



MEMO

TO ALL EMPLOYEES



CORONAVIRUS (COVID-19) UPDATE – 25th March 2020

Hi all,

I would firstly like to thank you all for your support and would like to recognise the efforts everyone is doing to follow the guidelines as previously provided by myself and department managers with regards to government and health departments requirements. It takes a team approach to ensure that we look after each other, our families, our business, our members, and the community amidst the COVID-19 response.

We acknowledge that this will impact each individual employee and their families differently, so please ensure you keep the communication lines open with your managers and we will aim to work through this on a case by case basis. At present I have been working with all department managers on a daily basis to keep abreast of the current situation, if you have concerns please reach out to them when practical and we will work through.

We have seen some significant shifts in our current operations on all sites, and we are all having to adapt to different situations unseen in our trade ever before across all member stores and IFP facilities last week. Yesterday we had many non-essential business environments need to change their situation or go on a pause for a period until the Government allows them to operate again.

To provide you with some clarity, all of our operations would be classed as an essential service as we provide to all the IGA retailers, many independent stores, and many other operations providing essential services. As we have seen in the media those in the retail stores have also been hit dramatically over the last few weeks with specific items being in high demand. Behind the scenes we are all doing our bit to enable those stores to continue to operate as best they can in this current climate as we are an organisation that takes pride in what we produce whether that be for our members, suppliers, fresh produce items, our service, and we know that we support our community through these actions.

To finish, I want to again say thank you again on behalf the Tasmanian Independent Retailers and Island Fresh Produce business for your support, your commitment, your skills, and for doing your job to the best of your ability in these current circumstances.

Again be reminded that if you have any questions or concerns please do not hesitate to contact your Department Manager or People & Culture Team at **P&C@tir.com.au** or 63910200.

I will keep you updated when I have further information to share.

Regards and take care,

Nicole McCullagh
People & Culture Group Leader