

14 March 2020

KLIFO Group, COVID-19 Business Continuity information

Dear Clients, Visitors and Employees at KLIFO and to whom it may concern

KLIFO is committed to support and comply to the recommendations and instructions from the Danish government on how to deal with the COVID-19 situation in Denmark. We are also committed to mitigate the impact on our business continuity. KLIFO has therefore taken a number of precautions to prevent infection, to reduce spread of infection and to protect our employees and our company.

We kindly ask our employees and external partners to follow the policy and expect our precautions to be strictly adhered to.

Our current COVID-19 policy is as follows (will be updated continuously depending on the development of the situation):

Help reduce spread

All employees and guests or their close relationships/family members who have been in high-risk areas (areas classified as red and orange by the Danish Ministry of Foreign Affairs) are not allowed to work at/visit KLIFO premises for at least 14 days after returning from the areas.

For Clinical Trial Supply Solutions, there will be a more restricted access to the Clinical Supply Facility for guests and subcontractors. For delivery of labels/cartons and other packaging materials, KLIFO has additional providers in place to ensure continuous deliveries. Material Specifications will ensure the quality.

The following staff groups will continue to perform their duties from KLIFO's address:

- Clinical Trial Supply
- GMP-related employees in QA
- Pharmacovigilance as needed
- Parts of the administration

Everyone who needs to come to KLIFO's address to carry out their duties must adhere to the guidelines already given about keeping distance, avoid meetings, hand wash etc.

Other employees work from home as far as possible. Each manager is responsible for planning tasks and coordination between colleagues and with clients.

Meetings in the form of physical meetings are minimized to what is critical for specific client projects.

Guests to KLIFO are avoided as far as possible.

There will be no business travels.

We encourage all employees and guests to stay home if you or your instant family has cold/flu symptoms, to avoid spread of infections.

KLIFO A/S

Smedeland 36, DK-2600 Glostrup, Denmark
Tel +45 44 222 900 | Fax +45 39 209 045
info@klifo.com | www.klifo.com | CVR 18196131

Ensure the continuation of KLIFO's activities

Each line manager and project manager is responsible for assessing prioritization of tasks based on

- what is time-critical for our clients
- what can best be done without a presence on KLIFO

and inform relevant employees as soon as possible.

Supply/QA will as far as possible continue the daily work.

Meetings with clients will as far as possible be carried out digitally.

Meetings and tasks for clients requiring travel are postponed as far as possible instead of cancelled.

Telephone switching will work as normal.

To ensure that KLIFO operations may continue in a situation of staff disruption due to illness, cross training of employees (back-up) is already implemented.

Management Preparedness

The management preparedness in the current situation is made up by KLIFO's Management Team and the QA Director, Anne Ploug Jørgensen.

The emergency response leader is Alejandra Mørk; Deputy is Christina Vinum

Communication: Any questions can be directed to

- Alejandra Mørk; alejandra.mork@klifo.com, +45 40631163 or
- Christina Vinum; christina.vinum@klifo.com, +45 20999568

We will follow the situation closely and update this policy as it may become applicable

Alejandra Mørk
CEO
KLIFO A/S