

4. VTS employees at external locations

Advice and guidelines for employees with regard to visits to external locations.

Our customers' expectations

To ensure the safety and health of our employees at external locations, we expect the following measures from customers and from loading and unloading addresses:

- At least follow-up of government guidelines according the coronavirus.
- Clear notification to the driver about the guidelines.
- Clean sanitary facilities.
- The usual opening times for loading and unloading.
- Inform VTS when an employee is infected, so we can take measures if necessary.

Drivers at external warehouses

Follow "Advice and guidelines for employees". In case of questions or unsafe situations, the employee contacts the coordinator immediately to discuss the situation.

Office employees with external meetings

VTS has set a limit for external appointments. Where possible VTS will attempt to change a meeting into a conference call. In consultation with the coordinator an appointment can continue if the advice and guidelines are observed and the situation at the visiting party is safe.