



Your Partner for Quality...

Patvin Supplier Communications

Dear Valued Supplier,

We continue our efforts to keep everyone safe and remind our valued suppliers that we're in this together.

As always, ensuring the safety of the workers at our site, both PATVIN & yours, is a shared goal and utmost priority. We continue to adjust our policies to implement more controls and social distancing measures in alignment with the guidance issued by the local authorities and expect the same from our supply chain.

Due to the spread of COVID-19, declared a global health pandemic by WHO, PATVIN has implemented following safeguards and taken additional steps to minimise its potential impact on our clients, employees & guests:

- As announced by the Government on 23rd March 2020, the lockdown shall commence for 21days, i.e., till 14th April 2020, our offices throughout India will remain closed throughout the lockdown. However, we will operate fully on a work-from-home basis. Our people have been directed to leverage the use of technology to conduct virtual meetings & with clients.
- We have restricted all within India & oversea business travels. Also, we'd appreciate if all workers travelling to/from affected areas self-isolate themselves for 14 calendar days before entering any of PATVIN's facilities.
- We have encouraged a heightened awareness of personal hygiene including the use of masks and hand sanitizers as appropriate.
- We request any worker that feel ill or have any symptoms such as fever, cough or shortness of breath seek medical care as needed, and not visit or work at PATVIN facility until they are well and asymptomatic. We understand our workers and visitors will likely have their own precautions related to the COVID-19 outbreak; however, we expect our workers and visitors to adhere to PATVIN's policies for work being performed at PATVIN facilities.

Please work with your preferred PATVIN contact for relevant policies or to ask questions. Suppliers are responsible ensuring that their subcontractors follow PATVIN safeguards & policies regarding the COVID-19 outbreak.

The health and wellbeing of all workers continues to be our top priority, and we continue to review our policies and guidance to ensure that they reflect the latest developments in the COVID-19 outbreak. Thank you again for your ongoing collaboration and cooperation – be well.

Sincerely,