



Wetton, 18 March 2020

Dear valued customer and partner,

RE: COVID-19 outbreak and resulting contingency plans

We hope this message finds you and everyone around you safe and well. During this special and unprecedented time for our generation, our top priority remains the safety of our employees, our customers, the partners and the entire community as a whole. We hence focus on the wellbeing of our work-force while continuously trying to look after the requirements of our customers.

That said, immediate personnel and hygiene related procedures have been put in place at G&K to supplement our existing high-level BRCGS certified hygiene protocol:

- Additional hygiene training and monitoring has been put in place for all staff. This is over and above the current stringent hygiene protocols. These strict sanitization protocols have been extended to all administrative facilities.
- Free movement of people between the administrative, warehousing and manufacturing facilities is now prohibited.
- Additional sanitization protocols have been put in place for goods transfers between facilities.
- All commercial staff travelling will be reduced and approval will only be provided under the strictest of criteria.
- Our drivers will no longer enter any buildings when delivering goods. External courier companies have been advised to follow the same protocol when collecting from us or delivering to you.
- Working from home has been encouraged where possible. It should be noted that G&K does not have an open plan office arrangement.

Please see comments below regarding stock availability and supply processes:

- All key suppliers have thus far guaranteed uninterrupted supply of stock for the next medium to long term period. (*individual supplier assurances are available on demand*)
- Forecasts (from a minimum of 3 months) have been provided to all suppliers to ensure raw material are produced and delivered without delay.
- Keeping in mind an average eight weeks current stock on hand or at sea, G&K will be able to avoid major stock shortages.
- Our periodic stock shortage experienced over the peak season (affected mostly by 3rd party shipping and port delays) should be balanced when the remaining few containers arrive later this month.
- Our current 24hr/6 day shift system will be able to mitigate any potential production delays due to a reduced staff force.

We are continuously monitoring appropriate and verified sources (WHO Centre for Disease Control, Department of Health) for updates with regards to the COVID-19 outbreak. All recommendations posed by these verified sources will be effected at G&K. For further information, please do not hesitate to contact your company representative at any time.

Sincerely yours,

Geiger & Klotzbücher (Pty) Ltd.


Christian Schiess
Commercial Manager


Muhammad Assim
Product Safety and Quality Manager