



## **PROPAK AMBALAJ ÜRETİM VE PAZARLAMA A.Ş.**

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# **DECLARATION OF CONTINGENCY ACTIONS FOR COVID-19**

We as PROPAK AMBALAJ ÜRETİM ve PAZARLAMA AŞ. are monitoring continuously the developing situation due to the COVID-19 pandemic. We are taking all relevant actions without compromise; as we are concerned firstly for the safety and health of all our staff and stakeholders and also we are aware of our responsibilities, as a member of the essential food supply chain, to our customers and all packaging end -users across Turkey and Europe and other regions.

Hereby, we kindly want to update you on our contingency actions taken for COVID-19 as below:

- **PRODUCTION FACILITIES:**

- We have implemented enhanced Hygiene and social distance application in all production zones.
- Home-Office Remote working implemented for staff wherever possible. (Generally white-collar employees)
- Canteens are rearranged for lunch and breaks, also rest areas controlled under specified schedules keeping social distance as a priority.
- Training given on procedures to keep social distance during working in production.
- We have restricted all visitors to our plant (nearly "0") including suppliers, contractors or customers and PROPAK office personnel.
- All meetings are performed using digital solutions e.g. (Skype, WhatsApp etc.)
- All training is started to be performed if possible using digital solutions e.g. (Skype, WhatsApp etc.). If not they are performed by providing social distance requirements.

- Mask use is mandatory for all people inside production areas.
- Gloves are available for use throughout our facility.
- All, at-risk, vulnerable staff have been given absence/remote working permission.
- All the new hygiene procedures for using cell-phones, computer keyboards, panels and all other instruments explained to all workers.
- All new procedures are implemented in mutual agreement with workers' union and mandatory compliance is to be continuously audited.
- We are continuously in cooperation with our Factory Doctor for any updates, advice, developments etc. and necessary new precaution and actions
- Our Factory Doctor is continuously preparing safeguarding training and visual warning notices
- All staff are checked for body temperature on entering our plant at beginning of the shift.
- All staff are aware of their obligation to inform PROPAK of any symptom of COVID-19 (fever, cough etc.) immediately these become personally apparent
- All remote home-office workers are responsible to report PROPAK each morning his/her health conditions.

- **TRANSPORTATION of PRODUCTION STAFF:**

- We have reorganized our free staff transportation service to our staff (company buses between house and work).
- New instructions state that users of company buses' will sit leaving free seats and social distance between each other'. To enable this have contracted new bus suppliers and increased capacity
- Buses will be solely for the use of PROPAK Staff and no longer be used by contractors, visitors etc.
- Buses will be disinfected before and after each service

- **CLEANING&HOUSEKEEPING:**

- All cleaning, hand-washing, sanitary training has been re-given with additional special warnings relevant to COVID-19 published by Turkish Health Administration, WHO and other respected authorities.
- All our Water sources, lavatories, soap, disinfections are continuously checked for 100% operation. (Also we have significantly increased the access to hand-wash and disinfectants in all areas of plant including warehouses, production zones, offices etc.).
- We have revised our cleaning plans with increasing frequency of cleaning for all areas and equipment.
- All personnel equipment (either protective or work) is to be used personally and all such equipment should be kept privately in lockers provided. Sharing PPE is forbidden.
- Equipment which is in use by multiple personnel is cling film wrapped/covered which is routinely replaced and cleaned.
- Additional cleaning staff are carrying out increased frequency of cleaning and disinfecting all productions zones, offices, canteen etc.

- **VISITORS AND DELIVERIES:**

- We have minimized visitors to our plant except transportation trucks and their drivers either bringing raw material and other auxiliary materials or loading finished goods.
- For Truck Drivers:
  - The body temperature of the driver is measured on arrival at our plant.
  - Leaving their truck is strictly forbidden; the driver stays in his truck until loading /unloading is completed.
  - All the paper-work is done by our staff.
  - At lunch times the driver is provided with a packed lunch to be consumed at his truck.
  - All daily deliveries (food stuff, consumables, etc.) are taken at the entrance of plant and Propak don't accept any staff from these suppliers to enter our plant.

- **COMPANY CARS:**

- Cleaned and disinfected daily.
- Disinfectants put also inside each car for instant use.

- **OFFICE WORKERS:**

- Nearly all office workers of PROPAK working remotely from their home.
- All meetings performed using digital solutions.
- Office workers are warned not to leave their homes and comply with all isolation rules declared by Turkish Health Administration, not to accept any visitors and to comply with company rules.

- **STAKEHOLDERS:**

- All our supplier visits& audits etc. are postponed
- All our customer visits are postponed.
- All our other relevant visits are postponed.
- Also almost all requests to visit to our factory are politely refused and postponed.

- **RAW MATERIAL SUPPLY:**

- We have increased our safety stock levels to:
  - > 1 month for all kinds of films produced in Turkey
  - > 3 months for all kinds liquids (ink, adhesive etc.)
  - > 4-6 months for our imported raw materials (which are % 7 of all our total raw materials)

- **PLANNING:**

- Raw material forecast for critical and exceptional items have been reviewed and increased
- Alternative scenarios and plans are prepared for working with different arising circumstances.
  - We have trialed, for 2 weeks, working 4 shifts and showed that we can easily switch to this working pattern if required.

- **IT:**
  - All software construction and control for remote working; traceability, ERP, study, projects and required interruptions possible by remote access.
  
- **DELIVERY OF OUR FINISHED GOODS:**
  - All transportation types (truck, ship, plane etc.) are reviewed constantly and alternative ways for delivery are determined as required.

**In addition to the above, we are continuously following up all procedures and advice given by the Turkish Government, Health Administration, European Union, Turkish and European Scientific Administrations and World Health Organization; and updating our protocol accordingly.**

**For and on Behalf of PROPAK AMBALAJ ÜRETİM ve PAZARLAMA AŞ.**

**Prepared and Signed By;**

**KORAY ÖZDEMİR**

**QUALITY ASSURANCE MANAGER**

***This document is produced electronically and valid without any requirement of signature or stamp.***