

Our response to COVID-19

A Statement from our CEO, Kevin Freeguard

Gattaca continues to monitor the coronavirus (COVID-19) outbreak very closely and, in line with government advice, we have put in place appropriate actions to ensure we continue to provide a continuity of service to our customers.

As a 'people' business, we are focused on the safety of our employees, contractors, candidates and clients and are working to ensure we minimise disruptions to our business so we continue to serve our clients effectively.

This statement includes a summary of our actions to date. I want to reassure you that we are here to help. Should you have any additional queries or need anything further please contact your consultant or direct questions to COVID19@gattacaplc.com.



Kevin Freeguard

Chief Executive Officer
Gattaca PLC

How we're prioritising the safety of our people

- » Consistent with government advice, and to protect the safety of our people, all of our staff are working remotely from their homes, utilising video conferencing facilities as an alternative means of face-to-face communication.
- » All business travel has been suspended, and we continue to advise our employees to follow the relevant government guidance in their location with regard to social distancing.
- » We continue to liaise with our people to identify anyone with an underlying medical condition which may make them higher-risk, and encouraging these employees to follow appropriate government guidance.
- » All of our employees have access to wellbeing and health support services.
- » We have created a dedicated hub on our intranet which is regularly updated with advice and guidance on how to help prevent the spread of the virus, working remotely, managing wellbeing whilst in isolation, and how we are adapting our business practices to respond to the situation.

How we're ensuring continued service to our clients and contractors

- » We maintain regular contact with our contractors and candidates to understand the impact on their assignments and opportunities. We are providing guidance and advice to our contractor workforce as appropriate.
- » We continue to work with our clients to understand the measures they are implementing in response to this situation. This ensures we support these efforts in our actions and when communicating with our contractor workforce.
- » We continue to liaise with our clients to discuss utilisation of technology to facilitate ongoing talent acquisition and management, including the use of video conferencing technology for interviewing and on-boarding requirements.
- » We have provided our people with systems and guidance on remote working and leading teams of remote workers for extended periods of time to maintain engagement and effective communication.
- » Our people have access to, and are used to utilising, video conferencing and instant messaging to collaborate whilst working remotely and across different locations.
- » We have protections and policies in place to ensure the continued security and confidentiality of our data whilst working remotely.

How we're prepared as a business to continue our operations

- » Our dedicated cross-functional COVID-19 Working Party meets twice daily, overseen by our operational Management Board, to coordinate and plan for known and likely impact on our people, business operations, customers and supply chain.
- » We have re-allocated appropriate resource to the management of our business continuity arrangements in response to COVID-19.
- » We have established dedicated communication channels, utilising our crisis management arrangements, for the quick and effective dissemination of advice and information across all of our business units.
- » We continue to monitor the advice of the governments in the locations in which we operate, as well as the World Health Organisation.
- » We continue to update our scenario planning and impact assessments across the business to capture the pace of change and associated worst case scenarios and the steps we can take to mitigate potential impact and ensure continuity of service to our customers.

How we're ensuring continuity of our supply chain

- » We continue to liaise with our suppliers to ensure they have appropriate arrangements in place to ensure the continuity of service to Gattaca.
- » We are monitoring contractors and candidates engaged via the supply chain to understand the impact on their assignments and opportunities. We are working with our supply chain to ensure appropriate communication measures are in place.
- » We continue to liaise with our supply chain to discuss utilisation of technology to facilitate the ongoing provision of their services, including the use of video conferencing technology for interviewing and onboarding requirements.

Should you have any additional queries not answered within our statement, please direct them to your consultant or contact the business continuity team direct at COVID19@gattacaplc.com.