



## **VIRTUS/ALDRIDGE RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK NOTIFICATION FOR EMPLOYEES, STAKEHOLDERS AND VISITORS MARCH 4<sup>th</sup>, 2020**

Dear Aldridge Employees, Stakeholders and Visitors:

Although there have been no coronavirus cases recorded in Turkey to date, we are closely monitoring the outbreak and taking necessary measures in all areas of our business, including international travel, worker health&safety and our daily operations. These actions are not limited to our employees but includes our stakeholders as well as our visitors.

Although our employees and stakeholders/visitors may have their own precautions related to the outbreak, we expect them to meet Aldridge policies and local governmental requirements, as well. In accordance with our high safety standards, the well-being of our stakeholders and employees remains a top priority. As a result, we have expanded our company policies for all our employees and stakeholders, and visitors as follows:

- If you have respiratory symptoms, fever, cough, shortness of breath and breathing difficulties, please contact national and local public health authority. We also request that any employee or stakeholder that feels ill seek medical care as needed and inform their supervisor immediately.
- In accordance with this advice, employees and visitors, travelling to and from or through China, Hong Kong, Korea, Singapore, Japan, Iran and Italy are advised not to enter Aldridge workplaces for at least 14 days. There may be other travel restrictions in place depending on the updates of World Health Organization provided in <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/> and/or Turkish Ministry of Health's recommendations provided in <https://hsgm.saglik.gov.tr/tr/bulasici-hastaliklar/2019-n-cov.html>, Please contact your supervisor or Aldridge point of contact for travel restrictions.
- Contact with stakeholders, suppliers or other external parties who have travelled to or through the affected areas should primarily be conducted via telephone or video conferencing – no face-to-face meetings. Accordingly, instead of travelling, use technologies that are readily available, such as Zoom, which is Virtus/Aldridge preferred online communication tool. Employees who are ill or who have traveled to/from affected areas must work from home for 14 days. This applies to all regardless of the display of any symptoms of coronavirus infection.
- In Virtus/Aldridge workplaces, please ensure a certain level of hygiene by using cleaning disinfectants and conforming to hand sanitation. Use of masks is optional at this time but may change in the future depending on advice from the international and/or national health organizations.

We kindly urge our employees and stakeholders to ensure that these points are followed to keep all of us safe.

For any questions regarding ongoing business-critical activities, please discuss with your supervisor or Virtus/Aldridge HSE and/or HR Director.

Our thoughts are with everyone affected through this challenging time. We wish you all safe and healthy days.

ALDRIDGE MINERAL MADENCİLİK A.Ş.