



A PERFECT ALLIANCE.

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Re: ODU COVID-19 Communication

Dear Valued Customer,

Given the rapidly changing circumstances and concerns about the outbreak and impact of the Coronavirus COVID-19, we would like to inform you about the current status at ODU and the risk mitigation measures implemented thus far. At this time, we have no infected employees worldwide and all ODU manufacturing facilities are fully operational, including: the European factories in Germany and Romania, ODU China and ODU Mexico.

At ODU, we care not only about the health and safety of our employees but also for those at our external partners. We believe that well-planned risk management policies are crucial to protect our employees while allowing us to continue with business operations. Therefore, today we are sharing some of the areas where ODU has introduced processes to help protect our employees during business operations. The following measures are implemented in order to keep operations running and reduce the chances of infections during work.

- Pandemic awareness and contingency plans developed internally.
- Precautions and steps to ensure a clean and safe environment.
- Restrict travel to business critical trips.
- Reorganize production shifts to reduce or eliminate face to face department interactions.
- Reorganized warehouse duties to two shifts to reduce interactions and reduce the risk of infection.
- Reduce social interactions:
 - Meetings are limited to max. 10 persons and strongly encouraged to use web conferencing whenever possible.
 - Cafeteria service is suspended.
 - Office personnel are restricted from accessing the production area.
 - Office personnel, if feasible, are working from remote home offices.



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In addition to internal risk management policies, we are closely monitoring our raw material suppliers. At the moment, there are no material shortages. We understand the situation can change rapidly so we hold daily meetings to assess the supplier situation and try to identify potential shortages.

All of these measures are aimed towards a continuation of operations. We will continue to monitor the situation closely and take the necessary measures to ensure the safety of our employees.

We wish you and your employees and families continued health.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Mittermeier", is written over a light blue horizontal line. The signature is fluid and cursive, with a large, sweeping flourish at the end.

Thomas Mittermeier
President and CEO