

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 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

- » We are monitoring government guidance across all locations in which we operate to ensure our practices continue to protect the safety of our people
- » We are undertaking extensive measures at our offices to minimise the spread or impact on our people, including the promotion of good hygiene and the provision of additional cleaning services
- » All international business travel has been suspended, as has non-essential in-country travel. We are encouraging the use of video conferencing facilities as an alternative means of face-to-face communication
- » We have suspended meetings and conferences with large numbers of attendees, and are utilising webinar and video conferencing as an alternative method to facilitate these gatherings
- » Anyone within our business who is displaying symptoms of coronavirus is working from home and self-isolating for at least 7 days. In line with local guidance, all employees in our operations in Spain and the US are already working from home, and we continue to monitor and adapt to changing guidance in those locations
- » We are liaising with our people to identify anyone with an underlying medical condition which may make them higher-risk, and encouraging these employees to work from home
- » 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 are working with our clients to understand the measures they are implementing in response to this situation, to ensure we support these efforts in our actions and when communicating with our contractor workforce
- » We are liaising 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 onboarding requirements
- » We have given all staff access to work remotely (including from home). 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

- » We have established a dedicated cross-functional COVID-19 Working Party, which meets at least daily, overseen by our operational Management Board, to coordinate and plan for potential 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 are monitoring the advice of the governments in the locations in which we operate, as well as the World Health Organisation
- » We are undertaking scenario planning and impact assessments across the business to identify worst case scenarios and the preparatory 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 are liaising 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 are liaising 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@gattacapl.com.