

Schlote Holding GmbH . Carl-Zeiss-Straße 1 . 31177 Harsum

Schlote Holding GmbH

To all business partners

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Harsum, 17.03.2020

Information letter on how to deal with the Corona crisis

Dear business partner,

Unfortunately, the spread of the Corona virus proceeds constantly. Our object is to master this crisis together with you on a partnership and solution-oriented basis.

Due to the unforeseeable event and the naturally difficult to forecast effects on the business and delivery relationship, we recognise the need to adapt to the new situation. It always prevails that the health of all involved persons is given the highest priority.

In spite of possible restraints in the current business and delivery relationship, we will take the necessary measures - by considering the legal restrictions - to maintain maximum delivery capability towards our customers in line with the situation. Of course, we also direct this demand without any restriction towards our suppliers. This means:

1. Maintaining the delivery capability and adherence to the delivery contracts is principally the economically prime objective. Nevertheless, short-term modification of ordered quantities and delivery dates of our customers which result from the crisis, must be passed on to the supply chain.
2. Deviations from the ordered quantities and delivery dates have to be reported at once in writing in order to co-ordinate countermeasures between the affected companies for customers and suppliers simultaneously.
3. The communication has to be ensured on both sides. Our contact persons or their representatives are at your disposal as usual.
4. Business trips by employees of the Schlote Group are suspended until further notice. Visits of employees of our business partners will only be possible in exceptional, justified cases (e.g. maintenance by service technicians) and by considering the legal provisions as well as the recommendations of the Robert-Koch-Institute for action to deal with a further spread of the Corona virus (in particular: hand hygiene, keeping the necessary distances as well as cancellations in case of disease symptoms).

At this juncture, we would like to thank you for your comprehension and support. We wish you all a healthy time and much success to deal with the Corona crisis.

With kind regards



Jürgen Schlote
CEO



Carsten Schulz
CTO



Dr. Michael Bormann
CFO

Ein Unternehmen der Schlote Gruppe

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