



BCP COVID-19 response

December 2020

How has RPC assessed the impact Corona virus has or could have on its operations?	<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>
How is the situation currently impacting RPC's ability to provide uninterrupted services to its clients?	<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>
Under what circumstances might this change in the future?	<p>UK</p> <ul style="list-style-type: none">• We have taken all reasonable steps to make all our UK offices COVID-19 Secure following an independent health and safety risk assessment.• After a successful pilot in August, our UK offices reopened in early September. In line with Government guidelines, the default position for most of our people is to continue to work remotely where possible.• 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.• 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• 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.• 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.• RPC is fully committed in playing its part in fighting Coronavirus and helping with the NHS Test and Trace services. We consider it is in our legitimate interests therefore to record our own people's contact details as they enter one of our UK offices, and for visitors to our UK offices, to be asked to provide contact details. If contacted by NHS Test and Trace we shall share the contact details we hold relating to those having entered our UK offices. See the NHS Test and Trace Contact Notice on our website for further information or click here. <p>Hong Kong and Singapore</p> <ul style="list-style-type: none">• Working remotely was been reintroduced as the default position for our Hong Kong office from 1 December in line with Hong Kong Government advice. The office is open with pre-approval required to attend for essential / business critical duties only• A split team approach remains in operation for our people in our Singapore office. Our teams continue to work either from home or from the office on a split-team basis, in accordance with Singapore government guidance

- Both our Asia offices have adopted safe management measures in line with required Government guidance in both Hong Kong and Singapore. Face to face meetings are avoided in favour of video or conference calls wherever possible
- 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.

Does RPC have mitigating plans in the event of service disruptions?	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.
Under what circumstances might this change in future?	All documents are stored on a secure electronic system to which all laptop users have access away from the office. 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.
Additional relevant information not mentioned above	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.