

Dear customers,
Dear business partners,

within a short period of time, the circumstances and new rules regarding the global corona pandemic have changed and the situation in Europe is becoming more and more acute.

As an employer, we are aware of our great responsibility towards our employees as well as to the public good and it underlines the great importance of prevention of the exponential growth of Covid-19.

We are continuing proven measures in our company, but have also jointly decided on additional new steps in our operational process. Together with the obligation to wear masks applies immediately upon leaving one's own workplace. Every team member, who returns to our office in an "orderly return", must comply with the communicated measures.

Furthermore, we have constantly adapted our work processes to the current changing situation of Covid-19 and implemented them in such a way to keep partners, customers and employees safe while still offering you the optimum SHOT-service -You are used to!

- On a weekly basis, within the scope of our operational procedures and orderly return we are checking within our departments if regular attendance in the Office is mandatory and really necessary or better to work remote from home.
- Since June 2020, we have already designed an „orderly return“ for our employees in the company, which enables them to work remote **and** in the Office. We have defined two groups, each group come separately to the Office on a weekly basis, in order to comply with the rules of distance and to keep the risk of infection as low as possible.
- Our Office has been equipped with updated Hygiene measures such as: information graphics and disinfectant dispensers, Office cleaning and disinfection of points of contact take place twice a week, in order to prevent or contain the spread of the virus.
- A structured guideline regarding behavior and hygiene for the „orderly return“ is reviewed and updated regularly according to current circumstances of Covid-19. All employees are asked to follow these guideline Regulations.

In particular, the extension of the obligation to wear a mask in the office and at their own desks during office hours is under surveillance.

- SHOT is accountable for safety and well-being at work. Therefore every employee received a care package upon their return to the Office, packed full of vitamin C and tea for the immune system and their own hand sanitizers at work.
- All commercial employees of SHOT LOGISTICS work in a healthy and safe work environment neither with any problems nor with any restrictions in the Office or remote from home.
- A regular check ensures compliance of the "D-H-M + V" rule = distance + hygiene +mask + ventilate. Instructions of airing all rooms regularly and wearing mouth protection reduce the infection risk

For the benefit and protection of our employees, we currently do not receive external visitors – thank you for your understanding.

With the best and healthiest greetings from your **SHOT Team!**

Whether in the company or remotely from home - We are always available for our valued customers and partners!

