

Dear Customers/Businesspartner

Due to recent Corona Pandemic situation, Kiitosimeon Oy (Simeon Group) have adopted new operating procedures regarding our personnel in order to protect our staff from the infection. The new procedures will be taken into use right away and are as follows:

- Drivers may use customers offices and their control rooms only when necessary
- Customer meetings are restricted to minimum, instead teleconferences are recommended
- In order to reduce risk for our operations, schedulers are split into groups and will work separately from each other
- Organizing large events (>10 participants) will be carefully considered case by case
- Reducing physical contact at all time (eg avoiding handshake)
- Empower the need for intensified personal hygiene like stress the importance of washing hands and use of disinfectant for hands
- After any personal vacation abroad, white collars need to stay in home office for at least a week
- In case trip involved visit to high risk area, then time spent in home office is extended to at least 14 days before returning to office
- Work related meetings/trips between different offices will be reduced to minimum and internal meetings will be held using teleconference services
- Trips abroad will be considered case by case
- Advice for recreational time is to avoid large public events and within large groups of people, and to avoid travelling to high risk areas
- If you feel you might have caught a flu or feel sick, you are not allowed to enter the office and you need to obey the national health organizations recommendations how to seek help.

With these above actions we want to ensure our operational readiness ja service level remains even if Corona situation worsens

Kiitosimeon Oy  
Pontus Stenberg  
CEO