

To All Our Valued Stakeholders,

In view of all the uncertainty resulting from the outbreak of COVID-19 we, at Geo-Con thought we should reach out to you and advise what we are doing during this difficult period to ensure that every effort will be made by our great Geo-Con team to provide our business friends, be they Customers or Suppliers, with continuing good and safe service.

Firstly, we are open for business, and despite some upheavals in various areas of our operations, by and large, we are coping very well and our organisation is running smoothly. However, with the best will in the world, under these present circumstances there are likely to be some issues which may arise from time to time, such as stock shortages, transport difficulties, or other glitches – we ask you to be understanding, but please don't hesitate to contact us directly should you have any concerns or problems. We are prepared for a range of possible outcomes.

We would bring to your attention that there is one area where we have had to make some changes. In the past we have always kept our quoted prices fixed in Australian Dollars, however because of the high volatility of the various foreign exchange rates, future quotations which include imported goods will be qualified in some way to reflect this issue – we will always be available to discuss with you the most equitable way we can deal with this particular problem.

With regard to our commitment to limiting the damaging effects of COVID-19, and in line with the Federal and State Government's Health Departments guidelines, we are taking the following initiatives and precautions to help protect our Customers, our Suppliers, the greater community and of course our Geo-Con team: –

- **Good hygiene** following recommendations
- **Self-isolation** as per instructions and recommendations
- **Social distancing**
- We will be instituting a total ban on travel to customers facilities until further notice

We'll keep you updated with any major changes if and when they occur, but in the meantime, we wish you well – stay healthy.

Best regards,
Hollings Norton
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