

4 August 2020

Dear Valued Customer,

From 6.00pm on 2<sup>nd</sup> August 2020, stage 4 restrictions are in place across metropolitan Melbourne with stage 3 restrictions applying across regional Victoria from 11.59pm on the 5<sup>th</sup> August 2020.

Under the Victorian government's stage 4 'Stay at Home' restrictions, all Victorian residents are required to work from home, except where this is not practicable. The use of face coverings is mandatory throughout Victoria, in addition to many other requirements.

The State Government has documented some exceptions, in accordance with directions from Victoria's Chief Health Officer, to allow some businesses to remain open during stage 4 restrictions. Given the Nexans Australmold business (*the Company*) operates in the sector of Electricity, Gas, Water and Waste Services, this is recognised as a permitted industry and we are able to maintain business operations to continue to support the sector.

Nexans Australmold Pty Ltd (*the Company*) is a manufacturer and supplier of electrical power accessories servicing the Australian markets in building & construction, infrastructure, energy resources, renewable energy and electricity supply industries.

All open businesses will have until 11.59pm Friday 7<sup>th</sup> August to enact a COVIDSafe plan focused on safety, prevention and response in the event that coronavirus is linked to the workplace.

Whilst our actions within Nexans Australmold are aligned with federal and state government protocols, we have also undertaken a thorough review of current business practices and subsequently introduced several initiatives to help contain the spread of the coronavirus. In preparation and response, our priority will always be the safety of our employees, customers, and suppliers alike.

Our ability to continue to support our customers and their respective business activities and deliver our business operations effectively, whilst maintaining the safety and wellbeing of all our employees worldwide, is reliant upon our continuing relationship with you and our consolidated response to this unfolding situation.

As the current situation continues to develop, we are maintaining all existing communication mediums including all phone lines, email, and mobile phones with a full complement of staff. No changes to date have been made to our employee staff levels as a result of the crisis unfolding.

## **Nexans Australmold – Managing the risk and external impact**

With a dedicated COVID-19 crisis management team assembled, our company is well positioned to provide an appropriate emergency response and has introduced robust business continuity plans to minimise the disruption to our business operations. Consequently, several steps have been introduced to proactively mitigate the risks to not only our own people, but those we interact with on a regular basis.

### **Local Management**

- The most senior personnel within Nexans Australmold, along with our counterparts at Olex Australia & New Zealand, continue to meet on a regular basis to discuss current activities and ultimately decide upon the actions required to be taken in response to the introduction of stage 4 restrictions and the ongoing threat of the COVID-19 coronavirus.
- Office based employees who undertake non-critical roles within the business continue to perform their normal working activities from a home-based office.
- With the introduction of split shifts, daily IR temperature checks upon reporting for work, social distancing measures and appropriate hygiene measures, all other employees continue to work from our company wide facilities.
- Visits from external personnel to our branch facilities has been suspended, excluding those associated with deliveries to our warehouse upon signing an appropriate declaration.
- All customer visits have been suspended.
- All work-related domestic and international travel is cancelled.
- Employees who feel unwell are encouraged to stay at home.
- Those employees displaying symptoms of COVID-19 are asked to get tested and remain at home until the test results are known.
- As mandated by both State and Federal Government, employees who have returned from interstate and/or international travel, or who have been exposed to a confirmed case of COVID-19 will be required to isolate themselves for the recommended time period of 14 days before being allowed to return to work after gaining an appropriate medical clearance to do so.

### **Meetings and events**

- Our staff have been directed to not attend external meetings.
- Internal face to face meetings has been minimised in favour of using technology-based meeting solutions such as Teams, Skype or phone.
- Attendance at external training, conferences and other events has been cancelled.

### **Access to our sites**

- Deliveries of stock and supplies to our facilities is continuing, whilst maintaining social distancing requirements and hygiene requirements for all parties concerned.
- No access to our warehouse or workshop facilities by external personnel and limited access to internal personnel to protect against cross contamination.
- On-site access for all external personnel is cancelled, with the exception of essential service providers who are to sign the visitor's declaration prior to entering the premises and then to be accompanied by an employee for the duration of their visit.

**Notification and feedback**

- The preference for all correspondence between us and our suppliers is encouraged via our central email address, [sales@australmold.com.au](mailto:sales@australmold.com.au)

Kind Regards,

A handwritten signature in black ink, appearing to read 'Adrian Harders'.

**Adrian Harders**

Sales Director ANZ