



May 5, 2020

**Subject: Requirements and expectations for all contractors/suppliers/customers visiting PHAM**

BILSTEIN has and continues to make the safety of our team and our visitors our #1 priority. As we continue to keep safety at the forefront of our minds while we navigate through these uncertain times, we have implemented new safety polices that we expect each member of our team and visitors to understand and follow whenever in our plant.

Do not come to the Plant if you are feeling ill or have a temperature. We ask that before arrival, you take your temperature at home. If you do not have a temperature, please know that all persons coming into our plant must understand the requirement of **wearing a mask** when they are in our facility as well as **maintaining social distancing**, a minimum of 6 feet. Proper hand washing should occur often, and the travel questionnaire must be completed and returned to us prior to arriving. We have disposable masks we can provide if you do not have one.

Your signature below verifies that you understand and will follow the expectations required to be in our Plant and that you will abide by our safety standards. Please return a copy of this form, along with the travel questionnaire to our Safety and Health Manager, Stephanie Flannery ([stephanie.flannery@thyssenkrupp.com](mailto:stephanie.flannery@thyssenkrupp.com)) before your visit. Thank you!

John Thompson  
Head of Human Resources

Fabian Schmahl  
General Manager, PHAM

Drew Guthridge  
Finance Director

Visitor Name: \_\_\_\_\_

Company: \_\_\_\_\_

Host at BILSTEIN: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_  
\_\_\_\_\_

Visitor Signature: \_\_\_\_\_

Date: \_\_\_\_\_