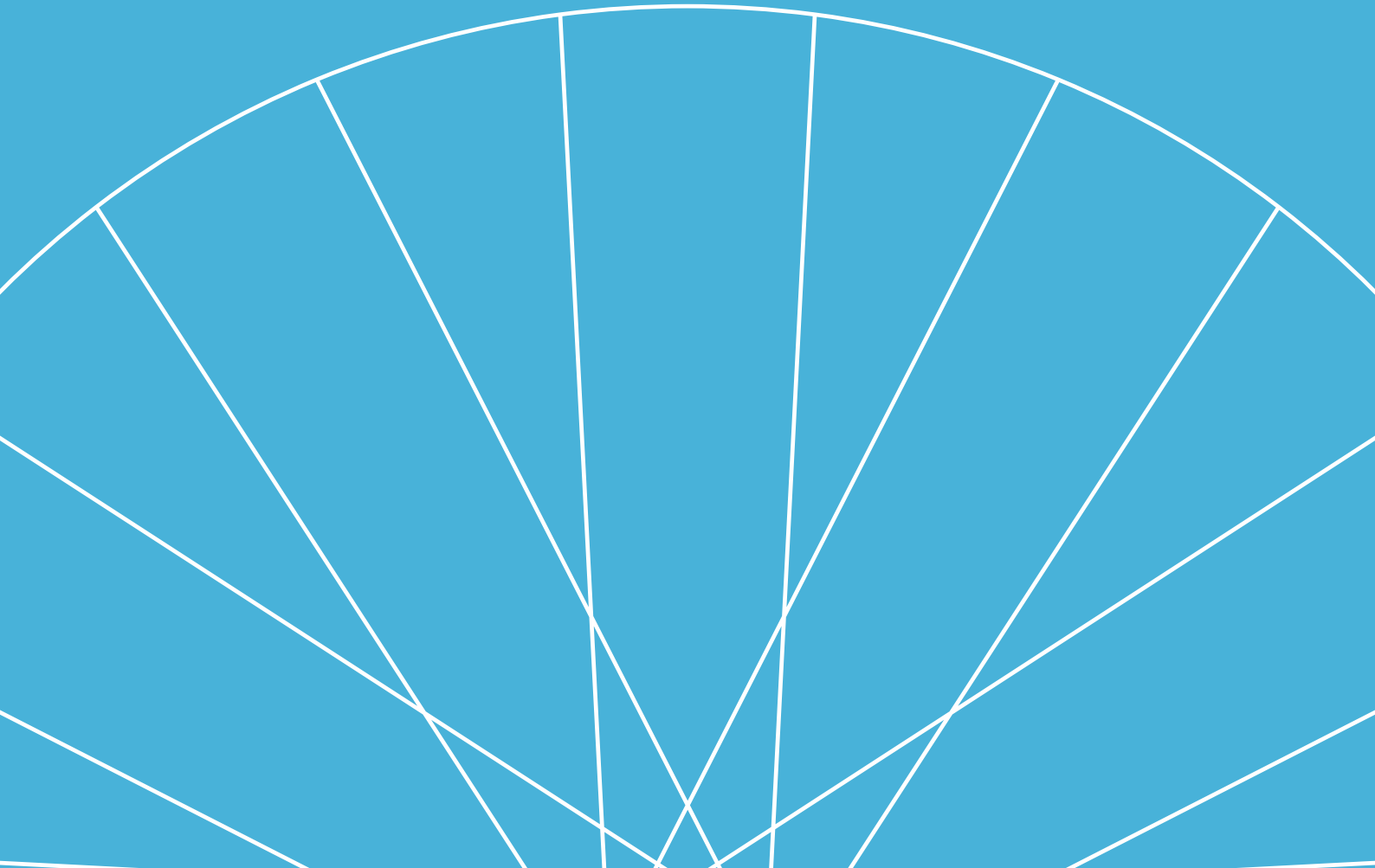GFG ALLIANCE | MAY 2020

COVID-19 OPERATIONAL GUIDELINES

GFGALLIANCE.COM

INTRODUCTION TO OUR COVID-19 OPERATIONS GUIDELINES

The safety of our people remains a top priority as we manage the impact of COVID-19 on our business.

