



PLACECUBE

UPDATED: 17 March 2020

Business Continuity and Contingency Planning for Covid-19 Outbreak

At this time, Placecube has identified the Covid-19 outbreak as a **medium-level** business risk. This is due to the digital nature of our operations, taking into account that our employees work remotely, in geographically separate locations.

As a responsible company, we will continually review the impact of the Covid-19 outbreak in order to assess business risks and adjust our operating procedures to provide the safest continuity of service.

The safety and well-being of our employees and clients remains our top priority and our policy is to follow official HM Government advice and guidelines.

Additionally, we have taken the following actions with immediate effect, to further reduce the impact of the Covid-19 outbreak and to ensure that we are able to meet our contractual commitments.

- We have temporarily suspended all training days and face-to-face meetings to avoid team members being in close contact with one another.
- Client site visits are now limited to exceptional circumstances, only, with the vast majority of work and meetings being conducted remotely.
- We have already taken measures to increase the size of our development team with new team members being trained, virtually.
- We have mobilised our near-shore partner resources to augment our internal product development team, in the event that these permanent team members are re-deployed to client projects or are indisposed due to illness.
- The Placecube technical team is implementing additional working practices to enable it to further reduce any dependency on individuals, making use of our full capability to draw on a pool of resources to fulfil our obligations.
- Our continuous resource planning and weekly review meetings now includes additional planning for sickness contingency.
- In the event that we identify a risk to the delivery of the services we provide to any client; we will discuss the likely impact and changes with the client at the first available opportunity. We recognise that in some circumstances it may be necessary to reprioritise our workload in order to provide increased support to clients who use our services in response to the current situation although we will endeavour to ensure no client services are unduly affected.

Should there be any concerns or advice required by clients or employees they should contact Jenny Dias (COO on jenny.dias@placecube.com) or Jason Fahy (CEO on jason.fahy@placecube.com).

Jason Fahy – Chief Executive

1 London Street, Reading RG1 4PN, UK | +44 208 895 6756 | enquiries@placecube.com

Placecube is a trading style of Placecube Limited, a company registered in England and Wales at 1 London Street, Reading RG1 4PN, UK and with company number 09914106.