

Dated: March 9, 2020

To: **Auria Suppliers, Vendors or other External Service Providers**

Business Visitor Guidelines

The following set of instructions has been issued with regards to outside suppliers, vendors and any employees of external companies and services (“business visitors”) during the Coronavirus (COVID-19) outbreak. For most situations, business visitors should accomplish their business with an Auria facility through telecommunications or other suitable remote tools and not be physically present at one of our facilities until further notice.

Business visitors who are requesting to come into our facility for business-critical reasons must follow the following guidelines:

1. The Auria employee who has invited the business visitor is advised to require him/her to submit a list of all travel within the last 14 days to, from or through China mainland or any other level 2 or level 3 affected countries (collectively, the “**Affected Areas**”) (per CDC guidelines found at the following link as of the date of travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>).
2. The Auria employee who has invited the business visitor is advised to require him/her to submit a list of all known personal contact to others who have been in the Affected Areas or who have symptoms of or have tested positive for the Coronavirus within the last 14 days.
3. The prospective business visitor is obligated to inform the inviting Auria employee of any symptoms of Coronavirus or test results indicating a positive finding the business visitor himself or herself have experienced prior to the prospective visit.

In case of an identified risk of spreading the coronavirus from paragraphs 1, 2 or 3 above, the Auria employee who has invited the business visitor is instructed to prevent such persons from entering Auria premises. The service provider must provide for adequate substitution in order to secure the performance of the service.

Any exception to guideline above must be approved by Auria’s Global heads of Procurement and Human Resources.

Further guidelines for ANY business visitors during the coronavirus (COVID-19) outbreak include:

- While working at the Auria facility employees all business visitors will stay in the areas reserved for them by Auria, whether it is for work or rest or for carrying out personal hygiene.
- If any person experiences symptoms of Coronavirus or respiratory disease while in one of our facilities, all business visitors are obliged to immediately inform the responsible person(s) in our Auria facility.
- During their stay, all visitors from an Affected Area will be obliged to take all precautionary hygiene measures, i.e. regularly wash hands with alcohol-based disinfectants, use disposable tissues and place them in pre-prepared containers, and any other precautions specified by Auria.
- After their arrival to the Auria facility, all visitors from an Affected Area are obliged to take part in EH&S training and strictly observe these rules during the whole stay.