



Dear Stakeholder,

March 19th, 2020

Waverley Industries Risk Management for COVID-19

The following is important information regarding the precautionary measures being implemented by Waverley Industries in response to the coronavirus (Covid-19). We will provide all our Stakeholders with regular updates as to the status of all Waverley Industries sites.

With the uncertainty surrounding the impact of the Corona Virus outbreak we would like to assure you that Waverley is taking all possible steps to ensure the safety and peace of mind for all of Stakeholders and the Broader Community.

We want to assure you that we will continue to deliver the best service to your business.

Everyone at Waverley is working together to minimise the risks presented by COVID-19 and to ensure business continuity in our working relationship with you. Currently;

- We have no reported or confirmed cases of COVID-19 relating to any of our staff.
- There are no staff that have recently returned from or that are planning to travel overseas.
- We have implemented a Risk Minimisation Plan for all staff at both sites.
- Where appropriate, Waverley Staff are working from home to minimise the interaction at our sites and between departments.
- All staff have been issued with personal care and sanitizer products for their use during working hours.
- Gloves and face masks are available for all staff where appropriate.
- We adhering to all Australian Government and Health Organisations personal hygiene safety procedures.
- Both of our Notting Hill and Hallam sites will remain open during business hours for Waverley staff and employees but with limited and restricted access for any non-staff members.

Our dedicated and professional warehouse team along with our sales team may reach out to your logistics team to instruct them on any changes to our policy. The key notes are:

- All deliveries of goods will be quarantined for a period of 24 hours and we ask your drivers or courier companies to remain in their vehicles while on site.
- Our drivers delivering or collecting from your sites will remain in their vehicles and will not sign any documents. They will have signature slips available should you wish to collect one.
- All deliveries to Waverley will need the paperwork relating to the delivery to be supplied 24 hours in advance of the delivery as well as have a copy pre-attached upon arrival.

All Waverley team members have been provided information regarding and will practice social distancing in line with Government recommendations. This includes refraining from handshakes or other contact and keeping a 1.5m safe distance from others.

Should you have any other queries at this time, then please do not hesitate to contact us.

Sincerely,

Abdul Bakhach

Group Business Manager ▪ Waverley Industries

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