This guideline outlines the foundational approach taken in our businesses around the world to mitigate the risk of COVID-19 spread and enable continued operations.

Our operations and functions are diverse and controls are implemented based on local risk assessments with consideration to directions from government and health authorities.

Contents

WHAT IS COVID-19?

COVID-19 is an infectious disease caused by coronavirus. The World Health Organisation currently identifies the outbreak as a 'pandemic' and assesses the risk of COVID-19 at a global level as very high.

COVID-19 symptoms are reported to include:

- Fever, tiredness, and dry cough

- Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

- These symptoms are usually mild and begin gradually.

- Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80 %) recover without needing special treatment. Around 1 in 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing.

- Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. About 2 % of people with the disease have died. People with fever, cough and difficulty breathing should seek medical attention.

> ⓘ Advice is to take aggressive steps to prevent transmission of COVID-19.

01

MESSAGE FROM THE CHAIRMAN

The health and wellbeing of our people remains a top priority as we manage the impact of COVID-19 on our business.

We are taking all necessary steps in accordance with the World Health Organisation (WHO) and government advice in the countries where we have operations to protect our people.

Steps taken include prohibiting all business travel, closing sites to visitors, communicating advice regularly to employees on how best to protect themselves from infection and what employees should do if they develop symptoms.

At our offices and operational sites, we've introduced new measures such as deep cleans, health monitoring systems and social distancing. Where possible and required to do so, GFG Alliance employees are working from home and we have put in place measures to ensure they remain connected, safe and informed.

GFG Alliance has a global steering committee which is monitoring the impact of the COVID-19 on our operations as well as our national governments' plans to support their steel and aluminium industries, which remain a critical driver of their economies now and in the future.

GFG continues to adjust production to demand on a plant by plant basis with its highest priority being the safety of its employees. We remain committed to supporting our customers during this period, especially those which have a vital role to play in managing the response to the virus, providing materials for medical equipment and food packaging, for example.

We will continue to review the situation as it develops and communicate regularly to our employees and stakeholders.

Sanjeev Gupta
Executive Chairman, GFG Alliance

GOVERNANCE

GFG has structured support for its leadership and established clear governance processes to respond to COVID-19

GFG Alliance Executive Committee has put in place specialist advisory groups to monitor and advise on COVID-19. A global COVID-19 steering committee oversees a network of regional advisory groups and business management teams that are responding to COVID-19 to minimise the impact on our operations

The cross functional groups are established to:

- Monitor the COVID-19 outbreak

- Identify, and share credible and reliable information sources

- Assess potential impact, consider business continuity and establish response scenarios across all regions where GFG operates

- Coordinate communication to GFG employees and other stakeholders.

- Advise and inform executive decision making.

COMMUNICATION

GFG knows that communication is essential to inform and reassure all employees and stakeholders of our ability to maintain safe operations.

GFG Alliance communication principles are to provide consistent, clear, accurate and timely communication to key audience and stakeholder groups, including:

- Our workforce
- Our customers and suppliers
- Trade unions
- Governments and political stakeholders
- Industry groups/bodies
- Investors
- The media
- The communities we operate within.

