



Dear Customers and Partners,

I would like to inform you what measures we have taken on behalf of TC&C Ltd. to **minimize disruption to our business processes and our cooperation with our clients and partners as a result of the current COVID-19 / coronavirus epidemic**. At TC&C, we believe that currently we have to focus on performing our tasks to the best of our ability, in a professional manner, keeping our cool.

Our company is in constant contact with our manufacturing and logistics partners in order to be immediately aware of any delays in shipments, and to find possible alternative solutions.

My coworkers are healthy, and **since March 16, 2020 everyone** whose responsibilities make it possible **has been working from home**. We continue our meetings through video conferencing and encourage our partners to do so. Of course, in addition to the above, we use all available hygiene protocols and tools to minimize the risk of infection for our colleagues. The trips abroad have been stopped, there are no workers who have been abroad for the past two weeks.

The above precautions will be kept up to date in the light of the public health situation, government communications and available protection options. If any situation arises that could jeopardize the fulfillment of our ongoing contractual obligations, we will notify our clients immediately.

If you need any help, advice on **telecommuting, videoconferencing or recording**, please contact me or my colleagues.

All inquiries regarding the virus situation will be accepted at covid19@tcandc.com.

At TC&C, we strive to support our end-users by **providing free CARIN Call Recording channel licenses, for telework and distance education, until July 31, 2020**.

We also note that, given the situation, Cisco and Microsoft provide free licenses to clients. (3 months of WebEx and 6 months of Microsoft Teams.)

Stay at home, stay healthy.

Dr. Csaba Juhász
CEO