



# MARTIN METALS

**Kereskedelmi Kft**

**Hungary**

Legal address: H-8000 Székesfehérvár, Nagyszombati út 43.  
Office (postal address): 8104 Várpalota, Fehérvári út 26.



## Dear Partners!

Due to the spreading of COVID19 in Hungary and in Europe where you perform your transporting services for *Martin Metals Kft*, we hereby send you requests and preventive measures in order to prevent staff and driver infections.

You must comply with these rules at the location of the *Martin Metals Kft, 8104 Várpalota, Fehérvári út 26. Hungary* and at the location of our business partners, i.e. buyers and suppliers. Additionally, all drivers must also comply with all instructions they receive on-site from employees of Martin Metals Kft. We kindly ask you to notify your employees, drivers and subcontractors of these details. **Failing those instructions will prevent you to enter into the industrial zone of Martin Metals Kft.**

By following these instructions, we will contribute to a smooth operation of services and the protection of all cooperating partner together.

1. All unauthorized persons are prohibited from circulating in the industrial zone, which consists of all facilities, the administrative building and other premises. The prohibition also applies to the use of the buffet and cafe.
2. Upon arriving at the company, i.e. before first coming into contact with anybody, the drivers must wear protective face masks and protective gloves.
3. Upon arriving at the loading/unloading dock, during the performance of manipulations and upon terminating all operations, you must wear protective face masks and gloves.
4. As they wait for the unloading and during the time they spend in the industrial zone, all drivers must stay in the cabin of their vehicle in order to eliminate the possibility of contacting with other employees.
5. During loading and unloading operations, you must maintain the minimum distance of at least 1.5 meters between yourself and the employees.
6. If the on-site personnel wish to check the body temperature of a driver, he/she must comply with the request and allow the health check to be implemented.
7. Effective immediately, we hereby prohibit all unannounced business visits and meetings.
8. A high degree of hygiene, regular hand disinfection and cleanliness of the driver's cabin must be guaranteed at all times.
9. These preventive measures and rules to be complied for all incoming visitors.

Inota, 13.03.2020.

**Penk Márton**  
managing director