A range of communication platforms and technologies are being used to keep our people and stakeholders informed as the situation develops and during all phases of our response to COVID-19.
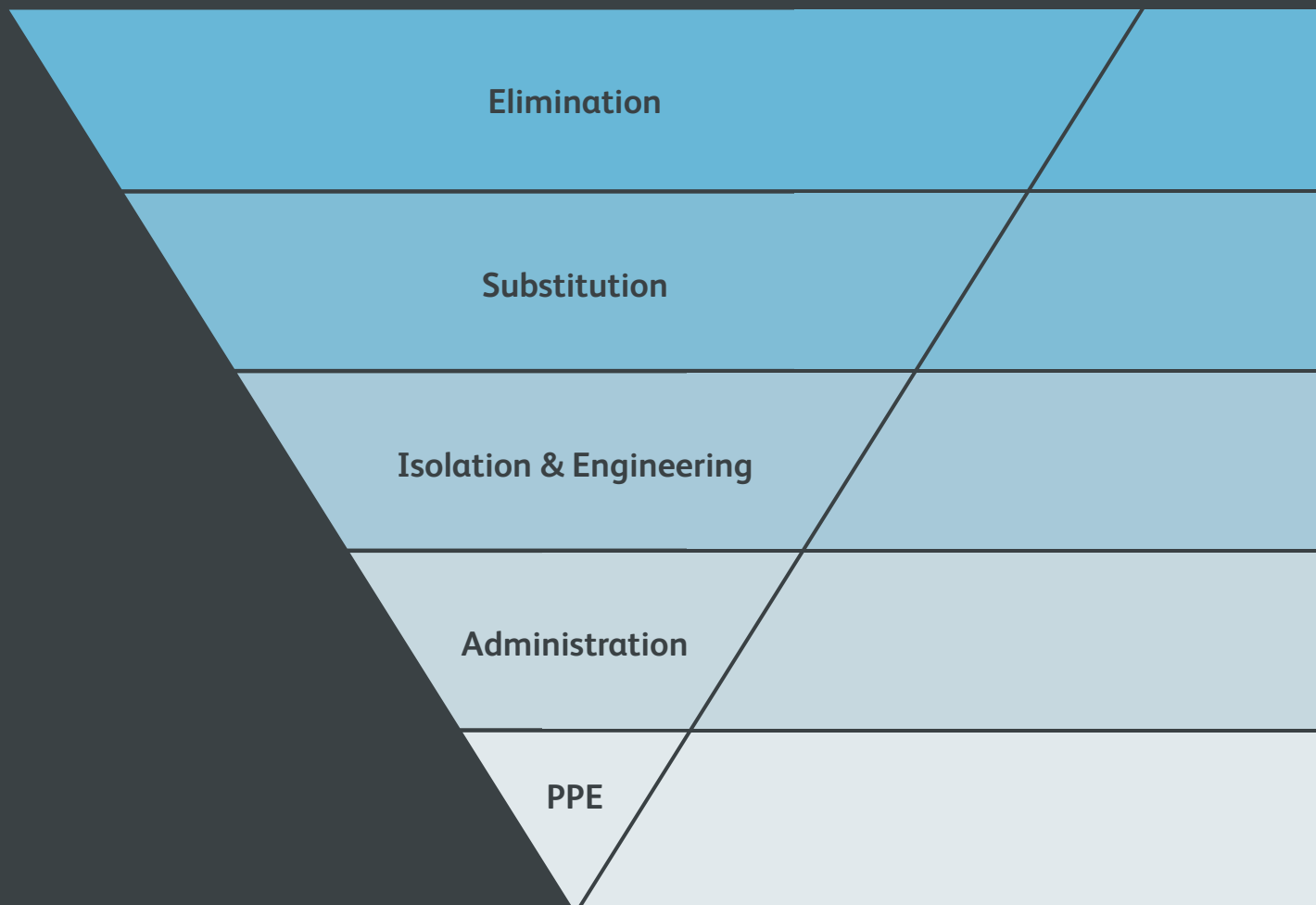
If you need assistance with finding or accessing these resources for your business please contact your manager or local HR support resources.

GFG Alliance communication policies and guidelines relating to crisis communication, media protocols and social media use apply.

GFG is taking a risk based approach based on the spread of the disease and in consideration of local circumstances.

GFG businesses are assessing the risk with consideration to directions from government and health authorities as they implement controls to slow the spread of COVID-19 and maintain safe operations.

