

## Salt Global Response Plan to Covid-19

We hope you, your family, and team are safe and well.

### Business continuity – We are here for you

In this unprecedented situation, our first and foremost concern is the health and safety of the Salt community – our staff and the people we work closely with every day. Salt's approach is to be responsive and informed by the health authority's recommendations of each country we operate in and to act swiftly when required. We have put a global response plan in place, complying with each country's recommendations.

The outbreak of COVID-19 is affecting all markets Salt operates in but we are trying to minimize the impact on our clients and candidates and wanted to reassure you that we are here to support you with any hiring needs or to help you with business continuity. Our teams are fully prepared to work from home/remotely and all systems we use on a daily basis are cloud-based, so we can access them remotely and are able to operate as normal throughout this time.

All of our efforts are focused on supporting you in having the right people to manage your business and we will do our utmost to facilitate this as easily and as safely as possible. Interviews and meetings will be conducted over the phone or via video call. We will continue all our search campaigns and have shifted our solutions to offsite and remote support.

### Global response plan

In response to the current COVID-19 pandemic, Salt has created this document to outline our policies and business continuity plans and communicate what actions we are taking to ensure that our stakeholders across the world are safe, and to help reduce the spread of COVID-19.

As a global business, we are continuously monitoring the situation across the globe to ensure that we are following the appropriate precautions recommended by the World Health Organization ('WHO'), Center for Disease and Prevention ('CDC') and respective governments in each business location (outlined below). These precautionary measures may change at any time depending on the country and advice issued by the relevant authorities. The countries we operate in are:

- Australia
- Hong Kong
- Malaysia
- New Zealand
- Singapore
- South Africa
- United Kingdom
- United States
- United Arab Emirates

So far, we have implemented the following precautions – these are fully or partially active in our offices, and subject to local recommendations:

- All face-to-face meetings and interviews have been cancelled and will be held online until further notice
- All staff business travel (including international and domestic) has been put on hold until further notice
- We are either encouraging staff to work from home or are fully working from home to minimize physical contact
- Employees have been provided with appropriate technology (laptops and mobile phones) to be able to work remotely. All our systems are cloud-based
- All internal company meetings are now being held online
- We have cancelled all face-to-face meetups and events and where possible, have rescheduled these as webinars
- All offices have undergone deep cleaning to ensure that all surfaces have been disinfected
- Any employees who are at high-risk (have an underlying health condition, live with someone who is high-risk, are pregnant) have been told to self-isolate and to only work remotely if they are not experiencing any symptoms
- Our offices have been stocked with extra hand wash, surface wipes and hand sanitizer for those who are able to work from the office
- All employees who have recently travelled to an affected area or have been exposed to a person who has been told to self-isolate/quarantine in line with advice from the WHO and local governments. Salt follows the list of affected countries provided by the WHO and guidance issued by the relevant local authorities.
- All team events, group gatherings and face-to-face arrangements have been suspended until further notice

If you have any questions or concerns about this policy please do not hesitate to contact Laura Maxwell-Smith [lmaxwell-smith@welovesalt.com](mailto:lmaxwell-smith@welovesalt.com).

**Last updated: 17 April 2020**