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1.0 Introduction

The President of Alltech has stated that the priorities of the business during the pandemic are to remember the 3C's and protect the health of colleagues, customers and communities.

This policy is the highest level document in the suite of procedures and guidance that has been developed to help manage the issue. The standards laid out within this are to be complied with throughout Alltech – any deviation from this policy must be approved by the Executive Management Team.

2.0 Covid Task Force

The company has created a COVID-19 Task Force with representatives from each region. If any employee has any questions or concerns related to COVID-19, the following team members should be the first point of contact:


- China – Amy Bell-Elmohammed, abellelmoahammed@alltech.com
- Asia-Pacific – Craig Parker, craig.parker@alltech.com
- Europe/Middle East/Africa – Yvonne van der Heijden, yvanderheijden@alltech.com
- Mexico – Daniel Anteliz, danteliz@alltech.com
- Latin America – Mariano Hernandez, mahernandez@alltech.com
- North America – Janna Norton, jnorton@alltech.com
- Brazil – Clarissa Cunha, ccunha@alltech.com
- South Asia – Manish Chaurasia, mchaurasia@alltech.com

3.0 Travel

Employees working within countries that have implemented lockdowns shall follow any specific local procedures that have been put in place.

3.1 Business Travel

- All international business travel is prohibited by team members, consultants and guests, unless approved as essential by executive management. Exceptions to essential travel must be justified and authorized by the Executive Management Team.

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- Any employee, consultant or visitor who has travelled internationally, or out of the region, shall adhere to local rules regarding any quarantine period that must be observed. Any employee, consultant or visitor who is symptom free after this quarantine period will be permitted to enter an Alltech facility.
- Any employee that intends to travel out of their region, shall inform their line manager. The line manager shall assess whether the location travelled to requires any precautionary measures to be taken such as quarantine on return and before the employee enters an Alltech facility. If necessary, the line manager shall seek help from ROC or the relevant Covid Task Force member.


3.2 Personal Travel

- Any employee that intends to travel or has travelled out of their region, shall inform their line manager, ideally before travelling but at a minimum before returning to their place of work. The line manager shall assess whether the location travelled to requires any precautionary measures to be taken such as quarantine before the employee enters the Alltech facility. The impact of quarantine requirements on their ability to perform their normal work duties shall be discussed with the employee, including any requirement to take leave without pay. If necessary, the line manager shall seek help from ROC or the relevant Covid Task Force member

4.0 Alltech Facility Considerations

- All offices shall revise their entrance requirements to align with the travel restrictions above. These requirements shall include asking all visitors to complete the Infectious Disease Visitor Screening Form (PR-ROC-017a) located [here](#), within three days prior to the visit. Visitors include employees from other offices and any third parties, including government inspectors. The completed form needs to be returned to the local office and then reviewed and approved by management before the visit is accepted. All offices must also develop a policy for how unannounced visitors can complete the forms with limited exposure to the office.
- A record shall be kept of anyone who meets with the visitors.
- Working arrangements at all offices shall be subject to a suitable and sufficient risk assessment to identify the controls required to reduce the risk to as low as reasonably practicable.
- Working arrangements at production sites and warehouses shall follow the procedure laid out in the Social Distancing at Manufacturing Facilities procedure [here](#). Sites shall pay particular attention to the requirements for maintaining distance between employees, segregation of teams where possible and the wearing of face masks/coverings. Management shall ensure all signage is displayed prominently.

5.0 Alltech Events


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- All Alltech meetings shall comply with national requirements in force and take note of any restrictions such as the number of people allowed to gather at the same point.
- All Alltech events shall be approved by local senior management. Approval may be granted on the basis of a risk assessment the outcome of which shall inform the plan for staging the event.
- All Alltech event attendees shall be subject to the travel restrictions in section 3.
- Alltech employees attending external events such as seminars shall be subject to the travel restrictions in section 3. Attendance at the event shall be subject to local management approval.

6.0 Employee Considerations

- If an employee or a member of their household has, or is suspected to have, COVID-19, please refer to the Suspected or Confirmed Covid-19 Response Plan (PR-ROC-018) located [here](#). This plan contains details on isolation and quarantine measures that need to be followed. Relevant details from this plan shall be communicated to all staff so they understand their own responsibilities in the event of a positive Covid-19 test. This will require them to:
 - notify their supervisor as soon as possible if they or a member of their household has symptoms or has tested positive (the supervisor shall inform the relevant Covid Task Force member)
 - remain at home and don't report to an Alltech facility
- Employees shall seek medical care promptly if they have symptoms including fever, cough, loss of sense of taste or smell or difficulty breathing and have recently travelled or believe that they may have been exposed to COVID-19.
- Line managers and supervisors shall encourage all team members to monitor their own health and carry out a daily health check following the Alltech guidance [here](#). Employees shall follow normal work attendance policies unless there are extenuating circumstances and alternative work plans are approved by managers after consultation with the regional Task Force member.
- The wearing of face masks / face coverings within production facilities is covered in the [Social Distancing Measures in Manufacturing Facilities policy](#).
- Wearing of suitable face coverings at other Alltech facilities and on Alltech transport, such as buses, is required. Offices can apply for easing of this restriction if a risk assessment has been produced identifying appropriate controls to be adopted. Approval will be sought from the Executive Management Team.

7.0 Local Policies

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Any local policies created to implement this global policy shall ensure consistency with the standards stated. If a local office needs to implement a policy that contradicts this Global Policy (e.g., if local laws or government guidance differs) or identifies a situation that is not addressed by this Global Policy or there are any questions, then please contact your Covid Task Force member. In general, the most stringent policy shall be adhered to.

All resources will be made available through the ATLAS COVID-19 page [here](#).

8.0 External Guidance

There is a lot of unsuitable and misleading information circulating on the internet and social media. Therefore, other than information produced by Alltech and available on ATLAS, the following authorities are recognized as providing suitable guidance and information:

- [World Health Organization](#) (WHO) updates on the Coronavirus outbreak – including situation reports, travel advice, and how to protect yourself
- [Centers for Disease Control and Prevention](#)
- [European Centre for Disease Prevention and Control](#)

Your health and safety are our top priority. We are committed to ensuring your well-being and doing our part to minimize the spread of this novel virus. This situation is dynamic and evolving, so we will send additional updates as more information becomes available.