

23 March 2020

Dear Colleagues,

COVID-19 is sweeping across the world and presenting challenges for those in the Coronado family that are unprecedented in our generation. I want to take this opportunity to express my pride in the calm and professional response I have seen among my Coronado colleagues and talk a little bit about what this crisis will mean for us.

Our focus is on looking after our people, the communities in which we operate and the customers we serve. To that end we have responsibilities to a broad range of constituencies, and we are taking steps to ensure we meet these obligations with the safety of our employees, as always, a priority.

We have formed a Global Steering Committee to guide governance, risk mitigation, and leadership in our company's overall response to the current crisis. As a starting point, we recognize, that your work is critical and our operations are recognised as an essential service. People, countries, economies count on us and you have never disappointed.

The measures we are taking to respond focus on:

1. Keeping our workforce safe;
2. Limiting the spread of COVID-19 within our workplaces; and
3. Supporting public health and medical services to protect our communities.

You would all be aware of the steps being taken by governments and health authorities in the US and Australia to help contain the spread of COVID-19. The different geographies and unique nature of each of our operations calls for plans specifically tailored to meet each location's needs. To enable this, we have specific incident management teams, emergency response groups or steering committees at each of our facilities. Some of the measures that we have put in place through those teams include:

- providing all our employees with education on steps they can take to limit the spread of the virus;
- increasing cleaning and hygiene practices in all our offices, sites and camp facilities;
- suspending non-essential visitors to all our sites and offices;
- cancelling all international travel and all non-essential domestic travel;
- postponing or adjusting face to face meetings, including pre-starts and safety briefings, and investigating virtual or digital alternatives. Where not feasible the number of people attending meeting is being reduced and meetings are being shortened;
- implementing practices to limit physical contact as much as we can and encouraging workers to maintain as much distance from others as possible;
- ensuring that all essential services can be run remotely should that become necessary;
- where practical, reducing the number of employees in our corporate offices through measures such as staggering start and finish times and enabling remote working;
- encouraging employees who may be particularly vulnerable to COVID-19 or whose personal circumstances require them to take additional precautions to alert their leader so that we can work through their requirements together; and
- continuing to monitor and mitigate the risk of COVID-19 to our workforce and the local community

The coming weeks will be challenging, full of conflicting advice and rapidly changing regulation. Across Australia and the US, as a company we are one family united by a common understanding of the value of what we do and a common appreciation of the need to watch out for each other. As a company and as colleagues we will help whenever we can. Stay safe, stay well, and what you do is appreciated.



Gerry Spindler  
CEO & Managing Director