



OPERATIONAL CONTINGENCY PLAN COVID-19

Dear customers

Dear business partners,

the outbreak and in particular the intensity of the corona virus in Europe prompted Geis Air + Sea GmbH to take precautions to ensure the operational handling of all air and sea freight shipments as well as international rail traffic.

We have developed a contingency plan that contains behavioral guidelines and measures that primarily support the health protection of our employees in the best possible way. We have agreed preventive health protection measures with all employees at all company locations in order to reduce our individual infection risk in the company. These measures are based on the current recommendations of the Robert Koch Institute and the German Ministry of Health.

In addition, the contingency plan includes measures in all operating units that aim to maintain business operations at all eight branches of Geis Air + Sea GmbH.

These measures include:

- Introduction of a split operation, in which the spatial division of the employees is carried out in related areas of responsibility
- Up to 50% of the employees in each department will work from home on week 12, in order to be able to use a complete quarantine on site in an emergency
- Setting up remote access to all IT applications from the home office
- Equipping employees with laptops or PCs as well as telephone headsets in the home office

Otherwise, the following precautions apply:

- Business trips and customer visits will be discontinued from calendar week 12
- Meetings with more than 10 people are postponed to conference calls
- From week 12 employees are only allowed to work in their own branch

We are in close contact with all airlines, shipping companies, rail terminals, handling partners and customs in order to inform us about their preventive measures, to recognize effects on our services at an early stage and to initiate appropriate countermeasures.

Our primary goal is to deal prudently with the current situation, but at the same time to be prepared for emergencies and to keep the consequences and effects for our customers and our employees as low as possible.

If - contrary to our current expectations - an unrestricted continuation of our business is not possible (for example due to official orders or increased illnesses of the staff), we will reduce the number of employees per branch in consultation with our customers and partners or alternatively when a branch is closed map the operational processing from another location.

If necessary, we will contact you directly. As a precaution, we would like to point out that the spread of the COVID-19 is to be regarded as an inevitable event (force majeure) and Geis Air + Sea GmbH must therefore decline liability for possible consequences (e.g. for the non-provision of services).

Thank you for your understanding and your active support.



Stefan Wendl
Managing Director

Geis Air + Sea GmbH