



Global Logistics

Dear Sir or Madam,

Due to the global epidemic of the SARS-CoV-2 coronavirus, Geis PL has made a number of efforts to secure the continuity of logistics activities and the safety of employees and customers.

A Team for Counteracting Coronavirus SARS-CoV-2 was established in Geis PL. Its task is to constantly monitor, develop and implement relevant recommendations, instructions and to inform both employees and clients of Geis PL on current guidelines of state services and WHO.

As part of the activities undertaken by the Team, the following security measures were introduced to be applied at the stage of domestic deliveries:

1. Drivers making deliveries are protected by face masks and gloves. The parcel delivery process should take place in a spacious place. During delivery, the driver maintains the greatest possible distance from the recipient - min. 2 m.
2. The recipient of the package is also required to protect the face by using a mask or, as a last resort, a scarf or scarf covering the mouth and nose.
3. Confirmation of delivery is made by signature. The client must have his own stationery (e.g. pen).
4. The transmission of documents, the COD must be done in a secure manner, by leaving the documents in the safe place. Under no circumstances "hand to hand".
5. In the case of delivery to a person covered by sanitary and epidemiological quarantine, the delivery attempt will not be made.
6. Geis PL employees and subcontractors reserve the right to contact the recipient by phone prior to delivery to inform about delivery guidelines.
7. Geis PL reserves the right to inform recipients by SMS of parcels about their obligations (please enter the recipient's contact numbers into the Forwarding Orders).

In the event of non-compliance with the above points, Geis PL will attempt to pay for re-delivery on the next business day. In the event of a failure to comply with the requirements again, the consignment will be returned to the sender at his expense.

At the same time, we remind you about the changes and activities implemented in Geis PL:

1. Introduction of additional hygiene and safety measures for employees and drivers in the form of hand disinfectants in every location.
2. Put up posters and instructions on how to properly wash your hands in every location.
3. Equipping employees and drivers with personal protective equipment, masks and gloves. In accordance with the recommendations of Geis PL.
4. Regular temperature measurements of employees and drivers in each location.
5. Regular monitoring of the personnel in branches and among drivers.
6. Suspension of the so-called collections and own deliveries at each Geis PL location to better isolate employees.
7. Introduction of procedures and recommendations regarding the unloading and loading of cars, among others: limiting the possibility of contact between the driver, warehouse and office employees.
8. Restrictions on working in large clusters. Full use of the possibilities for remote work, if the scope of performed duties allows it.



Geis PL sp. z o.o.  
Sosnowiec - Pieńki 7  
95 - 010 Stryków  
Polska  
REGON: 010972267  
NIP: 5261025183

E-mail: [info@geis.pl](mailto:info@geis.pl)  
Internet: [www.geis.pl](http://www.geis.pl)  
Tel.: +48 42 232 61 91  
Obsługa klienta:  
Tel.: +48 22 212 28 00

Konto bankowe: mBank S.A.  
Konto PLN:  
PL 36 1140 1010 0000 3257 7700 1005  
Konto EUR:  
PL 09 1140 1010 0000 3257 7700 1006  
SWIFT: BREXPLPWWA1

Rejestracja spółki  
Sąd Rejonowy w Łodzi  
Wydział Gospodarczy KRS  
Nr KRS 0000053574  
Kapitał zakładowy 7 764 000 PLN



**Global Logistics**

We also provide the above-mentioned information to all persons visiting Geis PL branches (primarily carriers and drivers). We make every effort to ensure that deliveries to warehouses can take place smoothly, without having to run additional activities, and with maximum safety of all participants in the supply chain.

We kindly ask you to inform senders and recipients about changes and obligations accompanying the provision of services by Geis PL. Other recommendations and guidelines are available on our website [www.geis.pl](http://www.geis.pl).

Yours faithfully,

Adam Kwiatkowski  
Managing Director

Mariusz Kazmierczak  
Sales Director



**Geis PL sp. z o.o.**  
Sosnowiec - Pieńki 7  
95 - 010 Stryków  
Polska  
**REGON:** 010972267  
**NIP:** 5261025183

**E-mail:** [info@geis.pl](mailto:info@geis.pl)  
**Internet:** [www.geis.pl](http://www.geis.pl)  
**Tel.:** +48 42 232 61 91  
**Obsługa klienta:**  
**Tel.:**+48 22 212 28 00

**Konto bankowe:** mBank S.A.  
**Konto PLN:**  
PL 36 1140 1010 0000 3257 7700 1005  
**Konto EUR:**  
PL 09 1140 1010 0000 3257 7700 1006  
**SWIFT:** BREXPLPWWA1

Rejestracja spółki  
Sąd Rejonowy w Łodzi  
Wydział Gospodarczy KRS  
Nr KRS 0000053574  
Kapitał zakładowy 7 764 000 PLN