

Protection for Sales personnel against COVID-19

While continuing to support our Prospects/Customers, the safety, health and wellbeing of our employees and those of our business partners is always our number one priority.

As Sales employees of Markem-Image ("MI") 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 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 Sales Management.

Decide if on-site visit is necessary

- No Sales visit shall take place where Prospect/Customer is located in a high-risk country or cluster zone of infections² within one country.
- In other zones Prospect/Customer visits shall be replaced by alternative means of communications wherever possible.
- If you are planning a Sales visit to a Prospect/Customer your Sales Management must approve in advance based on the below:
 - Before the visit, closely collaborate with the Prospect/Customer to ensure your safety and the safety of all concerned is maintained. Key considerations to clarify are as follows:
 - The Prospect/Customer shall confirm that it is following government recommendations to protect employees and visitors against COVID-19.
 - Ascertain whether the appropriate measures for your protection are in place.
 - If you are unsure for any reason, then consult your Sales Management to take a decision.
- For employees with a pre-existing medical condition³ consult your Sales Management and HR before visiting a Prospect/Customer site.

Personal hygiene and Prospect/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](#).

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

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

³ 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,

- According to health experts, masks add value only when sick or confirmed to be in contact with infected persons. However, we understand that some Prospects/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 Prospect/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 at least a 1-meter distance between yourself and others.
- Be careful when greeting anyone - don't shake hands!
- Keep yourself and others safe - do not participate in meetings or activities where people are gathered in a small room or confined space.
- Especially take care if invited for entertainment or hospitality event.

Monitor your health

- Take your temperature at least twice per day; mandatory to be done prior to entering Prospect/Customer site.
- If your temperature is 37.2 (98.96F)⁴ or higher inform your Sales Management and HR immediately. Do not go on Prospect/Customer site.
- If you show any other symptoms such as cough or difficulty breathing inform your Sales Management and HR immediately. Do not go on Prospect/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.
- If you need support in cancelling your Prospect/Customer visit, please contact your Sales Management.

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 Sales Management and HR, and quarantine yourself without delay.

Stay safe and well!

⁴ Countries are publishing different standards, MI is applying the strictest standard we have found so far. Inform yourself for your country.