COVID-19 Business Continuity Briefing No. 009

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Document purpose
This document is used to help JBA Group Companies communicate our business actions to our clients and suppliers and to provide details on how we are monitoring and responding to the spread of the COVID-19 virus.

The first important message is we remain open for business with most staff continuing to work remotely and we are confident in the resilience of our business and our ability to continue to provide our full range of services throughout this period, whilst supporting the health and wellbeing of everyone.

We now have well embedded and tested protocols and infrastructure to allow flexible working including working from home and, where required, office-based working. New project management procedures ensure our teams are closely connected and coordinated while working at home.

We are continuing to work to our Business Continuity Plan (BCP) and have implemented measures and practical steps across all our office and site locations in response to the risks posed by COVID-19. Our offices remain open for essential staff providing critical business functions that cannot be provided remotely or where they cannot work from home. We operate a phased plan for staff to return to work in our offices as and when it is safe to do so and in accordance with Government guidelines:

Phases of Recovery

- **Phase 1**: Following government advice to work from home if you can. Limited staff presence in JBA offices either working in offices where necessary or visiting to pick up equipment or resolve technical issues.
- **Phase 2**: Some staff returning to offices e.g. in teams, but on pre-arranged days so that numbers are controlled, and social distancing and government guidance can be followed.
- **Phase 3**: Staff returning to offices in greater numbers where office size and layout allows while still adhering to social distancing and government guidance.
- **Phase 4**: Post Covid-19 where we will revert to the pre-pandemic office risk assessment with any amendments determined to be appropriate from the Covid-19 experience.

Our offices in the UK, USA, Romania and Ireland are currently in Phase 1. Our offices in Singapore, Brisbane and Phnom Penh are currently in Phase 3.

We have procedures in place to allow site visits and fieldwork where this is essential work.

None of our offices are currently open to visitors and our staff are not currently undertaking any outward international travel. In-country travel is on an essential need basis and only where it can be undertaken safely and in accordance with government guidelines.

Thank you for your continued support.