



Letter to contracting companies – Precautions regarding COVID-19 (coronavirus)

Dear valued Partner,

News headlines are dominated by the increasing number of Coronavirus cases and Mondi has taken a number of steps to reduce the risk to our employees and our business.

We have introduced the following safety measures:

- Conducting only business-essential travel
- avoiding internal & external conferences, trade shows, international trainings and gatherings of people from multiple locations whenever possible
- Conducting more meetings by teleconference
- Implementing campaigns on the importance of good hygiene
- Additional measures for any person(s) that have recently travelled to a, Mondi defined, high or medium risk country within the preceding 14 days

Mondi has defined China, South Korea, Iran, Iraq and Italy as either high or medium risk countries.

*This list may change as the situation develops

Considering the upcoming job your company will perform in our premises, may we kindly ask you to support our efforts to remain COVID-19 free:

- a) Please provide staff without a recent travel history to a country defined as high or medium risk by either Mondi and/or yourselves.
- b) Where this is not possible, please escalate this issue to Mondi for resolution.
- c) Please ensure that any of your employees that show signs of illness do not travel to a Mondi location without approval. Any staff member that displays any signs of illness whilst attending work at the Mondi location should inform you & us immediately.
- d) In addition to complying with all Mondi health and safety guidelines, your employees will be expected to follow good hygiene requirements.
- e) Follow and comply with any local Governmental or official requirements.

We would be grateful if you wish to share any other relevant steps you have taken to reduce the risk to your business and employees from the COVID-19 virus.

At Mondi, safety and wellbeing is of paramount importance to us and we thank you in advance for your cooperation in this regard.

Kind regards,

Markus Wenzl

Head of Procurement

Mondi Neusiedler GmbH/Ybbstaler Zellstoff GmbH