

16 March 2020

## **Health & Safety Announcement – COVID 19**

As the situation regarding Coronavirus (COVID19) continues to develop globally, BEC Feed Solutions would like to provide an update to our valued customers and suppliers on the number of actions we are undertaking to address the risks associated with this rapidly developing situation. We would like to advise of the risk minimisation measures BEC is putting in place, that may affect further communications.

Please note that BEC's foremost priority is the safety, health and wellbeing of our staff and their families.

### **Customers**

BEC would like to assure our customers that we are constantly monitoring our supply chain position, raw material availability, production capacity & capability in reference to the developing situation with Coronavirus.

BEC will keep all customers informed directly of any potential issues that affect our ability to supply products to you.

### **Customer visits and face to face meetings**

The following initiatives are intended to protect our customers' staff, and BEC staff.

- All visits to customers by BEC staff are effectively suspended effective March 12, 2020.
- Unfortunately, all communications with customers will have to occur via telephone, email or video meetings.

### **Suppliers**

#### **Supplier visits to BEC and face to face meetings.**

- BEC will **not** be accepting any visits by suppliers for non-essential meetings until further notice.
- This step is designed to protect, and minimise risks to, both BEC staff and our suppliers' staff.
- Unfortunately, all communications with suppliers will need to be restricted to via telephone, email or video meetings.

### **Business Travel**

- All international business air travel has been suspended effective March 12, 2020 until further notice
- All domestic air business travel has been suspended effective March 12, 2020 until further notice.

### **Conferences, Seminars, workshops**

- Attendance at all conferences, seminars, workshops and other industry or corporate events, have been cancelled until further notice.

### **Personal travel**

- Any personal air travel will be discouraged by BEC's senior management team.
- Any personal air travel, either international or domestic, will be at the employees' own risk, and will trigger an automatic and mandatory 14 day quarantine period upon return, regardless of destination.
- All relevant Government travel advice will override personal preferences.

### **Health & Safety advice**

- All Health Dept advice or instructions regarding personal hygiene have been implemented at BEC sites – hand washing, antibacterial hand washes, touching eyes, nose, mouth or face and observing distance from other people etc.
- Advice on actions to be taken if feeling unwell etc, as detailed by the Health Dept.

### **Reference sites for current information**

- BEC are monitoring the Australian Government Department of Health website [www.health.gov.au/news/health-alerts/novel-coronavirus](http://www.health.gov.au/news/health-alerts/novel-coronavirus) as the "one source of the truth" for consistency, and advising our staff to refer to this site as their reference point.
- All decisions made by BEC in relation to how we deal with Coronavirus will be fact and evidence based

## **Business Continuity**

These are unique and very challenging times for everyone, and we believe it is important to endeavour to stay calm in order to make appropriate decisions.

It is also imperative that we continue consistent communication with our staff, customers and suppliers.

As such, BEC has developed key business continuity initiatives, to further assist our risk minimisation approach.

These include;

### **a) Work from home**

- Our office based staff ( Customer Service, Supply Chain, Logistics, Technical, Quality Assurance, Sales & Marketing, Finance, IT, Commodity Trading, Biotech ) have each been split into two groups, with one group in each area working from home, and one group based at BEC's offices at Carole Park.
- We are progressively moving to this structure over the next couple of weeks.
- This is intended to reduce risk for our staff.

### **b) Production capability**

- Our premix manufacturing shift structures are similarly being adjusted, in order to mitigate risk and protect our ability to manufacture.

Our key objectives in these unique times are to keep our staff and their families safe and healthy, and to ensure that we can continue to support our customers.

Regardless of the standards that BEC is, and has been implementing, Government intervention may surpass our approach, and potentially impact the operation of our business.

We will keep customers and suppliers advised of any such implications of Government interventions, as they develop.

**If you have any further queries or concerns, please do not hesitate to contact your relevant contact person at BEC.**