



10 June 2020

Dear Supplier,

As an international company with some 25 000 employees and 20 000 suppliers across the globe, Stora Enso has a responsibility to do what we can to help stop the spread of the coronavirus. For that reason, please carefully review the information below and immediately cascade to your employees working with us at Stora Enso.

For all Stora Enso Suppliers the following updated policies are valid until further notice. Any rules and recommendations of national and local authorities will overrule these policies.

MILL MAINTENANCE WORK DURING SHUTDOWNS 2020, CONTRACTORS

We have increased safety measures at our mills to prevent corona virus from spreading during the mill shutdowns. In major maintenance we typically have multiple contractors from multiple companies joining our mills, hence the risk of COVID-19 spread is higher. To minimize risks, we have reduced the external workforce at site to only business critical. Work that can be done during normal operations or during shorter maintenance breaks, will be done so.

IN ORDER TO KEEP ALL PARTIES SAFE, WE REQUIRE:**All maintenance workers to**

- Practice physical distancing by avoiding close contact face to face for less than 2 meters and / or more than 15 minutes in the same room.
- Wear non-surgical masks during work in case physical distancing from others is not possible or in case wearing a mask is required by authorities.
- Keep a record of close contacts. The record should be shared with health officials in case of covid-19 diagnosis.
- Follow instructions at gates and pass temperature inspection if measured at the entrance.
- Ensure that you neither have symptoms of the coronavirus, nor otherwise have reason to believe that you been exposed to the coronavirus. If you cannot confirm this, the visit should be postponed.

All supplier companies to

- Before entering the mill, contractor employees arriving from abroad should follow respective government agencies in each country or region regarding regulations/rules at given time for self-quarantine and/or COVID-19 testing.
- In addition, we ask all companies to submit their own *COVID-19 preparedness plan* before the maintenance shut down.

VISITS TO STORA ENSO OFFICES AND PRODUCTION UNITS

We continue to decline visitors to Stora Enso for meetings, and we encourage to make use of online technology available for virtual meetings and other business communication.



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CONTRACTORS AND SUPPLIERS FOR DELIVERIES AND PICK-UPS, SERVICES OTHER THAN SHUTDOWN RELATED

Contractors and suppliers carrying out services, delivery or dispatch of goods and other should ensure before the visit to a Stora Enso location by that they neither have symptoms of the coronavirus, nor otherwise have reason to believe that they been exposed to the coronavirus. If they cannot confirm this, the visit should be postponed.

DELIVERIES TO AND FROM STORA ENSO LOADING AND UNLOADING LOCATIONS

Local and national disease prevention and control guidelines should be followed, and deliveries must be adopted accordingly.

Your employees must apply necessary safety measures before entering **Stora Enso premises or loading/unloading locations** as well as **delivery locations outside Stora Enso premises instructed by us, e.g. customer locations, external warehouses and port operations**. Local guidance must be followed at these places.

During loading and unloading only do minimum necessary interactions with staff at the location, to complete pick-up or delivery. **Please read further instructions on the next page.**

IMPORTANCE OF GOOD HYGIENE

We emphasize the importance of good hygiene like handwashing and avoiding close physical contact like shaking hands. For further advice see <http://www.euro.who.int/en/health-topics/health-emergencies/coronavirus-covid-19/novel-coronavirus-2019-ncov>

Safety of our customers, suppliers and employees is critical to Stora Enso, and thus the same requirements apply to everyone. We will regularly re-evaluate the policies above and provide notifications of any changes.

Many thanks for your cooperation and best regards,

Johanna Hagelberg
EVP, Sourcing and Logistics
Stora Enso



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CHECKLIST

Minimum requirements for contractors and transport suppliers

These requirements concern Stora Enso premises and loading/unloading locations as well as delivery locations outside Stora Enso premises instructed by us, e.g. customer locations, external warehouses and port operations. Local guidance must be followed at these places.

BEFORE THE VISIT

We ask you to evaluate the following issues:

- A. Do you have symptoms of coronavirus (fever, cough, shortness of breath, muscle aches, tiredness) or have you been diagnosed with coronavirus?
- B. Do you otherwise have reason to believe that you have been exposed to the coronavirus?

If you answered YES to either of the options, you should not enter the location. Please inform your Stora Enso contact person about the situation.

DURING THE VISIT

All contractors and visitors:

- Practice physical distancing by avoiding close contact face to face for less than 2 meters and / or more than 15 minutes in the same room.
- Wear non-surgical masks during work in case physical distancing from others is not possible or in case wearing a mask is required by authorities.
- Keep a record of close contacts. The record should be shared with health officials in case of covid-19 diagnosis.
- Cough and sneeze into a paper towel or sleeve. Throw the paper towel into the trash immediately.
- Wash your hands thoroughly and often. Use disposable towels to dry your hands and put the towel in the trash. Do not use shared towels.
- Wear protective gear such as gloves or mask if those are provided at gates when delivering to customer premises. The face mask should cover both nose and mouth.

Additional for truck drivers:

- Please remain in the vehicle if possible, otherwise maintain distance from others.
- Only go and leash and secure cargo after loading person left.
- Regularly disinfect steering wheels and other often-touched parts of the truck.

AFTER THE VISIT

We require urgent notification if a contractor, driver or terminal employee is diagnosed with confirmed infection of COVID-19 after visiting Stora Enso premises or loading/unloading locations. This way we can mitigate further infection risk as quickly as possible. Contact the Stora Enso party who ordered the work or booked the transport.

To keep everyone safe - make sure you distribute these instructions to your employees.