



17 March 2020

## **Dominion Salt (Limited) Response to Coronavirus COVID-19**

Dear Customer,

Given the rapidly evolving nature of the Coronavirus (COVID-19) pandemic, I am writing to provide an update on how we are responding to this global health crisis. We understand the essential nature of the salt products we supply, and have implemented a range of preventative measures designed to ensure business continuity.

Our Business Continuity Team meets regularly to review our contingencies and commutable disease plan and actions. Following are some of the measures we have implemented to reduce the impact of COVID-19 on our business, and enhance our ability to maintain continuity of supply;

- All international travel has been stopped and domestic travel is restricted for essential business only until further notice.
- All non-essential visitors, including our own staff, customers, vendors, auditors, and service providers have been restricted from coming onto our sites until further notice.
- We have implemented social distancing amongst our staff, including changes to staff rosters and lunchroom arrangements. Where possible administration, sales and support staff are working from home.
- Additional hygiene sanitation steps have been implemented at all sites.
- An employee self-quarantine policy consistent with Government health advice has been established.
- We are providing ongoing education to all staff on person hygiene and ways to prevent transmission through contact.
- We have secured safety stocks of raw materials and are not experiencing any significant shortages or delays.

We can confirm that salt is a natural preservative and there is no known risk to the quality and safety of our products from this virus.

As our purpose states, 'We are entrusted to supply the world's most essential mineral, enhancing life for every person every day' and we take this very seriously.

We appreciate that some customers are proactively seeking to stock up on inventory. If this applies to you, please provide your account manager with an updated forecast so we can do our best to meet your requirements.

We have not had a confirmed COVID-19 case, but will continue to monitor the situation and respond as appropriate.

Should you have any further questions, then please do not hesitate to contact your account manager or our QHSE Manager at [royce.downes@domsalt.co.nz](mailto:royce.downes@domsalt.co.nz).

Regards,

**Brett Hobson**  
General Manager