



# BCP COVID-19 response

October 2020

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| <b>How has RPC assessed the impact Corona virus has or could have on its operations?</b>                        | <p>Our primary focus is the health and safety of our people, our community and our clients. We remain fully committed to continuing to provide the highest level of uninterrupted service to our clients. Our business continuity plans are being continuously reviewed and adapted to reflect the evolving regional and local government guidelines for all our offices. A dedicated, global, COVID-19 incident and response team meets frequently to assess and adjust our response as necessary.</p>  |
| <b>How is the situation currently impacting RPC's ability to provide uninterrupted services to its clients?</b> | <p>We already have established agile working principles. Our people are working effectively and are continuing to deliver to uninterrupted service to our clients across our UK and Asia offices.</p>  |
| <b>Under what circumstances might this change in the future?</b>  | <p><b>UK</b></p> <ul style="list-style-type: none"><li>• We have taken all reasonable steps to make all our UK offices COVID-19 Secure following an independent health and safety risk assessment.</li><li>• After a successful pilot in August, our UK offices reopened in early September. A split team rotation is currently in operation to allow a limited number of our people back into the office. In line with Government guidelines, the default position for most of our people is to continue to work remotely where possible.</li><li>• The small number of people working from the office are required to observe social distancing guidelines and wear masks in all common areas to reduce the potential transmission of COVID-19.</li><li>• We are able to host a small number of clients in our offices for critical business meetings, ensuring at all times we adhere to prevailing Government guidelines</li><li>• We are asking all visitors, including contractors, not to enter our premises if they have any COVID-19 symptoms or if they have been in close contact with anyone who has been diagnosed with COVID-19 in the preceding 14 days.</li><li>• We request that our visitors observe the safe entry, social distancing and hygiene measures we have put in place to protect them, other visitors and our people.</li></ul> <p><b>Hong Kong and Singapore</b></p> <ul style="list-style-type: none"><li>• Our offices in both Hong Kong and Singapore have re-opened. We are adopting a hybrid approach to allow our people to work from the office or from home and have adopted safe management measures across the workplace (including split teams and social distancing) in line with required Government guidance in both Hong Kong and Singapore.</li><li>• We have encouraged our people to conduct client meetings by video calls to avoid face to face client meetings where possible.</li><li>• Where we have a business or work critical reason to accommodate visitors at our premises in Hong Kong or Singapore, we request that our visitors observe the safe entry, social distancing and hygiene measures we have put in place to protect them, other visitors and our people. We keep a record of attendance of all meetings held at our offices so we can use this data for contact tracing purposes as necessary.</li></ul> |

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| <b>Does RPC have mitigating plans in the event of service disruptions?</b> | All legal staff, and the majority of our business services people, are equipped with laptops and mobile telephones to enable remote working. This is now an established way of working across all our geographical locations.  |
| <b>Under what circumstances might this change in future?</b>               | <p>All documents are stored on a secure electronic system to which all laptop users have access away from the office.</p> <p>In accordance with standard remote-working practice, legal staff have diverted their landline telephones to their work mobile telephones to ensure they can be contacted when working remotely.</p> |
| <b>Additional relevant information not mentioned above</b>                 | We will continue to monitor the latest directives from local governments and health authorities in all of our geographical locations. Our business continuity approach will be adapted to meet the evolving landscape. This includes following local public health guidance regarding international travel.                      |