Our risk management processes, including applying the hierarchy of controls, provide the foundation for maintaining safe operations.

Work from home

Travel restrictions

Use of teleconferencing and electronic means for meetings and performing work

Use of screens and physical barriers to provide separation between workers, customers and other visitors

Prohibit meetings and close contact with customers/visitors

Shift separation/staggering. Reduced/remote supervision

Personal hygiene etiquette and resources

Additional cleaning and sanitising protocols

Body temperature checking

People distancing measures i.e. room limits, tape/signs and vehicle limits

**Additional personal protective equipment (PPE)**

WORKING SAFELY AT HOME

To minimise exposure and the risk of COVID-19 spread GFG has asked that all those people that can work from home do so.

People working from home are guided on how to do so safely, they are engaged by leaders and supported with the necessary resources and advice to work from home comfortably and safely

GFG leaders are also provided with resources to assist in supporting and leading their teams remotely.
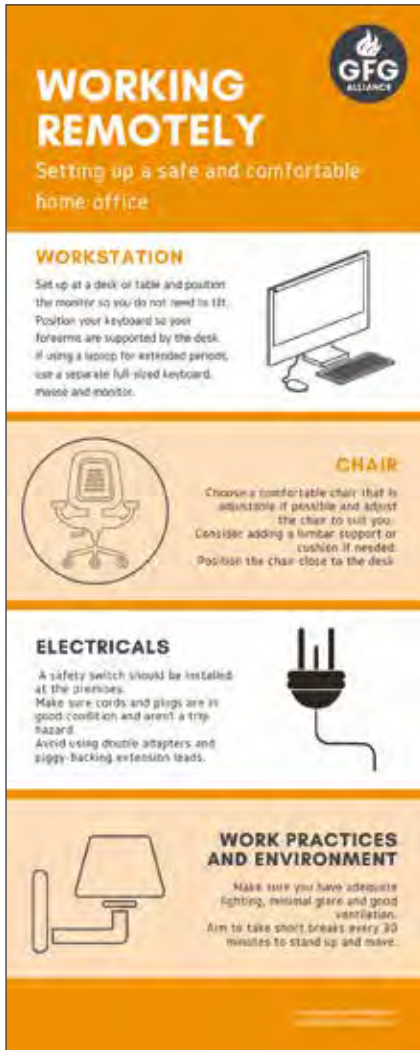
EMPLOYEE EMAIL ▲

Appendix A: TOOL WORKING FROM HOME SAFETY ASSESSMENT

This checklist is intended to be used as a guideline to identify and correct unsafe conditions while Work from Home.

Employee name: _____ **Date** _____

✓ - Tick if the requirement is met (leave blank if you are unsure or the requirement is not met)

Environment	Ok
Floor space - Recommend more than 2.3 square meters of free floor space in the work area	☐
Lighting - Lighting levels adequate for tasks, absence of glare	☐
Noise levels acceptable - Noise levels minimised as much as possible (absence of distracting noise, workstation separated from loud equipment or appliances)	☐
Adequate ventilation and comfortable thermal environment (temperature, humidity)	☐
Electrical safety – Electrical equipment in good condition; No frayed cords – Safety switch/ RCD protection recommended – Recommend no double adaptors or piggyback extension leads	☐
Floors - Floor area is clear of obstacles that create slip/ trip hazards	☐
Storage - Storage shelves or filing cabinets are not overloaded and anchored when required	☐
Emergency: – Suitable first aid supplies – Consider fire protection equipment (eg. smoke alarm, fire extinguisher/ blanket)	☐
Workstation/desk	
Assess your workstation, considering the diagram adjacent to minimize fatigue and muscular stress	☐
Personal comfort / movement	

