

DigiPlex Guidelines Regarding the Coronavirus

20 March 2020

DigiPlex continues to closely monitor the Coronavirus COVID-19 situation. We are strongly committed to continue serving our customers while ensuring the safety of our employees, customers, contractors and suppliers. Employees, customers and suppliers are urged to stay updated with information from local authorities.

Segregation and Work from Home Policy

Our locations have been segregated and dedicated teams are established at each location we operate in (DNAS, DFAS, DRAS, DS1 and DC1). To reduce the risk of contamination within our business, these dedicated teams are not permitted to travel to another DigiPlex location. Onsite the dedicated teams are further segregated where possible. All other DigiPlex employees who are not in dedicated teams are to remain home based in their country of employment.

DigiPlex customers

Digiplex customers have been informed that only customers who are designated “critical card holders” are permitted to enter the locations DNAS, DFAS, DRAS, DS1 and DC1. If these card holders visit a DigiPlex location, questions to establish risk status will be asked and card holders with flu-like symptoms will not be permitted to enter. No visitors, or escorted visitors, will be allowed to enter the locations DNAS, DFAS, DRAS, DS1 and DC1.

Travel

Business travel is only permitted to allow employees to get home or by explicit approval from CEO.

Meetings/Conferences/Seminars/Events

No meetings/conferences/seminars or events can be attended in person, only via digital/virtual means.

Individual Behavior

We ask all employees to adopt the following principles in their private lives. Your family is part of the DigiPlex family:

- Only engage in small gatherings with people who you know. Avoid restaurants, pubs, cinemas etc.
- Consider the risk and impact to older family members
- Avoid any large gatherings as advised by your local governments/health authorities
- Avoid public transport (buses, trains, metro systems)
- Wash hands regularly and use disinfectant
- Over the coming months think how important each travel movement is

Further information can be found at the following website: www.who.int/

Information from DigiPlex on Coronavirus COVID-19 will be updated continuously.