

## M E S S A G E

To our  
Customers and Business Partners

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### HA-BE News Ticker - Coronavirus

Dear customer,  
dear business partner,

the world is currently in an exceptional situation and we are experiencing a time when the corona pandemic is increasingly affecting our lives.

We are taking on this responsibility and have taken appropriate precautions to protect the health of our employees. Of course, we are monitoring developments and adapting our measures accordingly.

So far, we have not had a known case of corona in our company. In addition to the health of our employees, maintaining the supply chain is our top priority. In order to achieve this, we have taken a number of sensible preventive measures.

- Home Office
- Avoidance of direct contact through
  - o Shift operation in administrative departments
  - o Changed shift times
  - o Videoconferencing instead of meetings
  - o Compliance with safety distances
  - o Division of departments into different offices
  - o No contact between our plants 1, 2 and 3
- Temporary release of employees for childcare
- etc.

Despite all measures taken, we cannot exclude the possibility of an impact on delivery dates. Therefore, please be prepared for possible postponements of delivery dates due to



a lack of raw materials or personnel resources. Our sales team will continue to inform you in good time about possible postponements.

We have the following request:

In order to maintain the full operational readiness and the fast reaction times of our sales team, we would like to ask you to refrain from unnecessary inquiries, as we would like to use our resources to maintain the supply and procurement situation. We will inform you proactively in case any supply bottlenecks should occur.

If you have any questions or require further information, please contact Mrs. Ulrike Hinz, Tel. +49 8703-9345-126, [ulrike.hinz@habe.de](mailto:ulrike.hinz@habe.de)

Karl-Heinz Brunner  
CEO

(This letter was generated electronically and is valid without signature.)

**PS: Please visit our website at [www.habe.de](http://www.habe.de)**