1 | Working from Home

SAFETY ASSESSMENT ▲

WORKING FROM
HOME SAFETY VIDEO

▶
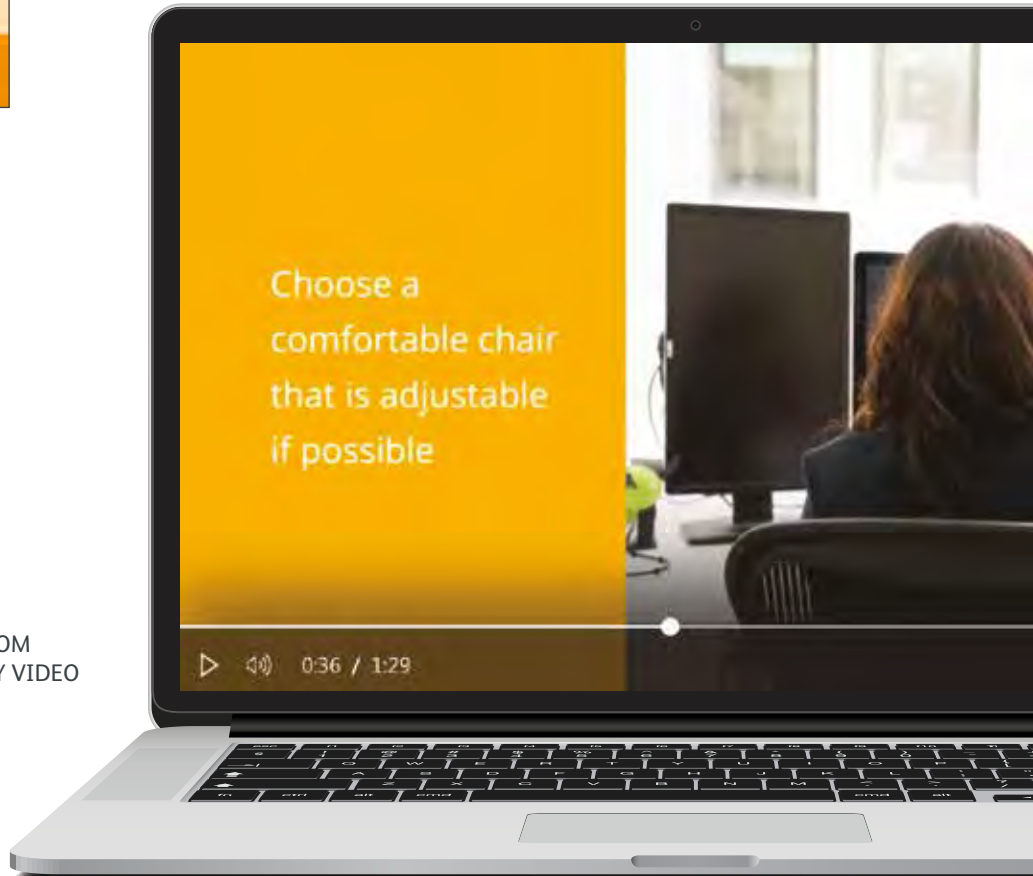
VULNERABLE EMPLOYEES

At GFG we are a diverse workforce and some of us are at greater risk to the affects of COVID-19.

GFG is committed to protecting everyone but specific attention must be given to those who are more vulnerable of severe illness from coronavirus.

The risk of severe illness from COVID-19 may increase for those with known high risk factors and in certain demographics. The processes to manage the risk to vulnerable workers typically includes:

Identify vulnerable workers

Develop a management plan with actions to manage the risk

Submit the plan to human resources

Human resources will liaise with safety to determine any additional actions

Implement the management plan actions

Monitor and review as needed

PERSONAL HYGIENE

The fundamental defence against the spread of COVID-19 is our approach to personal hygiene.

It all starts with washing our hands.

