



Dear Valued Partner,

August 5th, 2020

## **Waverley Industries – Stage 4 Restrictions Business Update**

On Monday the Victorian Premier Mr Daniel Andrews announced on that Victoria has now progressed to Stage 4 restrictions and some new regulations that have been put in place and that will affect all workplaces.

Waverley Industries has reviewed these regulations and we will be forced to adapt our business to meet the new requirements.

This letter is to advise you “Our Valued Loyal Partners” of the changes that we have had to make some changes in order to comply with these new regulations and they may affect the work that we do for you.

- We are required to reduce the number of Staff and Employees that we have working at both of our Sites.
- As a result of these reduced employee numbers, please be mindful that our turn around times may be delayed but we will endeavour to communicate this to you as early as possible.
- We will not compromise our Safety or Quality.
- Wherever possible our Staff members will be working from home, but we will still provide you with the highest levels of service.
- We Must prioritise the work that we do, for organisations that genuinely provide Essential Products or Services.
- Other customers work will be scheduled after this
- We will continue to use our strict Risk Minimisation Plan for all staff and employees across both sites.
- We are adhering to all Australian Government and Health Organisations personal hygiene safety procedures.
- We will not be allowing any visitors at either site except for deliveries or pick-ups to our Warehouses.
- All couriers will be required to follow a strict entry and exit plan.
- 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.

We want to assure you that we will continue to deliver the Best Service that we can to your business.

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

Sincerely,

*Abdul Bakhach*

**Abdul Bakhach**

Group Business Manager ▪ Waverley Industries

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