

CORONAVIRUS DISEASE 2019 (COVID-19) BUSINESS RESPONSE PLAN

Alert Orange Response Summary

| Key Business Activity | Risk | Control | Responsibility |
|--|--|---|--|
| Supply of materials and/or provision of services requiring materials | Disruption to supply of materials due to short supply and/or logistical problems in the supply chain | <ul style="list-style-type: none"> • Millennium has long standing supply arrangements with several major local suppliers and do not rely on a single source • Suppliers will monitor stock levels and hold stock for Millennium (Our key supplier is holding 2 months supply of core items exclusively for Millennium use) • Millennium will monitor potential material shortages and communicate regularly with suppliers so proactive alternate arrangements can be put in place | Millennium General Manager Millennium Approved Supplier |
| Provision of labour to deliver services | Disruption to our service as a result of labour shortages due to quarantine guidelines or illness | <ul style="list-style-type: none"> • Re-allocate our existing casual workforce • Utilise pre-approved labour hire contracting services after consultation with client • Ensure our work practices are in line with Government Health Authority advice including steps to minimize the risk of infection such as self-isolation and reporting • In consultation with our clients review operating patterns to maintain services whilst reducing risk of exposure to our workers, especially those who may be at higher risk of serious illness | Millennium General Manager |

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|--|---|--|--|
| Suitability of services and work practices | Work practices and / or services are not aligned with official Government Health Authority advice | <ul style="list-style-type: none"> • Millennium will continuously monitor official Government Health Authority advice • Any changes in this advice will be escalated to the Millennium Executive Leadership Team for consideration • Millennium will consult both internal and external stakeholders when planning changes to work practices or service delivery and communicate this in accordance with our Pandemic Response Communication Plan | Millennium Executive Leadership Team National Health and Safety Manager Communications Manager |
| Business support functions | Disruption to our service as a result of labour shortages in our business support functions | <ul style="list-style-type: none"> • Implement remote working strategies if the outbreak impacts communities in which our offices operate • Reduce travel and face to face meetings and utilize teleconference and skype facilities • Stagger work shifts to reduce person to person contact in office locations | Millennium Executive Leadership Team |