Local guides based on information from the World Health Organisation are being deployed to promote personal hygiene:

- Hand-washing
- Sanitising techniques
- Cough/sneeze hygiene

Correct hand-washing technique

LIBERTY Steel UK
www.libertysteelgroup.com

LIBERTY

our +Health matters

Wet hands with water

Apply enough soap to cover all hand surfaces

Rub hands palm to palm

Rub back of each hand with palm of other hand with fingers interlaced

Rub palm to palm with fingers interlaced

Rub with back of fingers to opposing palms with fingers interlocked

Rub each thumb clasped in opposite hand using a rotational movement

Rub tips of fingers in opposite palm in a circular motion

Rinse hands with water

Turn off tap with elbow or disposable paper towel

Dry hands with disposable paper towel or dryer

Your hands are now clean

You should wash your hands:
- after using the toilet or changing a nappy
- before and after handling raw foods like meat and vegetables
- before eating or handling food
- after blowing your nose, sneezing or coughing
- before and after treating a cut or wound
- after touching animals, including pets, their food and after cleaning their cages

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu or diarrhoea.

It can help stop people picking up infections and spreading them to others.

More information:
nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands

ACCESS CONTROL

Keeping the workplace safe by doing what we can to keep COVID-19 out.

- Customers / visitors are restricted or prohibited from attending sites

- Employees that are able to work from home do so and do not attend site

- Where necessary, access to site is controlled and screening processes are in place before entry to minimise the risk of an employee, customer or visitor bringing COVID-19 into the workplace.

- Screening will be tailored to local circumstances but before a person enters site typical checks will include:

Travel history

Identifying contact with a suspected or confirmed case

Illness/symptoms

Operational need to enter the site

BODY TEMPERATURE SCANNING

Body temperature scanning is used with other screening methods to identify if a person potentially has COVID-19.

Body temperature scanning may be implemented at sites based on risk to minimise the impact of COVID-19.

The results of temperature scanning remain confidential. The scanning process typically includes:

Temperature scanning of all people entering site. Where available this is done using a non-contact thermometer

Entry to site is limited to single designated controlled entry points where possible

If a person has an elevated temperature, they are not permitted to enter site.

WORKPLACE CLEANING

Keeping the workplace clean and disinfection protocols will slow the spread of COVID-19.

Hygiene and cleaning measures implemented in our workplaces include:

- Regular maintenance and cleaning of ventilation and air-conditioning systems

- Cleaning of sanitary, food preparation and serving facilities

- Cleaning of office areas and common surfaces, such as door handles and stair handrails

- Cleaning of shared electronic equipment, such as radios, gas monitors, phones and prohibition of use of shared devices, such as phones, headsets, keyboards

- Cleaning of common workstations between shifts/users

- Restricting the use of common dining areas

- Cleaning of site work areas, vehicles and mobile plant

- Supply of hand sanitising agents at main locations for regular hand cleaning

- Sanitising of washrooms and bathrooms

- Identifying and maintaining quarantine areas.
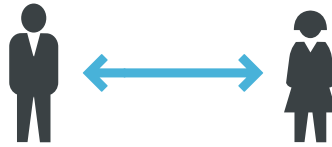
SOCIAL DISTANCING

Social distancing is based on awareness and individuals maintaining a safe distance between people to slow the spread of COVID-19. Please refer to your local authorities regarding the safe distance required in your country.

Generally this means our sites have implemented measures to control the spread of COVID19 by including some or a combination of the following as appropriate:

- Not using physical forms of greeting
- Using online tele/video-conferencing to conduct meetings
- Restricting access based on number of people in closed spaces including:
    - to meeting rooms, offices, amenities, common areas and walkways
    - In vehicles including cars, buses, trucks
- Changing work practices and processes to reduce contact
    - No contact delivery / collections
    - Minimise transfer of items directly between people including documents or packages

- Where close contact is necessary in the workplace sites have implemented additional controls. For example:
    - Engineered screens between adjacent workstations
    - Additional hygiene and sanitisation requirements
    - Additional Personal Protective Equipment particularly respiratory protection
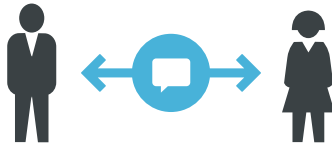
SOCIAL DISTANCING LOCAL ADVICE

