
COMPANY'S POLICY AGAINST COVID-19

The actions described in this company's policy concern prevention actions TT&E CONSULTANTS SA has implemented and still implements in the framework of measures taken against COVID-19.

Modifications in the company's function

- A crisis management team has been set up to coordinate and respond quickly to developments.
- An integrated business continuity plan has been developed, tested and is in place for the smooth operation of the company and the provision of services to its customers.
- The critical functions of the company have been identified and measures have been designed that include the allocation and redistribution of the company's resources for their maintenance in case of emergency.
- A contact with our suppliers has been established regarding their own business continuity plans (BCP's)
- A teleworking policy is applied to all employees, with prior consultation with their supervisors.
- Internet communication and collaboration policies are applied with the use of the appropriate software tools.
- Visitors' entrance to the company's premises is temporarily forbidden, with small exceptions
- The employees of TT&E CONSULTANTS SA do not participate in meetings, trainings and conferences until there is a newer update.
- A special purpose leave is provided for employees, in accordance with the Legislative Act issued by the government.

Traveling

- All trips abroad are suspended. In case that an employee has been or is abroad, in a country with local COVID -19 cases, after his return, he will work from home and monitor his health for 14 days.
- The postponement of domestic business trips is foreseen and their replacement with the use of remote communication and cooperation tools (web conference, tele conference, etc.)
- All trainings, conferences, and meetings of more than 5 people are suspended
- All meetings with associates who either come from abroad or have been abroad are cancelled. Employees who have recently met with associates from abroad, from countries with local COVID-19 cases will be working from home and will monitor their health for the next 14 days.
- Disinfection - Hygiene
- Alcoholic disinfectants, disposable face masks and disposable gloves are available in all areas of the company while all surfaces and work equipment are regularly disinfected.
- Preventive disinfection is applied in the company's common areas and workplaces.
- An internal notification mechanism is activated for a possible occurrence of a case, through which possible contacts will be informed for further restrictive measures.
- For any issue regarding COVID-19 and our corporate policy, you can visit info@ttesa.gr
- The instructions issued will be updated according to the developments.
- At the given time, our priority is to ensure the wellbeing of our people and therefore the health of our customers and suppliers. In these critical times we should all remain calm and informed. In the next period we will all be coordinated and follow new updates and instructions.