

Important notice regarding COVID-19

Dear STAUFF Business Partner

STAUFF is closely monitoring the evolving situation regarding the COVID-19 virus.

We are taking steps to ensure continuity of supply as well as the health and safety of all.

We have introduced measures that are in alignment with the Australian Government Department of Health advice, and some that we believe are a step ahead of it. This is to ensure that your interactions with STAUFF remain as risk free as possible.

STAUFF's containment strategies as of today include but are not limited to:

1. Team members returning from international travel from 15 March 2020 self-quarantine for 14 days. International and domestic travel has been cancelled until it is safe again.
2. Real time monitoring of advice from the Federal Government and health authorities.
3. Where practicable, staff will work remotely. Others are being separated as much as possible.
4. Replacing face-to-face meetings with other means of communication (e.g. video or phone).
5. Deferring non-essential visitors.
6. Introduction of non-contact customer service protocols.
7. Promotion of relevant hygiene practices.

What we need from you

We ask that you **please inform us** if you or any of your employees are suspected as having the COVID-19 virus or you are notified of a confirmed case, please contact us at hr@stauff.com.au or call us as soon as possible on 02 4271 9000 (within 12 hours or sooner if feasible) from when you become aware.

If we all help each other with such knowledge, we have the potential to avoid severe illness, or even death of those most vulnerable in our communities, families and workplaces. Similarly, if any STAUFF personnel contract the virus, STAUFF will immediately inform all customers whose sites those personnel have attended.

- a. If you or your employees have recently returned from overseas, please ensure they self-quarantine for a minimum 14 days in accordance with the recent government directions;
- b. Do not visit or send any employee who is infected with COVID19 to any of our sites;
- c. Please consider utilising digital solutions to communicate with our employees; and
- d. When entering our sites ensure you practice social distancing protocol as advised by the Australian government.

Regarding business support, our inventory levels are stronger than ever, with Australia and New Zealand holding significantly higher levels of stock than at this time last year.

We have so far experienced no material impact on product availability, and have taken investment decisions in recent weeks to further bolster supply continuation into the medium term. Should this position change materially, we will advise.

If you require any further clarification, please contact your local STAUFF office. Stay safe, and we appreciate you joining with us to help reduce the impact and flatten the curve of this virus in our communities.

Peter Krohn
CEO & Managing Director
STAUFF Corporation Pty Ltd
20 March 2020