positive for Covid-19 in the last 14 days, please do not assign these employees to work on the HELLA premises. At the reception desk, employees will be denied access on the basis of the positive answer to the question in the self-disclosure form. The same applies to employees who show flu-like symptoms or have been treated for flu. Employees of external companies with current health problems that can be linked to Covid-19 disease or employees who stayed in a Covid-19 risk area within the past 14 days will also be denied access.

3 General hygiene requirements

The HELLA hygiene standards generally applicable on all HELLA company premises must be observed. Overviews of the valid hygiene rules are displayed at several points in the form of posters or displays in the plants. Inform yourself in advance about the applicable hygiene standards, as these are subject to changes or adjustments over time. If you are unsure, please contact your responsible HELLA coordinator.

4 Safety distance to HELLA employees and protective masks

We ask you to inform your employees that any contact with HELLA employees that is not necessary for the performance of their work is to be avoided. If contact with HELLA employees is unavoidable during the performance of your work and the safety distance of at least 1.5 metres cannot be maintained, your and our employees must wear a protective mask. Please note that a general obligation to wear masks may be temporarily prescribed at HELLA locations.

5 Restrictions and further requirements

Employees of external companies are encouraged to observe and comply with the generally valid HELLA guidelines on all HELLA company premises. This includes in particular the adherence to the stipulated maximum number of persons in rooms and the restrictions in lifts and in the company restaurant. Please contact your HELLA coordinator if anything is unclear or you have any questions.