



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

Dear valued Partner,

Current news headlines are dominated by topics around the corona pandemic. 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
- Extensive hygiene measures and reinforced cleaning activities
- Improved awareness for employees at all Mondi sites

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 Austrian health authorities 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 has to 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.

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