



A message from the  
Chief People Officer

**Ben Davis**



Dear All,

Further to the previous health alerts circulated recently regarding COVID-19 (coronavirus) I would like to provide you with an **important update including immediate steps that must be followed** by our people. These include:

- All work-related travel must be booked via the Group's corporate travel agencies [Globetrotter and Corporate Traveller] to allow us to accurately track the movement of our people
- If you have already booked work related travel through a provider other than Globetrotter or Corporate Traveller, you are required to email a copy of your travel itinerary to [perentitravel@globetrotter.com](mailto:perentitravel@globetrotter.com).
- All International business travel is suspended effective immediately and until further notice. Only FIFO travel from point of origin to site is authorised.
- All non-essential domestic travel (i.e conferences, training, seminars, etc..) for employees have been suspended effective immediately and until further notice. Only FIFO and business critical travel is authorised.
- Employees who have personal travel booked overseas are asked to register their movements by emailing [perentitravel@globetrotter.com](mailto:perentitravel@globetrotter.com). This will assist in managing the health of our workforce.

Please read the attached Health alert and familiarise yourself with the information.

Given the continued spread of the virus globally and to minimise the risk to our people and businesses the Group Executive has activated a dedicated COVID-19 Business Continuity team.

The role of this team is to ensure the Group and the ISGs are prepared for the potential people and business impact scenarios associated with the spread of the virus. The team will have a specific focus on three areas:

- Operational preparedness,
- People
- Health advice and communications.

The World Health Organisation declared COVID-19 as a pandemic with a foothold in every continent around the world. Minimising the risk of the virus to our people and our business is a shared responsibility and we ask all our people to keep informed about COVID-19 through Perenti business updates as well as through credible external sources – these are listed in the Health Alert attached.

Your health and safety is our first priority and we are committed to providing you with the most up to date information. This will include regular email updates as well as a dedicated portal with the latest information. Given the frequency of updates envisaged we urge you to regularly check this portal. You can access the Portal here: [www.perentigroup.com/hseadvice](http://www.perentigroup.com/hseadvice).

If you have any questions regarding COVID-19 or how it impacts you please speak with your line manager in the first instance or if you have specific questions you can email [groupshsupport@perentigroup.com](mailto:groupshsupport@perentigroup.com).

Kind regards,

**Ben Davis**  
**Chief People Officer**

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