

Dear relation,

In response to all recent developments regarding the coronavirus, we would like to inform you about how we will ensure the continuity of our cooperation.

We have drawn up a protocol for your and our health to prevent contamination.

This protocol will involve some inconveniences, but guarantees your and our safety.

**PROTOCOL-Polyketting BV (internal)**

- We are normally available by mail and telephone (landline & mobile)
- Parcel service, forwarders etc. may not enter our buildings further than the designated areas without any physical contact. Also, no tablets, etc. are touched.

**PROTOCOL-Working at relations**

- We suspend all non-essential business trips until further notice. We encourage the use of technology to do as much business as possible.
- In the event that an (international) business visit is unavoidable, we will only visit partner sites and receive visitors if:
  - Both parties have agreed upon each other
  - Travel is allowed by the local government
  - The visit can be kept to a minimum
- Furthermore, personal health is of paramount importance during this visit. To protect the health of all affected employees, we are required to request a copy of your last covid-19 statement or policy prior to each visit
- Contact only with one contact-person known to us in advance
- Free access and shortest route to the area of destination where we do not enter offices, canteens or spaces that we do not necessarily have to enter
- Always keep a minimum distance of 1.5 meters and preferably 2 meters away from our contact person (s). No persons within a radius of 3 meters around the workplace
- Work orders aren't signed off. (In case of complex work or on specific request, signing will be done with own marker)
- An agreement with the name of your contact person on site is, for us and for you as our relation, acceptable.

We trust with this protocol, to have taken all necessary steps to prevent further spreading and we take away any concerns about a possible service visit from us.

Of course we follow developments closely and if changes in these steps are needed, we will of course immediately share them.

If you have any questions, you can always Contact us, we are happy to help. If this e-mail is not for you, please forward it to the relevant person.

Thank you in advance for your understanding and cooperation.

Kind regards,

Polyketting BV

## **Corona-clausule,**

### **Nederlands:**

De partijen erkennen en stemmen ermee in dat het virus/de ziekte die 'coronavirus' en/of 'COVID-19' ('coronavirus') wordt genoemd, zich in versneld tempo verspreidt en dat (overheids-)maatregelen - zoals maar niet beperkt tot quarantaines en/of sluitingen van bedrijven, fabrieken, steden en zelfs landen - kunnen worden genomen of besloten, wat de levering van de producten kan beïnvloeden. Aangezien dit een voorziene omstandigheid is, komen de partijen overeen dat de leverancier op geen enkele manier aansprakelijk kan worden gesteld voor vertragingen bij de levering van de producten als gevolg van en/of op enige andere manier gerelateerd aan het coronavirus, en biedt het ook geen basis voor beëindiging van de Overeenkomst en/of annulering van enige bestelling(en). Indien de leverancier de producten echter niet gedurende een ononderbroken periode van 60 dagen kan leveren, kan elke partij de specifieke order(s) geheel of gedeeltelijk beëindigen, zonder enige boete of aansprakelijkheid voor de partij die deze beëindiging rechtmatig uitoefent en zonder die de geldigheid van deze overeenkomst of andere bepalingen daarin aantasten, die volledig van kracht blijven.

### **English:**

The Parties acknowledge and agree that the virus/disease referred to as 'coronavirus' and/or 'COVID-19' ("**Coronavirus**") is spreading at an accelerating rate and that (governmental) measures – such as but not limited to quarantines and/or lockdowns of companies, factories, cities and even countries – might be taken or decided upon, which might affect delivery of the Products. Since this is a foreseen circumstance, the Parties agree that Supplier cannot be held liable in any way for any delays in delivery of the Products due to and/or in any way related to the Coronavirus, nor does it provide any basis for termination of the Agreement and/or any Order(s). If however the Supplier is unable to deliver the Products for a continuous period of 60 days, either Party may terminate the specific Order(s) concerned, in whole or in Part, without any penalty or liability for the Party rightfully exercising that termination and without affecting the validity of this Agreement or any other provisions in it, which shall remain in full force.

