

## 4<sup>th</sup> SUSTAINABLE INVESTOR SUMMIT 2021 (SIS 4)

### ICF Institutional Capital Forum hygiene concept

#### Introductory remarks

Your safety is our priority - To ensure that the 4<sup>th</sup> Sustainable Investor Summit can take place safely and successfully during the COVID 19 pandemic, ICF and the Frankfurt Marriott Hotel, as well as the Hilton Vienna Park, have prepared a comprehensive safety and hygiene concept that fully considers all local regulations for the safety of participants. However, should you have any questions regarding local regulations, please do not hesitate to contact us.

During the events, all appropriate measures will be taken to contain the spread of the coronavirus. The aim is to ensure the safe and smooth running of the Summit.

#### The number of attendees permitted by the respective federal state will not be exceeded

The concept is part of the General Terms and Conditions of ICA Institutional Capital Associates GmbH and applies to participants, speakers, guests, exhibitors, sponsors, service providers and other visitors to the events. By participating in an event organised by the ICA, they accept these rules. The ICA reserves the right to exclude persons who violate the listed measures.

In addition, an individual hygiene concept is drawn up for each event, which considers the special requirements of the respective federal state and the local conditions.

#### Compulsory testing for all present

A negative Corona rapid test is required for access to the event premises, the test result of which must be no more than 24 hours old. An official certificate from a recognised testing centre must be presented for this purpose. Alternatively, the test can be carried out directly at the venue. Those who have been fully vaccinated (at least 14 days after the last required individual vaccination) and those who have recovered do not have to present a negative test. Proof of vaccination by presenting a vaccination card or a vaccination certificate or proof of convalescence (positive PCR test result at least 28 days ago and not older than 6 months) is sufficient. All proofs will be checked at check-in.

#### Distance rules

During the conference, all appropriate measures will be taken to ensure that a minimum distance of 1.5 metres can be maintained. For this purpose, seating plans will be drawn up for the conference rooms, providing for a minimum distance of 1.5 metres between two seats and sufficient distance between the first row and the stage.

In the context of an exhibition, distances of at least 1.5 metres per exhibition stand will be maintained. A corresponding exhibition plan will be drawn up in advance.

In areas where it may not be possible to comply with the spacing rules, suitable separating devices (e.g., plexiglass panels) will be set up.

### Mouth-nose protection

All attendees must wear appropriate mouth/nose protection throughout the event. This may only be removed at the seating area and for eating/drinking.

All attendees are requested to bring their own suitable mouth/nose protection. ICF will have a contingent of masks available at the entrance as replacements in case of need.

### Traceability

The following contact details are collected from all visitors for the sole purpose of tracking infections:

First name, last name, address, (mobile) telephone number and e-mail address.

This data will be stored securely and in accordance with the General Data Protection Regulation, made available to the relevant health authority if necessary and deleted or destroyed after a maximum of 1 month after the end of the event.

Articles 13, 15, 18 and 20 of the General Data Protection Regulation on the obligation to provide information and the right to access personal data do not apply.

Data may be requested or supplemented on site either in writing in paper form or by digital recording. All persons are requested to download and activate the Corona warning app of the Federal Government.

If a person shows symptoms of illness that indicate infection with the SARS-CoV-2 virus (e.g., fever, dry cough), he or she will not be permitted to enter the event.

### Signs

The ICF uses suitable and clearly visible signs to draw attention to the applicable hygiene measures and the rules of conduct on site. During the welcome at the check-in and at the beginning of the conference, the hygiene concept will be pointed out again verbally.

### General hygiene measures on site

ICF ensures that sufficient disinfectant dispensers and hand washing facilities are available.

All door handles, handrails, surfaces, and contact surfaces are cleaned at regular intervals. A corresponding plan with cleaning intervals has been drawn up with those responsible for the event locations.

### Hygiene representative

For each event, a team member of the ICF is appointed as a hygiene officer who monitors compliance with all measures of this concept on site. All staff members are trained in advance on all essential points concerning hygiene. On site, every team member is obliged to always wear appropriate mouth and nose protection. Every staff member is entitled to point out non-compliance with this hygiene concept and, if necessary, to make use of their domiciliary rights.

### Check-in

Registration at the check-in will be contactless as far as possible. Sufficient distance between the ICF team and the participants will be ensured by attaching a separating device.

### Catering and event technology

The catering during the event will be carried out in consultation with those responsible for the event locations on site in such a way that distance rules and hygiene requirements can be adhered to. This hygiene concept is part of the cooperation with all service providers and partners. ICF monitors compliance with the concept.

### Contact person at ICF:

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