

## Our Commitment to You

In March 2020 the World Health Organisation characterised the Coronavirus disease (COVID-19) as a pandemic. Whilst Australia continues to make strides to halt the exposure and spread of the COVID-19 outbreak, we must remain vigilant.

As always, the health, safety and wellbeing of our staff, clients and visitors to our offices is our highest priority. We are monitoring the situation constantly and making the necessary changes to our work policy. Our staff are educated on all precautionary action which must take place and we have the systems and capacity to work safely, efficiently and effectively outside of the office.

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### Adelaide Office

In accordance with the South Australian Government [COVID-19 Response](#)

- > employees are now able to work from our office;
- > all in-person meetings have resumed; and
- > restrictions of 1 person per 2 sqm remain in force when in-person meetings occur.

This is in addition to the following processes:

- > external visitors must complete the Contact Tracing information with our receptionist upon arrival and departure;
- > utilising the supplied hand sanitiser on arrival and when necessary;
- > increased cleaning of common areas; and
- > no shaking hands or physical contact.

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### Darwin Office

In accordance with [Government protocols](#), our Darwin office remains safely in regular operation, welcoming staff, clients and visitors. We encourage:

- > utilising the supplied hand sanitiser on arrival and when necessary;
- > maintaining 1.5m social distancing; and
- > no shaking hands or physical contact.

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We ask that you do not attend any meetings in person if:

- > you (or a person residing with you) have visited or travelled from an exposure site (as outlined on the Government's [Contact Tracing Page](#))
- > you feel unwell, or have had a suspected or confirmed case of COVID-19 in the past 14 days; or
- > you have been in contact with a person who is unwell, or who has a suspected or confirmed case of COVID-19 in the past 14 days.

In the above circumstances we will discuss an alternative method to meet and attend to your needs.

If you experience any of the relevant symptoms, or have in fact been tested for COVID-19 after you have attended a meeting held at a Finlaysons' office or otherwise met in person with one of our staff, we ask that you please email: [jessica.houston@finlaysons.com.au](mailto:jessica.houston@finlaysons.com.au) to notify us immediately so that we can take the appropriate steps and precautions.

We are grateful for your understanding of the necessary changes to our working model this year.

As always, our commitment to you, our clients and community, remains the same. As we continue to navigate through this constantly evolving situation, please don't hesitate to contact myself, or our team, with any of your questions or concerns.

Please continue to take care of yourself.

On behalf of the Finlaysons Team,

**Andrew Dyda,**  
Managing Partner