



COVID – 19 GUIDANCE

VEKA seeks to ensure that we can maintain a working stance and service to customers throughout the Coronavirus outbreak.

We aim to assist in reducing/delaying the spread of the infection, implementing what we believe to be practical guidance and measures.

Guidance will be subject to change dependant on external factors and government guidance.

Anyone with any queries or concerns should contact their Manager or the Human Resources department.

Keeping our workplace clean and safe

We remain committed to the highest standards of hygiene and cleanliness and have strengthened our cleaning and hygiene procedures in this area to minimise the spread of **COVID-19**. These include:

- Implementing hand sanitisers across the VEKA UK site for the use of employees
- Increasing our cleaning frequency across all areas of the business, especially high traffic areas
- Reminding all employees of the importance of thorough and frequent hand-washing

Our supply chain

The situation is dynamic and could change quickly, so we're preparing for a number of scenarios. Our purchasing department is reviewing the situation daily and in the event of any negative impact, we will endeavor to notify all internal and external stakeholders.

It is critical that you continue to order in accordance to known demand from your own customers rather than speculatively.



Deliveries

Transport employees visiting customer sites will maintain regular hand washing upon arriving at customer premises. We're working hard to reduce delivery paperwork and the use of electronic delivery notes should be enacted with immediate effect.

In turn, requests are to be made for delivery notes for goods delivered into VEKA premises to also be accompanied by electronic delivery notes.

Meetings

We have decided to cancel all external visits to site from VEKA customers, suppliers and non VEKA personnel.

BDM's/TSE's will be postponing all non-essential customer visits and will be working from home until further notice. The team will look to arrange alternative methods of communication to maintain service and support, including any critical manufacturing support.

Events

We will continue to review any planned commitment to industry related activities and events as information continues to become available to us.

Keeping you Informed

Whilst we as a business seek to minimise this, some changes to our operation will be inevitable and we would ask for your help in enabling us to overcome these challenges.

We are monitoring the situation daily and in the event of any impact to our respective businesses, we will notify you immediately.

For more information on the steps you can take to mitigate the spread of [COVID-19](#), please visit the [Department of Health and Social Care Website](#).

We would like to take this opportunity to thank you in advance for your patience and support in helping us to keep one another safe.