

23 April 2020

Kia ora and greetings, we hope that you all are well.

ETEL – Essential and Safe Services

New Zealand is still currently under a lockdown due to the COVID-19 pandemic. We are pleased that the New Zealand government has announced that the country will move to Alert Level 3 starting next Tuesday, 28 April. With the latest guidelines announced by the government on 16 April 2020, Alert Level 3 allows ETEL to resume non-essential work, in addition to making essential supplies. With all the relevant health and safety measures still in place, we are now preparing to increase the number of employees onsite and ramp up production.

We are here for you

The government still requires for people to work from home under Alert Level 3 as much as possible. The ETEL sales team in New Zealand and Australia are working remotely from home and continue to be available via their mobile phones, email and web meeting facility.

Operations

Our operation continues with transformers being manufactured daily and dispatched to our customers in New Zealand, Australia and Pacific Islands.

Supply chain continuity

As we look forward to increasing production, we are mindful of some of our suppliers still operating under extended lockdown in their country. To ensure our security of supply chain, we continue to communicate with our suppliers regularly and work with them to secure the materials and components we need for production.

Health, safety and wellbeing

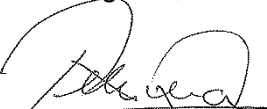
While continuing to keep our employees safe while working onsite, we have prepared for business continuity beyond the lockdown. I have included our COVID-19 Business Continuity measures under Alert 3 for your reference.

Keeping in touch

If you have any questions, please do not hesitate to contact your customer representatives. As we get further updates from the governments of the countries we operate in, we will review and update our practices and keep you posted on any changes.

We wish for you to stay safe, healthy and positive.

Best regards,



Peter Leece
CHIEF EXECUTIVE OFFICER

ETEL COVID-19 Business Continuity Measures under COVID-19 Alert Level 3 in New Zealand

Keeping up with the pandemic updates

We have created a pandemic response team that meets online daily to review the New Zealand and Australian governments positions on COVID-19. We then update our practices accordingly. This will continue during Alert Level 3.

At risk workers

All our at risk workers will continue to stay at home in order to keep them safe.

Staff on site

Here's how we keep our employees safe onsite:

Site induction – Employees who have been away during the lockdown and will be returning to site next week will undergo induction trainings to ensure that they will practice the newly implemented safety measures we rolled out

Daily checks – Every morning our leads are individually checking in with staff to ensure that they are healthy. Only healthy employees are allowed onsite.

Daily communications on health and safety – We communicate daily to all employees reminding them to wash hands more often and maintain high hygiene practices.

Physical distancing – The work bubble arrangement we set up during Alert Level 4 will continue. We have re-organised the employees into smaller teams to create their own work bubble to minimise interactions. We will still have reduced number of people onsite by organising office workers to work from home. All production plants will continue to operate with employees being at least 2 metres apart. To cater for the increased number of teams, we have introduced new start and finishing times to stagger their work hours.

Communal areas – We have staggered the teams' work breaks so that the employees are only interacting with their work bubble during breaks.

Team meetings – Team meetings are held in smaller groups of less than ten people.

Additional cleaning – Cleaning by our cleaners has been tripled. We also provide sanitising products for employees to self-clean and sanitise their workstations each day. We will continue with this high level of cleaning.

PPE – We have supplied PPE (gloves, masks etc) to our employees. This is made available at each workstation to reduce employees' movement.

Remaining employees

All other employees will continue to work from home as much as possible. Our teams are adapting well and hitting productivity targets while working from home.

Visitors and contractors

To reduce the risk of our employees being exposed to visitors with COVID-19, we have closed our site to external people. Our site will remain closed to visitors during Alert Level 3.