

28 February 2020

MANAGEMENT BOARD'S DECISION NO. 17/2020

On 28 February, 2020, pursuant to Article 16 of the Articles of Association of Viktor Lenac Shipyard, the Management Board of the Company issues the following

BINDING GUIDELINES on implementing measures to prevent or reduce the spread of COVID-19 infection

The guidelines prescribe measures aimed at preventing or reducing the spread of COVID-19 infection.

The guidelines are binding on all employees, subcontractors, representatives of clients and third parties who in any way affect the operation of the Shipyard.

In order to protect all persons, to ensure the normal course of business and production activities, and to prevent the risks of isolation and quarantine of the Shipyard, general and specific measures and rules are adopted.

A Shipyard's Headquarters for the prevention or reduction of the spread of the COVID-19 infection has been established and is composed of Maja Kriška, Goran Bunić, Vedran Ganić, Filip Gajski and Sandra Uzelac. All information related to COVID-19 shall be transferred to the Shipyard's Headquarters. Only information and instructions issued by the Headquarters may be considered official, valid and verified.

All persons working in or cooperating with the Shipyard are obliged to follow the public instructions of the Croatian Institute of Public Health and the Ministry of Health.

At the date of adoption of these guidelines, the affected area includes: China, Hong Kong, Singapore, Japan, South Korea, Iran and the Italian provinces of Lombardia, Veneto, Emilia Romagna and Piemonte. Changes in the determination of affected areas can be tracked on the web pages of the Croatian Institute of Public Health.

Specific protection measures

All persons who have traveled to the affected areas in the last 14 days and have developed some of the symptoms of the disease, regardless of the intensity (fever, cough, shortness of breath, abdominal pain, muscle pain, fatigue, etc.) are instructed not to come to the Shipyard and are obliged to report to a competent physician or epidemiologist. Persons with visible symptoms shall not be allowed to enter the Shipyard.

All persons who develop any symptoms of respiratory disease, even if they have not traveled to the affected areas, are advised not to come to the Shipyard, especially if they are suspecting that they may have been in contact with persons infected with COVID-19.

The entry and work of persons who have been in the affected area and who do not show any symptoms of the disease shall be allowed based on the decision of the border sanitary inspector and / or the specialist findings of the epidemiologist. Entry shall be restricted to persons only necessary to carry out ongoing operational activities. All such entries shall be notified to the Shipyard's Headquarters.

All persons who do not hold cards for entering the Shipyard are obliged to fill in a sanitary questionnaire

located at the main entrance of the Shipyard, after which the Shipyard's Headquarters will make a decision on entry into the Shipyard.

All port agents, facility managers, procurement and sales personnel are required to take care of announcements of arrivals of all persons coming from the affected areas, or persons who may have been in contact with the infected persons for the timely organization of these protection measures. All announcements shall be notified to the Shipyard's Headquarters.

All executives are ordered to reverse and / or delay all activities involving the work of their own and subcontracted workers in the affected areas. In case of urgent need, departure may be authorized only with the agreement of the Management Board, after the approval of the Shipyard's Headquarters with the prescribing and provision of special protective measures and with the consent of the workers concerned.

It is recommended that all Shipyard's workers and subcontractors do not travel abroad during the epidemic. If a person cannot postpone his / her trip, he / she should inform the immediate supervisor, who shall inform the Shipyard's Headquarters thereof.

Subcontractors, who employ or use workers who are on foreign work sites, are instructed not to mix workers from abroad with workers posted in the Shipyard in the last 14 days, and to organize further work in the Shipyard with workers who have been present exclusively at the Shipyard over the last 14 days. Supervision and control over this measure shall be carried out by the managers of the Shipyard's workshops.

All Shipyard's executives who convene regular or extraordinary meetings are instructed to organize them in the following manner:

- Inviting only persons who are necessary to attend the meeting;
- Organizing meetings as short as possible, up to a maximum of 15 minutes;
- Organizing meetings in open spaces or in spaces that allow workers to be at least one meter away from each other, preferably more;
- In case of inability to secure a space where there will be no close contact of workers or meetings for a maximum of 15 minutes, organizing meetings with up to 10 persons.

The Shipyard's Headquarters can, if necessary, decide on different start and end of working hours for individual projects or several projects or for different organizational units, with the aim of reducing the concentration of workers in the same place (passing at the main entrance, keeping in the dressing rooms, joint stay in the restaurant and other).

General protection measures

In addition, all employees and subcontractors, ship crews, technicians and all other persons who enter and work in the Shipyard are obliged to maintain regular hygiene, in particular:

- Regularly washing hands with soap and water;
- Covering the mouth and nose when sneezing and coughing with the forearm or handkerchief. Throwing the handkerchief in the basket after use and immediately washing hands with soap and water;
- Avoiding close contact with people with symptoms of respiratory disease.
- Reporting suspected illness to the immediate manager or Shipyard's Headquarters.

The guidelines shall enter into force and shall become binding on the date of their adoption.

Member of the Management Board
Sandra Uzelac