

Currently we are experiencing only minor issues as a result of coronavirus outbreak in Turkey and all our operations are continuing mostly as normal. Nevertheless, we are taking pre-emptive actions, and we would like to share them with you:

- We are closely monitoring the developments relating to the coronavirus outbreak and containment efforts in the countries where our suppliers and customers are located, as well as in the transit countries.
- We had already have taken steps to ensure that we have higher than normal safety stocks of input materials and activated alternate suppliers.
- We have taken preventive measures that go beyond the recommendations of Turkish health officials:
 - All employees and visitors are tested for elevated temperature at the entrance of our plants, without exceptions
 - As many as possible employees are directed to work from home
 - Employees with any relevant symptoms are directed to hospitals for testing as required by our company doctors
 - All business-related international travel is prohibited until further notice and private travel is requested to be reduced to a minimum
 - Mandatory self-isolation for 14 days of those returning from abroad is implemented
 - Measure to prevent overcrowding and to ensure physical distancing have been implemented at the company shuttle buses and cafeterias
 - Personnel shuttles are disinfected by a professional company more frequently than before
 - Everyone is required to sit in their designated spots in the cafeterias and shuttle buses, so that the close contact group to anyone who might test positive for Covid-19 is easily identified and could be sent home for 14 days to self-quarantine
 - Internal and external meetings are done online
 - Visits from international suppliers and customers are prohibited
 - Offices and other areas are cleaned and disinfected rigorously
 - All personal hygiene and physical distancing measures required by the Turkish Ministry of Health are actively enforced
 - It has been mandated to wear face masks while working at the company
 - All interns, whose schools are currently closed, are currently on a mandatory leave
 - Employees, who need to travel to work from another city, have been supplied with the necessary documents and informed accordingly
 - Many other precautions are meticulously applied.

Additionally, Health Ministry ordered self-quarantine of all persons over 65 and also all persons with prior serious medical conditions. We ensure that all of our employees who are included, comply with the order.

While we do all we can to mitigate risks to our operations and ensure the continuity of service to our valued business partners, we also have to ask that you help us to achieve it by:

- Sharing new developments about your operations, constraints and contingency plans as soon as possible,
- Considering building up additional safety stocks,
- Ensuring that the order flow is maintained and deliveries can be accepted at the destination.

We remain committed to our brand values of reliability, flexibility and innovation and believe that we will strengthen our long-standing relationship even further during this extraordinary period.

Assan Alüminyum Sanayi ve Ticaret A.Ş.

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