

HOW WE ARE RESPONDING TO *Coronavirus*

In response to the growing concern around the spread of COVID-19 (Novel Coronavirus), we would like to outline the proactive measures we are taking.

We continue to remain open and appreciate the ongoing support of our suppliers and customers.

The health and safety of our customers, suppliers and staff is our number one priority. We have always upheld the highest standards of health and hygiene practices across our business, but given the current situation, we are taking additional precautions to ensure the safety of all. We are following the advice from World Health Organisation (WHO), the Department of Health and other professional bodies. Our senior staff continue to monitor the health and safety of our team and we are monitoring the evolving situation and ensuring our actions and procedures are relevant and implemented quickly.

All our team are kept updated by regular communication and are requested to stay at home in the event they are feeling unwell, practice protective hygiene at all times, maintain social distance in public and advise Senior Management of any concerns in relation to COVID-19.

There is clearly a great deal of uncertainty for people and organisations to navigate due to the escalating situation with Coronavirus, however we encourage you to keep an open dialogue with our team to ensure you are comfortable with our responses to the Coronavirus pandemic.

We will continue to ensure we prepare our business to respond quickly to the changing conditions. This will ensure we can continue to seamlessly provide service to you. We have a Business Continuity Plan in place that includes the ability to have staff work remotely and be accessible via telephone, email and skype meetings to ensure we are able to continue working remotely should the need arrive and continue to provide products and services to our customers.

We are committed to supporting you and your business. We understand that your business may be facing challenges of its own, and our people are ready to help.

We are continuing to monitor the situation closely and are ready to respond quickly during these uncertain times.

If you have any questions, please reach out to your Brand Republic representative or email info@brandrepublic.com.au or call **03 9646 7066**

Best wishes

The Brand Republic team

Helpful links

World Health Organisation (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

AU Federal and State Government Departments of Health

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.dhhs.vic.gov.au/coronavirus>

Travel Advice

<https://www.smartraveller.gov.au/>