

- **To all business partners -**

**Hamburg March 2020**

Dear business partners,

the evolving situation due to the corona virus has led us and our CFS Providers in Hamburg and Bremen to take several preventive measures. We want to protect the health of our customers, suppliers, business partners and ourselves. Today we would like to inform you about the measures we as a company are taking to ensure that we can continue to ensure a smooth workflow and contain a potential risk of infection. You can rest assured that we have taken the strictest precautionary measures:

- The different work areas and departments are strictly separated from each other, contact is only possible by telephone and e-mail.
- Drivers have no access to our halls or office buildings, the processing of the papers is carried out via a central "security lock". Necessary hygiene rules and an appropriate safety distance are guaranteed.
- Strangers are currently not allowed to enter the administration and hall buildings.
- The employees are trained and instructed to observe all necessary hygiene rules.
- Larger meetings and gatherings do not take place at the moment.
- Cleaning measures of the office and storage areas have been intensified.

Our contingency plan includes:

- Home office workplaces have been set up preventively for all areas and will be used by some of our staff as from March 16, 2020. This can lead to delays in some communication.
- Should individual areas be closed down internally, we shall activate our plan for the formation of replacement teams that will continue our workflow.
- Furthermore, our CFS have access to external resources which can be called in in case of need.

At present, all transports and deliveries are still being carried out. We are in constant exchange with our global network and partners in all countries, in order to be able to continue to guarantee the execution of the transport by special measures.

Should you have any questions or special requests, we are available for you at any time. Your contact persons:

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You are also welcome to contact us at the e-mail address:

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ECU WORLDWIDE management team will continue to monitor the situation closely and keep you informed with the necessary information. Please feel free to contact your specific contact person who will be happy to assist you in ensuring that your concerns are handled smoothly.