

To our valued customers and relations

Your reference

Your message from

Our reference
MF Int brief

Landgraaf, Edisonstraat 14
March 23, 2020

Ref. : Dealing with the COVID-19 crisis

Dear client and relationship of Mayfran,

The health and safety of our employees is top priority at Mayfran!

In order to minimize the spread of the corona virus, we have taken additional measures to minimize the risks. As a supplier of products and services necessary to keep the production of our customers in the automotive, medical and infrastructure sectors running, we have chosen to keep our Operations in Landgraaf open as much as possible. Our production and after-sales service will therefore remain available to our customers for as long as possible.

We have implemented the following measures as an organization to try to minimize the risks of the corona virus on our employees:

- 1) The regulations for personal safety in accordance with RIVM instructions have been consistently implemented:
 - a. No shaking hands
 - b. Wash your hands more often
 - c. Keep a minimum distance of 1.5 m to each other
 - d. Coughing in the elbow and using paper handkerchiefs
- 2) Employees with minor health problems are asked to stay at home to avoid possible infection of other colleagues.
- 3) The business trips are limited to strictly necessary as this is needed for our customers.
- 4) Setting up a shifted daily schedule from 7 a.m. to 7 p.m. in production and linked departments in order to reduce the number of contact moments between employees
- 5) Organizing homework for employees in positions where this is possible
- 6) Set up a Corona Crisis Team to take available and factual information and translate it into actions as quickly as possible.

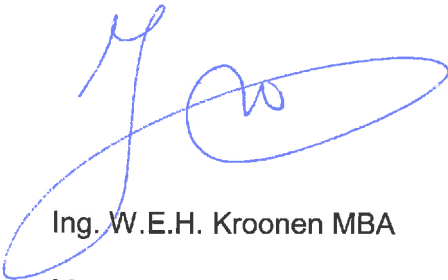
Of course we keep a close eye on the situation within our company. With regard to this situation, we pursue a policy following the guidelines of our government. Depending on new instructions we will tighten our policies if necessary.

Your usual contact persons remain contactable on their telephone number and email address, so please feel free to contact them. They are ready to answer all your questions. Together with our dedicated employees, we strive to serve our customers as well and as long as possible in these difficult and unpredictable times.

Only together with you, our employees and our suppliers can we get through these challenging times and continue to help each other.

It only remains for me to wish you all the best in these difficult times and the hope that you and your loved ones will stay healthy.

Kind regards,

A handwritten signature in blue ink, appearing to be "W.E.H. Kroonen", written in a cursive style.

Ing. W.E.H. Kroonen MBA

Managing Director Mayfran Europe