



Thursday 26 March 2020, 0800 NZDT

To All Hally Labels New Zealand Employees

Covid-19 Update H263.0800 – NZ Employee Protocols at Alert Level 4

Today we are at Alert Level 4. This means that New Zealanders not working in essential businesses must stay at home and stop all interactions with others outside of their household.

Hally Labels is a supplier to many essential businesses including supermarkets, pharmacies, food and beverage manufacturers, and other FMCG and healthcare organisations.

It is therefore imperative that we stay open. Without our labels, vital products will not be able to be provided to the rest of New Zealand. And, importantly, if we are closed, jobs may be at risk.

The biggest risk we face today is someone bringing Covid-19 from their home into our business. This would force us to partly or fully close our operations. It is VERY important that when you are not at work you follow the guidelines set out by the government including:

- > staying at home and ceasing all interactions with those outside your home
- > not allowing others to enter your home including family members
- > practising physical distancing of at least 2m if you exercise or visit the supermarket
- > ensuring those in your “bubble” also comply with these protocols

If you feel unwell in any way, or could have been exposed to Covid-19 you MUST:

- > phone your Manager or Team Leader, prior to coming into work.

Any person who knowingly has been exposed to Covid-19 and brings it into our workplace would face serious consequences. It will be considered serious misconduct.

To be sure all employees understand the gravity of the situation, we are asking everyone to acknowledge this communication. Please sign and return this form to your Manager as soon as is practical.

Thanks for your help thus far, it’s been a very busy and unusual time but we’re well set to see this pandemic through. Let’s be the ones going strong, for the entire time.

Anne-Marie

Anne-Marie Sutton
Group General Manager, +64 274 952 917, anne-marie.sutton@hally.co.nz

I understand my obligations as outlined above, and agree to comply with the government requirements of Alert Level 4, including those who are in my isolation “bubble”.

Employee Name

Employee Signature

Date