

Orcoda Limited
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ASX RELEASE

19 March 2020

COVID-19 (Coronavirus) Announcement

Dear shareholders, licensees, clients and team,

We wanted to share some of the actions the Company has taken and will be working on with regards to the Coronavirus (COVID-19) response and impact and share with you the updates we have made to our Communicable Diseases & Safe Carriage of Clients policy and procedure manual, which is one of our 28 Governance and procedure manuals utilized across our business.

Orcoda Connect is committed to effective management of safe environments and reducing, where possible, the spread of communicable diseases.

Orcoda Connect values of passionate, respectful, accountable and ethical are applied in the Communicable Diseases & Safe Carriage of Clients policy and procedure manual. This policy has been updated to now focus specifically on potential health issues arising from the outbreak of Coronavirus (COVID-19) and steps taken to reduce risk to our clients, Orcoda staff and the general public.

All incidents of concern must be documented on an organization Incident Report Form and must be reported within 24 hours of occurrence depending on category of incident. In the case of communicable diseases and COVID-19, these incidents should be treated as **illness** in an incident report form.

The Communicable Diseases & Safe Carriage of Clients policy and procedure are reflective of:

- Australian Government Department of Health advice and alerts; and
- Work Health and Safety Act 2011

We have developed multiple strategies, measures and recommendations to ensure we are mitigating risks to our multiple stakeholders. Our goals are clear - we are all in this together and we will do the best we can to serve all of our stakeholders, but we also have an obligation to protect, especially those who are most vulnerable.

Orcoda Response Plan

1. **Government Guidelines.** To be followed on a day to day basis and implemented as required.

2. **Office.** As part of Orcoda's commitment to keeping everyone informed and safe with regard to COVID-19, we have attached posters and placed them in appropriate locations within each of our offices:

- Corona Virus Office Entry Poster (appropriate location close to the front door and in direct line of site upon entry)
- Corona Virus Prevention Poster (appropriate location close to the front door and in direct line of site upon entry / Common area)
- Handwash 6 steps (place in an appropriate location around the kitchen sink / bathroom)

This practice is in place and functioning as planned in our Orcoda offices until a decision is made to operate remotely.

3. **Capability for our office staff to operate remotely.** Being monitored on a day by day basis and reflective of Government policy and direction.

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4. Drivers of people transport vehicles. We have put in place new strategies and governance processes for all of our drivers to ensure they can still work to support their families but with strict governance processes in place to ensure they and the persons they transport are following our recommended policies and procedures and Government guidelines.

Every driver prior to starting their shift is required to enter the following requirements into our software platform prestart governance process:

- a) Take their temperature and enter the result (any temperature over normal and the software sends an alert that means they can't start their shift).
- b) Undertake that they do not have a cough or are short of breath.
- c) Undertake that they have disinfected each area of the vehicle that people can touch
- d) Undertake that they will wash their hands regularly during the day.
- e) Undertake that they will ask each passenger the following questions prior to transporting them:
 - I. have you travelled overseas in the last 14 days?
 - II. have you come into contact with anyone who has travelled overseas in the last 14 days?
 - III. have you come into contact with someone who has been diagnosed with COVID-19?
 - IV. Do feel unwell (are not experiencing fever, flu like symptoms or shortness of breath)?

6. Special attention is being paid to our drivers who serve identified at-risk populations. Based on the above criteria, the Company is suspending the transport of those identified at most risk of Coronavirus. Our drivers will continue their other transport activities while following our policy and procedure guidelines.

8. Realistic assessments. In our opinion based on the data we have seen and what we are tracking, we believe that any response measures that will need to be put in effect will require us to continue monitoring on a daily basis and continue indefinitely. Only data and Government directive will determine how long we must operate in this enhanced reaction mode.

9. Continuous monitoring and flexibility to implement. We respond as required by continuing to analyse our data and the data provided by Government Health Authorities which will be key to having an effective outcome to this pandemic. Now is not the time to argue or seek validation. Now is the time to come together as a team, as companies, communities and as a Nation, sharing key findings by senior leadership across business, academia and government so we can all take effective measures to protect all stakeholders including our loved ones.

The majority of people that have contracted the virus have made a full recovery, but prevention from COVID-19 remains better than recovery from COVID-19.

Orcoda Board and Management team is staying positive and we are still determined to grow our business and believe that strong management, good governance and a positive attitude will bode us well as we all come out of this crisis.

Regards

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Managing Director

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This ASX release has been approved by the Board of Directors.

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ABOUT ORCODA

Orcoda Limited (ASX: ODA) is a leading Australian logistics solution provider with expertise in business efficiency and optimisation of processes. We are operational efficiency specialists who supply best-in-class solutions combining software, management expertise and contracting services that makes our clients among the most productive and cost-effective organisations in their respective industries.

Our clients come from a diverse array of industry sectors and include some of Australia's largest companies operating in the resources and infrastructure, transport and logistics and healthcare sectors.

Orcoda's combined applications are focused on three key business sectors: healthcare, transportation and resources. We pride ourselves on enabling our clients to generate fast, accurate and reliable information, ensuring they are able to make the best business decisions the first time, every time and on time. www.orcoda.com