

PREVENTIVE MEASURES and BUSINESS CONTINUITY PLAN

(20/04/2020 at 14:00 p.m.)

Updating 20/04/2020 at 14:00 p.m. :

1 / General recommendations

Updating 30/03/2020 at 14:00 p.m. :

- 1 / General recommendations

Updating 23/03/2020 at 16:00 p.m. :

- 7 / Managing goods deliveries

Updating 18/03/2020 at 8:00 a.m. :

- 1 / General recommendations

Updating 16/03/2020 at 16:00 p.m. :

- Business continuity plan

Initial version :

- 06/03/2020

Dear,

Please find below the main preventive measures as well as the business continuity plan deployed at GECITECH and updated the 30/03/2020 to fight against the COVID-19 coronavirus. On the February 28, 2020, the risk exposure areas were as follows: China (mainland China, Hong Kong, Macao), Singapore, South Korea, Taiwan, Iran and the regions of Lombardy and Veneto in Italy, On their side, the French authorities have decided to increase the alert level.

1 / General recommendations

The company GECITECH asks to all of its employees to avoid any physical contact (hand shaking, kisses ...) and to stay at their desk as much as possible during the epidemic (avoid displacement into the company, favor telephone exchanges, proscribe all regrouping near coffee machines, drink dispenser, canteen, etc.) and keep a minimum distance of 1 meter between people.

Thus, GECITECH's management temporarily authorizes all staff to take their lunch break at their desk in order to limit, at the same time, the number of people in the canteen. The department managers have the possibility of adapt the hour of the lunch breaks of the collaborators (extended range from

12:00 to 14:00) in order to limit the presence in canteen, to 2 people per table with a maximum of 6 people simultaneously.

Hydroalcoholic solutions, cleaning alcohol, wipes are available for every employees in all the plant for disinfection, the most often as possible and, in any case at the arrival and by leaving the working station, of office equipment (computers, keyboards, mouse..) and risky locations (drinks dispensers, fridge doors, tools, tools machine's keyboard and doors, handling equipment....). Purchase orders are in progress but supply becomes difficult.

Employees are asked to use personnel pen and to don't lend their phone.

Subcontractor in charge of cleaning service operate to a daily disinfection of contact points (switches, door handle....). That operation is made with virucide solutions and non-reusable wipes

GECITECH has a limited stock of protective masks for employees showing symptoms of cough, breathing difficulties, colds or fever. In one of these cases, the procedure is as follows:

- Isolate the employee in an empty room
- Ask him to wash his hands with a hydro-alcoholic solution
- Equip him with a protection mask
- Call medical services for advice
- In order to respond to the French medical authorities' investigation if the infection is confirmed, list all the employees and people (customers, external contractor... etc.) who were in contact with this suspicious case (sharing the same space with a patient with these symptoms, direct contact, face to face, within 1 meter at the time of a cough or sneeze, close to an desk, etc.).
- clean the premises with a latency period desirable to intervene (coronaviruses can probably survive 3 hours on dry surfaces), according to the following protocol:

- o Equip the people in charge of cleaning with a single-use gown, gloves (the wearing of protection mask is not necessary)
- o Floor cleaning : favor a wet washing-disinfection strategy:
- o Clean floors and surfaces with a washing strip impregnated with a detergent,
- o Rinse with clean water using another washing strip
- o Leave the floor and surfaces dry

Transparent visor masks are provided to all salariers working in production workshop and, 3-ply protection masks are provided to all administrative department (commercial, IT, account, Managing direction)

2 / Recommendations relating to employee travel

GECITECH asks to its employees to postpone all business trip that is not strictly necessary.

In case of imperative displacement:

At the employee's return in France from a risk exposure zone and during the next 14 days, the French authorities recommend to :

- Check your temperature twice a day
- Wear a surgical mask in the presence of people and outside the home
- Reduce unnecessary activities

- Avoid close contacts (kiss / handshake, meetings, elevators, canteen, etc.)
- Respect a safety distance of 1 meter with any other person
- Wash your hands regularly.

