

18 March 2020

CUSTOMER COMMUNICATION – CORONAVIRUS

Austube Mills is continuing to closely monitor an evolving and uncertain situation.

The safety of our people, our customers and our suppliers is our priority. I wanted to provide you with an update of some of the measures we have introduced to minimise the risk presented by the virus, while strengthening our business continuity planning.

- We have set up a dedicated internal COVID-19 Advisory Group, relying on advice from the Australian Government Department of Health, World Health Organisation, and information provided by our Health and Safety teams.
- We are continuing to monitor and update our position in line with global and domestic health authority advice.
- Currently all our facilities and suppliers are operating as normal.
- We are working to minimise supply chain risks through our business continuity planning.
- Like most businesses, we have implemented protocols to limit and minimise social interactions and reinforce hygiene practices known to reduce the risk of spreading the virus.
- Our preference is for virtual meetings/contact where possible however if meetings are required to be conducted in person our workforce is empowered to seek confirmation that all those in attendance, have not returned from overseas in the last 14 days, are free from flu-like symptoms and have not been in contact with infected members of our community in the last 14 days.
- We have introduced protocols to restrict business travel, including requirements for our workforce to be quarantined for 14-days after international travel in line with Australian Government requirements.
- We have also implemented 'deep cleaning' across our facilities and between shifts.

Regular updates are being provided to our workforce and leaders across our business to ensure they are aware of these measures and the latest health and safety advice.

We all have a role to play in responding and limiting the spread of this virus. By working together, calmly and with purpose, we will continue to support our customers through local manufacturing and service.

We will continue to update you with any further developments.

I wish you, your family and workforce well.

Yours sincerely

LIGE DONALD
Managing Director