



BCP COVID-19 response

May 2021

How has RPC assessed the impact Corona virus has or could have on its operations?

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 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.

How is the situation currently impacting RPC's ability to provide uninterrupted services to its clients?

We have established agile working principles that allow our people to deliver uninterrupted service to our clients across our UK and Asia offices.

UK

- We have taken all reasonable steps to keep 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 2020. 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](#).

Under what circumstances might this change in the future?

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Hong Kong and Singapore

- Both our offices in Hong Kong and Singapore have reopened in line with local Government rules.
- The office premises are open for both staff and visitors subject to evolving regional guidelines
- Both offices have adopted strict safe management measures in line with required Government guidance, including the requirement for masks to be worn at all times, limiting the capacity of meetings rooms and observance of social distancing rules.
- Both staff and clients entering our premises in Hong Kong or Singapore are requested to observe our safe entry, social distancing and hygiene measures at all times.
- We keep a record of attendance of all meetings held at both our offices so we can use this data for contact tracing purposes as necessary

Singapore Update

- From 16 May, the Singapore Office has adopted working from home as a default to cater for changes to local government guidance
- All staff continue to provide uninterrupted service to our Clients

Does RPC have mitigating plans in the event of service disruptions?

Under what circumstances might this change in future?

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. 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