

Protection for Consulting Integration Services against COVID-19

While continuing to support our Customers' operations, the safety, health and wellbeing of our employees is always our number one priority.

As employees of Markem-Imaje ("MI") and Systech please take time to carefully read, understand and strictly follow the below measures which are aimed at helping you decide how best to protect yourself and others while carrying out your daily work.

The COVID-19 situation is evolving daily as the authorities and companies learn more; the below guidance is based on the available public information as of today¹. As an employer, MI and Systech endeavors to safeguard its employees and their work environment, however at the same time each and every one of you must act responsibly both when at work and at home.

Respect this guidance, take personal responsibility to always be safe. Do not take any unnecessary risk.

You are responsible to inform yourself about instructions to be followed issued by the local authorities. If these instructions conflict with the activity you are planning to perform or with the guidance below, contact your Line Manager.

Decide if on-site visit is necessary

If a Customer requests a site visit your Line Manager must review as below:

- If the Customer is located in a cluster zone of infections², shall assess before confirming a visit.
- Plan the Customer site visit– When the visit is approved, every visit shall be prepared in close collaboration with the Customer to ensure your safety and the safety of Customer employees are maintained³. Therefore, any visit shall be preceded with a phone call by the MI/Systech Project Manager responsible for the Customer concerned to confirm the following:
 - The Customer shall confirm that it is following government recommendations to protect employees and visitors against COVID-19.
 - To obtain names of Customer contacts to meet and confirmation that Personal Protective Equipment ("PPE") will be worn.
 - Email the Customer to document the Customer and company requirements (to avoid any misunderstanding).
 - If the Customer is unable to demonstrate that the appropriate measures for your protection are in place in advance, then your Line Manager will have to take a decision.
- If the Customer does not demonstrate that the appropriate measures for your protection are in place whilst on site, immediately contact your Line Manager, who will then determine whether visit needs to be postponed.
- For employees with pre-existing medical condition⁴ consult your line manager and HR before visiting a Customer site.

¹ [World Health Organization COVID-19 Guidance](#)

² Governments publish information daily. Example for [France](#).

³ Use own transport. Take own food wherever possible. For hotels, it is recommended to check their website for a safety statement confirming appropriate measures are in place for your protection.

⁴ High risk individuals include pre-existing conditions such as cancer, cardiovascular diseases, chronic respiratory diseases, diabetes, diseases or treatments that weaken the immune system and high blood pressure,



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Personal hygiene and Customer request to wear a mask

- According to the government recommendations, washing your hands with liquid soap and water is the most effective preventative measure. Wash your hands regularly and thoroughly for at least 20 seconds – do this before and after your visit. In the rare case where you have no option to wash your hands, use hand sanitizer or antiseptic wipes. Watch WHO guidance for [hand hygiene](#).
- According to health experts, masks add value only when sick or confirmed to be in contact with infected persons. However, we understand that some Customers may request you to wear a mask as part of their policy.
 - Disposable masks can be worn for 1 day only.
 - Masks must be disposed of in a closed bin, never at Customer site.
 - Never share masks between people.
 - Be careful when putting on and taking off masks to avoid contamination - Watch WHO guidance for [use of masks](#); wash your hands after removing and disposing of masks.
- Even if you wear a mask, you shall continue applying the hygiene measures listed herein.

Keep your distance and avoid physical contact

- Avoid physical contact of any kind - keep a 2 meters distance between yourself and others.
- Keep yourself and others safe - do not participate in meetings or activities (work, social or leisure etc.) where people are gathered in a room or confined space. If unavoidable, keep interaction and conversations short, remain in an open space throughout.

Monitor your health

- Take your temperature at least twice per day, mandatory to be done prior to entering Customer site.
- If your temperature is 37.2 (98.96F)⁵ or higher inform your Line Manager and HR immediately. Do not go on Customer site.
- If you show any other symptoms such as a cough or difficulty breathing inform your Line Manager and HR immediately. Do not go on Customer site.
- Self-quarantine yourself - if symptoms persist call your local doctor or healthcare facility prior to any visit to their surgery or clinic. Where necessary inform your local authorities via the published contact number as required.
- In the event that you show any of the above symptoms, do not contact Customer directly; your Line Manager shall determine how to manage the Customer intervention.

All other safety measures apply

- Continue to follow applicable safety protocols as before when moving equipment. Only accept assistance from someone confirmed to be in good health.

If at any time you believe your health and safety has been compromised, if you have been informed or have concerns about being in contact with an infected person, please inform your Line Manager and HR, and quarantine yourself without delay.

Stay safe and well!

⁵ Countries are publishing different standards, MI is applying the strictest standard we have found so far. Inform yourself for your country.