



A message from the
Chief People Officer

Ben Davis



Dear All

Further to my last update and given the dynamic nature of the spread of COVID-19 and the rapidly changing landscape please find below important new information.

I would like to reassure you that your health and safety remains our first priority. We also need to ensure that we can continue our operations to the best of our ability. As per Mark Norwell's email yesterday, we have now activated the Group's Crisis Management Team (CMT) to navigate us through these unprecedented times. The CMT meets twice daily and has a number of objectives which have been developed to ensure that we are focussed on both responding to the important short-term challenges and managing the business to position us for post COVID-19.

There have been significant new developments which have the potential to impact our people and operations. These include some of our key operating countries enforcing mandatory self-isolation requirements and, in some cases, blanket restrictions on non-citizens entering countries. Employees who have questions regarding self-isolation (including the relevant application of leave) should speak with their line manager or local HR representative.

Naturally there have been many questions from employees on a variety of issues and you should seek information through the following sources:

- In the first instance through your line manager;
- dedicated [employee portal](#) with the latest information;
- attached FAQs, which should answer many of your questions. This document will be updated as and when there is new information and will be accessible through the portal, and;
- through the [Group HSE Support email](#) we have established to respond to employee queries.

We now have in place a Group-wide employee travel tracking system which is monitoring the movements of our people so we can now quickly identify and manage any risks whilst also ensuring that we can understand and advise around potential self-isolation requirements.

To ensure the effectiveness of the travel tracker ALL PERSONNEL are required to provide their personal flight travel information to the following email address: perentitravel@globetrotter.com.au.

As government, business and community efforts ramp up to reduce the spread of COVID-19 and in line with the advice around social distancing, some of our office based employees have begun to work remotely. We have full confidence that we can continue to provide the required support for the business as we implement such arrangements.

Finally, I would like to encourage people to do everything that they can to support the business in combatting the spread of COVID-19. The portal contains advice on practical measures that you can take to help stop the spread.

Thank you for your continued support.

Ben Davis

Chief People Officer

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