



Business continuity and preparedness response

15 July 2020

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 and clients. We are also fully committed to continuing to provide the highest level of uninterrupted service and care to our clients.

Business continuity plans are being continuously reviewed and adapted to reflect the evolving conditions in all of our geographical locations.

A dedicated, international, Covid-19 incident and response team is in place. This 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 systems and supporting processes in place. These are working effectively and we are continuing to deliver uninterrupted service to our clients across our UK and Asia offices.

UK

- Our UK office remains closed and staff are working remotely.
- We are working through the practicalities of what a safe return to our offices in the UK could entail.
- A cautious phased return is envisaged, later this year and subject to continued review, which sees us gradually increasing occupancy levels over time while following UK Government guidance.
- We will only consider a meaningful return when we are satisfied that everything reasonably practicable has been considered to minimise risk. We have commissioned an external consultancy to conduct an independent COVID-19 health & safety risk assessment of our plans for both UK offices in line with UK Government requirements.

ASIA

- Remote working is re-introduced as the default position for our Hong Kong office as from 15 July, in line with Hong Kong government advice. The office is open (with pre-approval to attend) for essential /business critical duties only.
- From 19 June the default position for our Singapore office is that our teams continue to work predominantly from home in accordance with Singapore government guidance. The office is open (with pre-approval to attend on site on a split team basis) for essential/business critical duties only.

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.