

Our response to COVID-19

A Statement from our CEO, Kevin Freeguard

Gattaca continues to manage our operations in light of COVID-19 and in line with Government advice across all of our territories. We maintain appropriate adjustments 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 wanted 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

- » In line with UK Government advice and guidance, we have re-opened our offices, making adjustments to ensure we adhere to the COVID-19 Secure guidance. We are managing capacity levels within our offices to maintain social distancing, and the majority of our employees will remain working remotely, utilising video conferencing facilities as an alternative means of face-to-face communication.
- » Essential in-country business travel has resumed, and is being monitored and undertaken in line with COVID-19 Secure guidance. All international business travel remains suspended.
- » All of our employees have access to wellbeing and health support services
- » We continue to update the dedicated hub on our intranet with advice and guidance on how to help prevent the spread of the virus, working remotely, managing wellbeing whilst working remotely, 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, and have been pleased to support many of our contractors using the UK Government's Coronavirus Job Retention Scheme
- » We continue to work with our clients to understand the measures they are implementing in response to this situation, in particular in relation to their COVID-19 Secure measures and how they are re-opening their sites safely. We take pride in ensuring we support these efforts in our actions and when communicating with our contractor workforce
- » Together with our clients, we are utilising technology to facilitate ongoing talent acquisition and management, including the use of video conferencing technology for interviewing and onboarding requirements
- » Our people have access to, and are used to utilising, video conferencing and instant messaging to collaborate whilst working remotely and across different locations, and we provide regular guidance on remote working and leading teams of remote working to maintain engagement and effective communication
- » 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 daily, overseen by our operational Management Board, to manage 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 have taken action to mitigate the impact of COVID-19 on our operations and, in particular, on the reduction in our core business requirements. Further information regarding these mitigating actions is available in our Full Year Trading Update and Notice of Results published on 17 July 2020, which is on the Regulatory News section of our website
- » 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 our supply chain, to understand the impact on their assignments and opportunities. We maintain appropriate communication measures with our supply chain to ensure our contractors are kept up to date

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@gattacapl.com.