

Suwałki, 17.03.2020

AN INFORMATION MESSAGE FOR SUPPLIERS OF RAW MATERIALS, SERVICES PROVIDERS AND CUSTOMERS.

Ref: COVID-19

PPHU Laktopol Sp.o.o Production Plant nr 1 in Suwałki

110 c Wojska Polskiego str. 16-400 Suwałki

Because of the current health situation in the world and the dynamic spread of Coronavirus COVID-19, we would like to inform our suppliers of raw materials, service providers and customers that we have taken a number of actions to minimize the risk of coronavirus spreading among employees and outsiders entering the area of PPHU Laktopol company.

As a result of that, we have introduced additional procedures specifying the rules of conduct for employees and the rules of admission to the plant premises from outside, i.e.

- suspension all kind of international and domestic business trip
- suspension of audits conducted by external company
- suspension of participation in conferences and meetings with numerous members
- compliance with self-quarantine requirements for employees, as recommended by the World Health Organization and local authorities
- providing home work opportunities where applicable
- detailed guidelines and training for Laktopol employees on COVID-19 prevention
- temperature measurement of people entering the plant from outside and employees
- ensure the availability of personal protective equipment and other protective measures for employees and people form outside entering our company
- additional cleaning guidelines for the cleaning company
- detailed instructions for carriers, drivers and external companies

PPHU Laktopol will continually monitor the situation and adjust the procedures to maximally protect employees against COVID-19.

Please do not hesitate to contact us if you have any questions. Thank you.

Quality Management Department
of PPHU Laktopol Production Plant in Suwałki

The signature of Sylwia Markiewicz is written in blue ink over a stamp. The stamp contains the text 'LAKTO POL' and 'SPECJALISTA ds. ZARZĄDZANIA JAKOŚCIĄ'.
SPECJALISTA
ds. ZARZĄDZANIA JAKOŚCIĄ
Sylwia Markiewicz