

## CIFIC Business Continuity & COVID-19 Procedures<sup>1</sup>

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### CIFIC Business Continuity & COVID-19 Procedures

At CIFIC, we are continually analyzing and updating our BCP policy to reflect changing market conditions, technologies and firmwide growth.

We place the highest importance on business continuity for both our firm and for our clients.

As the situation concerning Coronavirus (COVID-19) continues to evolve, we want to highlight our preparedness as well as inform you of the steps we have taken.

#### Technology:

- CIFIC has a comprehensive Business Continuity Plan in place. We are able to fully function as an organization remotely with all employees having access to all necessary technology
- We have run and continue to run firmwide testing to ensure we are prepared for such as needed

#### Client Meetings:

- We are attempting to hold client meetings remotely and telephonically — only conducting in-person meetings when absolutely required
- We are not hosting any clients from high risk areas nor travelling there for meetings

#### Restrictions on travel:

- All international corporate travel is now limited to business-critical and requires COO or CEO approval until further notice
- Employees travelling personally may be restricted from returning to work if they have visited a high-risk area (as communicated weekly by our HR Department) or are feeling ill

#### Restrictions on visitors:

- In order to minimize the risk of our employees being exposed to coronavirus, we are asking all employees to check with clients, vendors and others in advance of any meetings on their policies surrounding coronavirus
- Clients, vendors and others may be denied entry to our facilities if they have returned from or travelled through a high-risk area, or have a household member who has returned from or travelled through these areas in the past 14 days or are experiencing any symptoms of the virus

#### Work from Home Policy:

- CIFIC has enacted alternative work arrangements for any at-risk employees to help ensure the safety of all during this time and to continue providing services without interruption to our clients

### From CIFIC

We welcome your comments and questions. Please feel free to contact CIFIC at [IR@cific.com](mailto:IR@cific.com).

1. Source: CIFIC as of March 9, 2020.

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