Guidelines are in place to assist employees to observe social distancing and hygiene practices

Social distancing and hygiene practices when moving around the workplace including:

- Recommending the use of elbow or forearm instead of hands to push the entrance turnstile, doors and gates

- Recommending the use of gloves when out on site if appropriate. When using the stairs, hold the handrails and wash hands after use

- Restrictions of people using an elevator

- For noisy indoor areas where communication is required, consideration is given to prevent workers from coming in close contact. In those cases, either the use of a disposable mask or mobile communication may be used.

LIBERTY **GFG ALLIANCE** **Coronavirus**
Social Distancing

V03 24/03/2020

Practice social distancing to save lives
Social distancing measures are steps YOU MUST take to reduce the social interaction between people.
This will help reduce the transmission of coronavirus (COVID-19).

You must avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).

These symptoms include high temperature and/or new and continuous cough

Whilst at work social distancing still applies.You must:

- Keep 2 metres (6 feet) away from colleagues
- Stagger meal breaks and avoid congregating with others – this includes cigarette breaks
- Sit 2 metres apart this includes during lunch or breaks
- Avoid traveling together in works vehicles – stay 2 metres apart
- These rules apply in and outside of buildings
- Take personal responsibility - practice social distancing to save lives

We must follow the above measures to keep our NHS from being overwhelmed and to save lives.
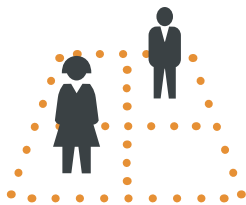**This advice is likely to be in place for some weeks.**

our +Health matters
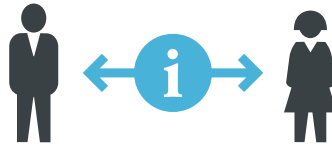
SOCIAL DISTANCING EXAMPLES

There are many examples of how we are managing social distancing in our workplaces. Here are a few of them.

Making people aware by identifying and signposting room capacities, implementing social distancing floor markings and monitoring compliance

Installing partitions/barriers

Reconfiguring and rearranging workstations to maintain social distancing
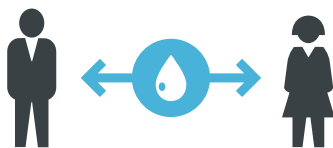
SOCIAL DISTANCING 'WATER USE'

Workplaces have implemented measures to address the potential contamination of drinking water based on risk.

Measures may include:

Where possible, removing water fountains from service

Where necessary, implementing guidelines for use of water fountains (single-use cups, use of paper-towel to activate)

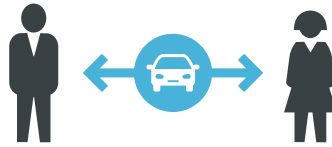Encouraging employees to bring their own water or providing bottled water

Encouraging employees to mark their water bottle with their name

Bottles disposed of in plastic bags and separately from other waste

Removal of taps at wash basins to promote social distancing

SOCIAL DISTANCING 'TRAVELLING'

Travelling in vehicles is often necessary to get to and from the workplace as well as in the conduct of work. Special consideration has been given to how our people stay safe during travel.

Travelling in company vehicles with others is limited.

Where carpooling cannot be avoided, the passenger is to ride in the back seat diagonal to the driver.

Both the driver and passenger are to practice good hygiene and housekeeping by wiping down surfaces and washing hands before and after sharing the vehicle.

Where the workplace has a bus service, controls are in place to respect social distancing requirements and minimise passenger interface.

These include:

- Marking out the queuing area with appropriate distances between waiting passengers

- Filling the bus from the back (the first persons to get on the bus sit at the back, then it fills to the front)

- Emptying the bus from the front

- People are seated in staggered rows (not all people are seated next to the window)

- Buses are cleaned before and after each use.

