

update

March 23, 2020

ÁLEX

Dear Sir/Madam,

As news of the COVID-19 pandemic continues to unfold, we at ÁLEX remain committed to providing the highest quality of service to our clients.

Even though reported cases are still relatively low, experience from other jurisdictions suggest that we take urgent action to mitigate any risks to our network of clients, employees and business partners.

In light of the foregoing, we would like to intimate you on some of the measures we are taking at this time:

HYGIENE: Extra hygiene measures have been put in place to ensure that all in-office staff are observing World Health Organisation standard sanitisation procedures. Hardware and physical facilities are also re-sanitised repeatedly every day.

TRAVELS: Non-essential travel plans have been suspended as part of our social distancing efforts to prevent the spread of the virus;

REMOTE WORKING: We are implementing remote working options for members of our staff should Governments restrict physical movement. We have facilities in place for teleconferencing in lieu of physical meetings;

SELF - ISOLATION: Whilst restricting travel as much as possible, our staff have been advised to self-isolate themselves at home for a 14 day period if they recently returned from a country where the coronavirus is known to be present, feel unwell or have had close contact with a confirmed case of COVID-19 and to immediately report to the health authorities if they develop a fever and a dry cough.

We are also following global news updates and developments that could affect your business so that we can advise you accordingly.

We will continue to update our action plan over the coming days to ensure that our clients' work proceed as seamlessly as possible. Kindly let us know if you have any particular concerns in this regard so that we can assist as appropriate.

Finally, we extend our best wishes to you as we all navigate these trying times.

ÁLEX