



CORONAVIRUS

MEASURES TAKEN BY GRUNER REGARDING PREVENTION AND BUSINESS CONTINUITY MANAGEMENT

CURRENT SITUATION

Due to the spread of the Coronavirus (COVID-19) in Switzerland, the Federal Council classified the situation as a "extraordinary situation" in accordance with the federal epidemic act. Various measures are in place now to limit the spread of the virus and to protect the population.

Gruner – including all businesses such as Stucky Ltd – also relies on various preventive measures as well as a business continuity management plan in order to protect employees as good as possible and to be able to support our customers with our services even under challenging circumstances.

PREVENTIVE MEASURES BY GRUNER

- > Gruner has set up an internal task force with an external expert that continuously monitors the current situation, evaluates necessary measures and implements them if necessary.
- > Gruner has been working closely with the Medical Assistance Provider "International SOS" for several years. In the current situation, International SOS provides our employees all the information, preventive and assistance services needed in the field of health care and travel security related to the spread of COVID-19.
- > All our employees worldwide are regularly informed, on various internal channels, about current developments, necessary precautions and further information. The most important instructions on how to avoid infection are posted in all our offices and are supported by cleaning measures, provision of disinfectants, etc.
- > Travel activities and customer appointments, especially in affected regions, are currently kept to a minimum and, if possible, replaced by technical measures (e.g. telephone or video conference).
- > Regarding all internal and external personal contacts, employees are required to strictly follow the recommended precautionary and hygienic measures (e.g. keep distance, avoid shaking hands, regular and thorough hand washing, etc.).
- > Employees suspected of illness / flu are required to stay at home and report to Gruner HR immediately. The taskforce will then coordinate any other measures necessary.
- > Employees over 65 years of age and/or with a pre-existing condition such as high blood pressure, diabetes, cardiovascular disease, chronic respiratory diseases, conditions and therapies that weaken the immune system, and cancer have to make home office. Gruner supports all other staff to work from home as well.
- > Gruner makes every effort to ensure the safety and health of its employees and its customers as a priority, still, it can not be ruled out that our services may be affected by this global crisis. We try to minimize the effect to the best of our knowledge and belief, we follow every regulations that the countries in which we operate publish but we can not guarantee uninterrupted services due to circumstances beyond our control and our responsibility.



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MEASURES TO MAINTAIN OPERATIONS (BUSINESS CONTINUITY MANAGEMENT)

- > The task force set up by Gruner implements measures to maintain operations in the arising situation that has a direct impact on our offices and employees.
- > Gruner employs a staff of more than 1,000 people worldwide at various locations who use management, IT and communication systems. Due to the interoperability of our offices and workplaces and our extensive workforce, we can compensate for regionally limited staff shortages on a short notice.
- > Additionally, our employees can also access their work environment from home while maintaining high security standards. They also get advised in organizational and technical questions regarding home office. This ensures a good level of operations even when locations are closed, public transport is interrupted, or quarantine situations occur.
- > Based on our internal quality and management systems, representatives are defined for all line managers and key persons, so that we can competently assist our customers even in the event of staff shortages.