



COVID-19 Preparedness and Response

Date: March 2020

Location: 25 Savile Row, W1S 2ER, London, UK

Alken Asset Management is closely monitoring the ongoing situation and taking proactive measures to safeguard the wellbeing of employees as well as ensure it acts in the clients' best interests.

Outbreak recap

Since December 2019, coronavirus has infected over 100,000 people and killed more than 3,800 people in over 110 countries. On 11/03/2020, the World Health Organisation classified Covid-19 as pandemic. According to Dr. Tedros Adhanom Ghebreyesus WHO director-general, *"This is not just a public health crisis, it is a crisis that will touch every sector"*. The WHO defines an influenza pandemic as *"global epidemic caused by a new influenza virus to which there is little or non-pre-existing immunity in the human population"*.

Business Continuity Plan

Business continuity management is a holistic process that identifies potential threats to an organisation and the impacts to the business operations that those threats, if realised, might cause.

It provides a framework for building organisational resilience with the capability for an effective response that safeguards the interests of key stakeholders, reputation, brand and value-creating activities.

We have put in place our Business Continuity Plan in order to prevent any interference with our operations. Our plan consists of the below key elements.

Employees' health and safety

Pandemic influenza can impact staff either directly or indirectly, therefore human aspects are an important component of the broader business continuity planning considerations. The direct impact to the staff is that they may be absent from work due to themselves becoming ill or to care for a family member. The impact to the wider community may result in reduced service or loss of services throughout the pandemic which may necessitate staff absence. There may also be transport disruptions due to industrial action, and staff sickness/fear.



We are therefore monitoring any developments and are ready to adapt our working environment in order to protect employees' health and safety.

Employees' training and communication

We have shared our new *Covid-19 Policy* which includes governmental guidelines and recommendations to all our staff members and we are explaining the situation on a daily basis. We have also displayed WHO posters promoting hand washing and the use of sanitisers.

Mitigating the risk of contagion

Travel measures

We have limited travels to business essentials only and we restrict travel to high risk locations. We are also following the self-quarantining advice. Employees have been briefed about COVID-19 and what countries are considered high risk.

Extra hygienic measures

We have instructed cleaning staff to take extra measures to ensure workplaces are clean and hygienic. We have also made sanitiser hand gels & paper tissues available around the office. Finally, we have put in place a "No Shaking Hands" policy has been applied for all staff and external visitors.

Work from home policy

We have put in place a specific work from home policy in order to prevent the risk of contagion.

Reduced number of business meetings

Business meetings have also been dramatically reduced; only essential meetings can be scheduled.

Medical measures

Medical materials were purchased for employees. We have also shared key medical contact numbers. We have also put in place a *Potential Response Policy* in case one of our staff is infected.



Risk management

Reliance on third parties' contractors

As most firms, we are dependent on third party suppliers for both outsourced services and internal processes. In preparation for a pandemic event, we have verified the robustness of suppliers' (internal and external) business continuity plans and ability to deliver.

Daily assessment of the situation

The Risk and Financial Officer, together with the CEO, PMs and operations' team discuss the situation daily.

In case of an emergency, please find below the Recovery Team Contacts

In case of an emergency, please contact:

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or

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