3 / Employees exposed outside the company

The measures in the previous point are also applicable for employees who have been in contact with a people coming back from a risky exposure zone or who have symptoms of contamination (cough, fever, difficulty of breathing, loss of taste / smell). The employee in this situation must immediately inform the company.

4 / Recommendations relating to customer visits, customer audits, supplier and subcontractor visits

GECITECH requests to postpone the visit of customers and suppliers on its plant.

A register of entries / exits of external persons ensures the traceability of movements within the company. Visitors are also asked, when entering in the company, to comply with the general recommendations and to clean their hands (subcontractors for example).

Similarly, business trips to customers and suppliers must be postponed.

The management of GECITECH asks all of its employees to favor videoconferences and conference calls.

5 / Management of "fairs" and meetings

Like travel, preference must be given to videoconferences and conference calls.

It is recommended to the employees to avoid close contact and to have hydro-alcoholic solutions and protection mask available. Furthermore, the standard hygiene recommendations have to be applied.

GECITECH asks its employees to cancel all the visits at exhibitions.

6 / Training

All internal / external training course are postponed to a later date.

7 / Managing goods deliveries

A quarantine time of 24 h for all deliveries (raw material, goods, packages, etc.) is respected a GECITECH before the physical reception to avoid any risk.

At the end of the quarantine period, standard hygiene measures will be effective.

8 / Business continuity plan

Goals :

- Ensure the protection of employees in a degraded mode of operation
- Ensure the availability of items
- Analyze activities and ensure the continuity of vital functions
- Identify the resources necessary for the operations of the business
- Creation of an internal crisis cell :
Patrick Favre (CEO), Alain Favre (DG), Marie Laure BARUET (DAF) Pierre BISCARRAT (DT), Frédéric CROZIER (DC), Pierre Yves GOMEZ (DP), Didier BRUNET (IT) and Laurent GOUTTENOIRE (SQ) will be responsible for coordinating the preparation and implementation of the crisis management system.
- Encourage teleworking for employees for which, function allows it and after validation by general management

The missions to be performed (except in cases of exceptional situation) :

- ✓ The switchboard (general mode)
- ✓ The Commercial department
- ✓ The Design Office
- ✓ The Hydraulic workshop
- ✓ The Food workshop
- ✓ The welding
- ✓ The expedition
- ✓ The Goods reception
- ✓ The account department
- ✓ IT management of all data (Internet, CEGID PMI, etc.)
- ✓ The hydraulic counter
- ✓ Staff management
- ✓ Supply (purchase)
- ✓ Quality (monitoring of RC and NC, monitoring of the crisis)
- ✓ Certificates (those delivered with the goods)
- ✓ Production of stainless steel fittings
- ✓ Production of silicone hoses

Missions that can be interrupted during 2 weeks:

- ✓ Meetings
- ✓ Supplier reception
- ✓ Travel, customer visit
- ✓ Training
- ✓ Customer reception (except hydraulic counter)
- ✓ Marketing and communication
- ✓ The switchboard
- ✓ Visit of exhibitions
- ✓ Quality excluding NC and RC
- ✓ Certificates (excepted for those delivered with the goods)

Missions that can be interrupted beyond 2 weeks:

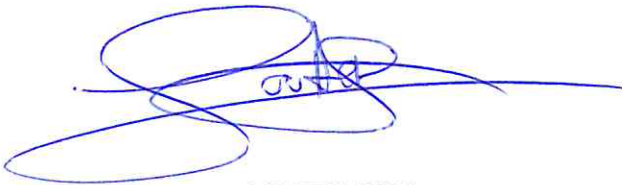
- ✓ Meetings
- ✓ Supplier reception
- ✓ Travel, customer visit

- ✓ Trainings
- ✓ Customer reception (except counter)
- ✓ The switchboard
- ✓ Accounting (excluding invoicing)
- ✓ Visit of exhibitions
- ✓ Safety and environment missions
- ✓ Certificates (excepted for those delivered with the goods)

This information, which may change depending on the situation, will be updated as soon as necessary.

We remain at your disposal for further information.

Regards,
The quality manager



Laurent GOUTTENOIRE