

Response to Covid-19

Within First Sentier Investors, providing staff with a safe working environment is our priority alongside the ability to continue to serve our clients. Having considered the advice from government and health agencies, staff within the region have been working remotely to successfully carry out all business activities as normal.

A significant amount of work has been undertaken, and continues to be underway to prepare our offices for a return to work. We continually review and discuss our COVID-19 approach and planning to ensure that our employees and clients remain supported throughout this period, and we are able to provide a safe environment for staff to return.

In line with UK government requirements, below is a summary of our response to Covid-19.

Principles

- Global Return to Office principles where taking care of staff is our number one priority
- Global Policy of 'no questions asked' for staff who wish to remain working from home
- All government and local guidance has been, and continues to be, adhered to

Key Controls

In line with these principles, some of the key controls that have implemented to reduce transmission are as follows:

- Where possible, all staff remain working from home. Return to office is currently on an exceptions basis and staff continue to work from home if they are able
- Implementation of a phased return to offices with managed occupancy levels within each office
- Separation of critical roles and all teams into transitional groups
- Social Distancing measures introduced throughout all offices in line with government guidelines. Desks have been reconfigured and where necessary screens installed to protect employees
- Implementation of enhanced hygiene and cleaning measures, and provision of hand sanitiser, disinfectant sprays and wipes
- Flexible working is available with staggered start and finish times
- Procedures in place should an employee become, or suspect they are infected, and a policy in place detailing the business response in the event of a suspected case within the offices
- Ongoing support and guidance for all staff, including regular updates regarding working arrangements, including welfare, mental and physical health and personal security
- Risk assessments carried out for employees working at home, and the provision of equipment if required to enable safe home working

A full risk assessment, detailing the full suite of controls in place to mitigate the ongoing and future risks, has been undertaken and has been communicated internally.

If you require any further information please contact infoUK@firstsentier.com