

COVID-19 UPDATES

We are closely monitoring the situation related to COVID-19 outbreak. The Central Management, together with the HR department and supported by the PR Manager are continuously striving to inform our staff members of steps they can take to ensure protect their health and the wellbeing of their families and friends, while maintaining a high business productivity.

To this end, we have developed the following documents:

- [Advisory: COVID-19 Prevention](#)
- [Internal Brief: Impact of COVID-19 on the economy with "If asked" likes for easier communication](#)
- [Internal Brief: Remote Work - Best Practices](#)
- [Advisory: Remote Work - Best Practices](#)
- [Advisory: Efficient Time Management](#)
- [Advisory: Using a Public Internet Connection](#)

[A dedicated group was opened on Workplace](#) to share information and reports on COVID-19 related situation and discuss employees' concerns. We encourage you to actively engage in discussions.

We will continue to share timely and useful information throughout the duration of the outbreak and share best practices from our offices around Europe and Asia.