MANAGING COVID-19 CASES

GFG has response procedures and local response arrangements to manage workers that have reported being unwell either at work or away from work.

Identifying and managing suspected and confirmed cases of COVID-19 is critical to stopping the spread of the disease

GFG has processes to deal with when a person presents as unwell at work and also away from the workplace. Protocols are in place to identify and manage suspected and confirmed cases. These typically include:

Isolate and care for the affected worker

Conduct contact trace to identify and classify contacts

Notify relevant management representatives of case and test results (when available)

Establish and implement actions as required

PERSONAL PROTECTION

Any work that requires people to be in close contact is assessed and additional protections measures including PPE is used.

In the workplace social distancing is not always possible and some activities call for "Close contact" where additional controls are required, including:

- Additional hygiene and sanitisation practices

- Additional respiratory protection

Workplaces are implementing personal protection measures based on risk:

- Equipment including gloves, face shields, masks and hygiene resources such as hand-cleaning and sanitising agents is being deployed as needed.

- Hand-cleaning and sanitising agents are provided to enable employees to keep their hands clean and to sanitise surfaces and equipment as needed.

GFG continues to work with its suppliers to secure continued supply of this equipment and resources as well as respiratory protection for normal operational requirements.

STAYING SAFE

At GFG we understand that there are unprecedented levels of distraction. We rely on our behaviour to keep us safe and we must take the time to stop and think about how to continue to work safely through COVID-19

Resources have been developed and distributed globally to assist leaders and engage with employees to manage the distraction of COVID-19 and remaining focused on their work, using the methodology:

'Stop, Think, Go'

Take 2

With the current COVID-19 situation, it's normal if you are feeling concerned and distracted, however minor distractions can result in preventable injuries – it's important we all 'Take 2'

At risk behaviours & unsafe conditions

- Because we are human we make mistakes
- During COVID-19 there are even more triggers and traps for human error
- The best protection against human error is to look out for each other, and to intervene when we notice at risk behaviour

Toolbox Talk Resource

TAKE 2
STOP & THINK
before you GO!

Common traps and triggers

Distraction	Time Pressure	Poor communication/ procedures	Overconfidence
First time or infrequent task	End of shift or extended hours	First day back at work	

HEALTH AND WELLBEING

The health and wellbeing of all employees is paramount.

- Information and support is available to assist employees with their health and wellbeing.

- Employee assistance programs are available within some businesses to provide counselling and resources for employees.

- Focus on mental health and wellbeing

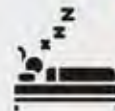## LOOKING AFTER YOURSELF
If self-isolating or working remotely

GFG ALLIANCE

1 CREATE A STRUCTURE
- Set a schedule
- Designate a work area
- Take frequent short breaks
- Let your People Leader know what you're working on

2 EAT WELL, STAY HYDRATED
- Maintain a well balanced diet - keep up your fruit and vegetable intake
- Drink 6-8 glasses of water a day

3 RELAX AND SLEEP
- A regular schedule helps your sleep
- Take a break from screens 30 mins before bed
- Watch your caffeine and alcohol intake - both impact the quality of your sleep

4 GET PHYSICAL
- Check YouTube for free exercise and yoga classes
- Swap weights for household items and body weight exercises
- Walk outside in your yard
- Have regular dance breaks

5 STAY CONNECTED
- Use our digital tools to regularly connect with team members and colleagues
- Video chat is a great way to virtually engage and connect

6 GET HELP IF YOU NEED IT
- Access free, independent and confidential counselling support through our Employment Assistance Program. Converge International T: 1300 687 633

"OUR MOST IMPORTANT OBJECTIVE IS KEEPING YOU AND YOUR FAMILY SAFE"

SANJEEV GUPTA
EXECUTIVE CHAIRMAN, GFG ALLIANCE