

19 March 2020

Dear valued business partners

### **Quantem COVID 19 Management Initiatives**

With the escalating COVID-19 (Coronavirus) situation in Australia and across the world, Quantem is implementing additional precautionary measures to protect our employees, customers, contractors, suppliers and visitors, and to minimize the risk of disruption to our normal business operations.

Quantem has developed a detailed Coronavirus Management Plan which has now been implemented across its business. This plan includes a number of risk mitigation activities that will impact Quantem employees as well as customers, contractors, suppliers and visitors, particularly where interaction with our operating sites is necessary.

Some of these initiatives are outlined below:

- Quantem employees have been instructed to work from home where applicable.
- Entry to Quantem sites is limited to business-critical activities only.
- Non-critical meetings will be delayed or managed via video or teleconferencing.
- All non-essential company-wide travel has been cancelled.
- Quantem site inductions now include health screening for all employees, customers, contractors, suppliers & visitors wishing to enter Quantem sites. This pre-entry screening includes completing health questionnaires & declarations relating to recent overseas travel, exposure to people diagnosed as positive to Coronavirus, checking for any current flu like symptoms and infrared body temperature screening.
- Anyone wanting to enter a Quantem site will be refused entry if they are feeling unwell or have been in known contact with someone with COVID-19 (until a medical clearance is provided).
- Pre-screening of incoming ships and their personnel is in place.
- Operations teams have been split to minimise risk to infection of the wider workforce.
- Additional cleaning and sanitisation at our sites have been implemented, with all on site personnel being provided with access to soap & water and hand sanitiser.

We have also instructed our employees whose inherent role requirements do not practically enable them to work from home to maintain social distancing, including:

- Maintaining good hand hygiene.
- Remaining at least 1.5 metres apart from other work colleagues at all times.
- Maintaining staggered lunch breaks to the extent possible.
- Minimising the use of public transport.
- Avoiding physical contact when greeting and practising safe greetings such as a wave, nod or a bow instead.

As the Coronavirus situation is evolving on a daily basis, the Quantem Executive Leadership Team is meeting daily to continually monitor the advice given by the Department of Health (both in Australia and New Zealand), and aim to continue to implement further controls and provide further advice to the business to ensure the health and safety of the people within it.

We appreciate your support in assisting Quantem with these mitigation activities to protect the wellbeing of our employees, customers, suppliers and visitors.

Please don't hesitate to contact me should you have any questions.

Regards

A handwritten signature in blue ink, appearing to read "Nick Moen". The signature is fluid and cursive, with a small horizontal line under the final letter.

Nick Moen  
Chief Executive Officer