



**19 May 2020**

Dear Colleagues

I hope that this letter finds you healthy and well, and I trust that you are all enjoying the little bit of extra freedom we have thanks to the Government's recently announced [3-step plan](#) to gradually remove some of the COVID-19 restrictions.

### **The road ahead**

Despite the very positive signs that Australia has done well to "flatten the curve", we should all remain vigilant as we take cautious steps back to office and site interactions. Let us stay focused on our plans, stay vigilant and keep up the good work by continuing with the social distancing, hygiene measures and other procedures we have introduced at all our sites.

These measures will continue to be embedded and refined with restrictions being lifted in the community. Thank you to those who have let us know when you're not feeling well and choosing not to 'soldier on' but rather staying home and seeking medical advice.

### **Back to the Office**

Many of our employees will continue working remotely and returning to the office or customer site visits will be carefully managed over the coming weeks and months. We are reviewing and refining our CovidSafe planning as required in terms of the state and federal roadmaps, which includes employee consultation processes.

I remain impressed by how well you have all adapted to the new way of working and how we have been able to continue with our business operations despite these difficult circumstances. Thank you for your input, hard work and patience! As things change we will keep you informed.

### **Gallup Survey**

If you have not done so already, please take a minute to complete the short Gallup survey to obtain your feedback in relation to how we are responding to the COVID 19 pandemic. The [link](#) has already been sent to you on email and it will remain open until mid-day tomorrow (Wednesday the 20<sup>th</sup>).

We have listened to the constructive feedback from the first survey, and appreciating your opinions count, we will continue to use the results to improve our plans and communication during this time.

### **Let's Yammer together**

As you may have read in the recent letters from our General Partners, Knauf will be rolling out a new innovative, social and collaborative communication platform, Yammer. This new platform will enable efficient and innovative communication to and between all of our employees. Please familiarise yourself with the attached infographic on Yammer (also available on the noticeboards).

We are expecting the go-live date to be June. Logon details will be communicated in the coming weeks.

Please keep safe and healthy and have a good week!

Warm regards

A handwritten signature in blue ink that reads "Gavin". The signature is written in a cursive, slightly slanted style.

**Gavin Burton**  
**Knauf Australia Managing Director**