

Date: 1 March 2021

Subject: Statement – measures taken against the spread of the COVID-19 disease

Dear customers and partners,

The Direct Parcel Distribution CZ s.r.o. company continues to provide its services during the pandemic as well with unchanged efforts for your satisfaction. I can assure you that in the context of the current situation, we are taking the maximum realistic preventive measures against the spread of the COVID-19 disease.

- **We have adjusted our operational procedures** in order to **minimize contact between the courier, sender and especially parcel consignees**. Please, understand that this is really necessary in the current situation, even though some limitations might bring a temporary reduction in comfort in comparison with the usual standard of our services.
- **All DPD staff, including couriers and warehouse employees, are equipped with protective equipment** according to the nature of their job, especially with respirators, and are obliged to use them in all DPD premises, premises of our clients and public premises.
- The use of protective equipment when handling parcels is intensively controlled.
- **We act in full compliance with the issued measures of the relevant bodies**. Specifically, with the applicable Resolution of the Government of the Czech Republic No. 216 issued on 26 February 2021 and the Emergency Measure of the Ministry of Health of the Czech Republic No. MZDR 47828/2020-16/MIN/KAN. With regard to the obligation of testing before entering the workplace (and conditions that may replace the testing), these measures apply explicitly to employees of the employer whose workplace in question it is.

We do our best to protect our employees, as well as customers that might theoretically come into contact with them. All employees which the above mentioned measures apply to are regularly tested. However, we do not allow other entities for which the legal order does not stipulate it to consult the testing registry. The information about the result of the test, even if the test is negative, is information regarding the health condition of the employee. It is sensitive personal data

and it cannot be provided without a legal title to other entities. Thus, we are protecting personal data of our employees, acting in full compliance with the applicable legal order.

- Rigorous testing or control procedures are also applied for agency employees of the **security, cleaning** and other **services**.
- As far as **couriers** are concerned, we also act according to current applicable measures of government authorities and actively cooperate with all our partners (transporters). By Friday, 12 March at the latest, our couriers will be equipped with a confirmed certificate of being included in the DPD program thanks to which we verify the fulfilment of the current measures issued by government authorities (it is this our „certificate of testing for Covid-19“). This certificate will be regularly updated on the basis of the set up controls and the couriers will have it by themselves for the clients to look at it if they wish to. With regard to the protection of personal data, it will not be possible to make any copies of this certificate without the explicit consent of its holder.
- Our workplaces are **cleaned intensively** with disinfectants **every day**. The busiest premises are cleaned several times a day. We disinfect thoroughly our operational premises, inter alia by using air purification generators.
- In all our workplaces and restrooms, **hydro-alcoholic disinfectants are available in sufficient quantities**. These disinfectants are also available in our service vehicles and vehicles of our contracting carriers delivering parcels. Disinfections are also a matter of course in our Pickup parcelshops where parcels are collected for sending and picked up in person by our clients.
- If DPD employees or employees of our contracting parties **show symptoms of any kind of disease at work, they are immediately sent home** from the workplace with a recommendation to contact their doctor. Even if the doctor does not explicitly order it, **these employees are put in a preventive quarantine / home office**.
- All our employees whose kind of job allows it work from home.
- Personal meetings with more people to attend take place in the form of teleconferences and videoconferences.
- We **inform** our employees and contractual partners **on a daily basis about the risks and recommendations** on how to prevent such risks and we create conditions to follow the recommendations.

We monitor in detail the development of the risks of contracting coronavirus and the measures taken by the CR Government, administrative bodies and public health protection bodies. Every day, we also evaluate our own preventive measures.

- On the website of our company, **we inform our clients and partners on transport limitations** if there are any in the domestic and international transport due to the current situation. We are striving for keeping the information up to date for you.

Thank you for standing by us in these difficult times. I can assure you that our whole team is making huge efforts to keep our services we provide to you as reliable as possible in this situation.



Miloš Malaník

Managing Director
Direct Parcel Distribution CZ s.r.o.