

Information for the representatives of subcontractors for the period of the risk of coronavirus infection

Obligation to report

You are required to report, especially but not limited to upon returning from abroad, to your Personal Contact at Wärtsilä Hungary Kft:

- *If you, or your family, relatives or persons in your immediate vicinity, experience symptoms of, or become known to be infected by the coronavirus.*
- *If you are traveling to or hosting visitors from a region affected by an outbreak.*

Data on activities outside working hours, medical condition and the health of relatives will be handled in accordance with the requirements of GDPR and will be deleted as soon as the risk of an outbreak is terminated.

Additional general recommendations

- Limit contacts to email, Skype.
- Invoices, delivery notes should be submitted in digital format, and if this is not possible, the original, hand-written document should be sent only in scanned format or as a photo. The original document will be accepted only after 14 days.
- Avoid handshakes.
- Delivery and pick-up must be organized in such a way that, if possible, the representatives of subcontractors will not enter the warehouse or the workshop, and enter office areas only for a reasonable period of time.
- Should this for any reason not be feasible, the representatives of subcontractors should enter the workshop or the warehouse for as long as they pick up or deliver their consignment or delivery.
- To improve hygiene, persons arriving at the site of Wärtsilä Hungary Kft shall use protective gloves and masks. Should this for any reason not be feasible, objects such as door handles should be touched only with paper. This applies to touch screens, tables, handrails, and grab handles.
- Subcontractors are not allowed to use social areas of Wärtsilä Hungary Kft!

Additional official information and procedures in Hungarian and English regarding Hungary

Nobody having symptoms of a respiratory infection, such as cough, shortness of breath or fever, or possibly feeling depressed, is allowed to perform delivery from or to Wärtsilä Hungary Kft. In this case, it is recommended to follow the official procedure specified by the National Center for Public Health. Further information is available at the following links.

<https://www.nnk.gov.hu/index.php/lakossagi-tajekoztatok/koronavirus/523-eljarasrend-a-2020-evben-azonositott-uj-koronavirussal-kapcsolatban>



Wärtsilä Hungary Kft.

These restrictions also apply to foreign branches and affiliates of Wärtsilä Hungary Kft. With regard to foreign sites of Wärtsilä Hungary Kft, the representatives of subcontractors shall also follow local procedures of the relevant country.

Additional official information and procedures in Bulgarian and English regarding Bulgaria

<https://www.mfa.bg/bg/>

<https://www.mfa.bg/en/>

<https://www.reuters.com/article/us-health-coronavirus-bulgaria-emergency/bulgaria-closes-schools-restricts-travel-over-coronavirus-idUSKBN21015D>

Additional official information and procedures in Romanian regarding Romania

<https://gov.ro/ro/info-coronavirus-covid-19>

Wärtsilä Co. Central Health Regulations mainly for field workers

https://wartsila.sharepoint.com/sites/compass/Business_Support/Communications_and_Branding/Crisis_Communications/Pages/Incident-situation-summary-%E2%80%93-Coronavirus-outbreak.aspx

Definition of the current situation: ***Threat of an Outbreak.***

These general guidelines are applicable until further notice:

- If you have any further questions, please contact your manager or your local representative. (Balázs Kanalovics, Gábor Samu). gabor.samu@wartsila.com

March 17, 2020