

## Measures undertaken by Deloitte Central Europe to minimise the risk of contracting coronavirus

We are taking steps to ensure the safety of all our employees and our environment. Please note that we fully comply with all guidelines published by WHO, as well as with the domestic guidance and regulations related to the COVID-19 risk. The measures introduced by Deloitte have been developed in consultation with independent medical experts who have favourably rated all our activities so far. So far, we have undertaken the following measures:

- ✓ Employees who have recently visited countries that, according to WHO, are particularly affected with the epidemic, undergo obligatory quarantine, work from home and have no direct contact with clients or colleagues. We have been monitoring recommendations regarding the list of affected countries on an ongoing basis to keep our employees up-to-date with changes.
- ✓ We request our clients who have recently visited countries affected with COVID-19 or contacted a potentially contaminated person to avoid personal contact with our employees.
- ✓ All guests participating in planned meetings in Deloitte offices are requested to confirm in advance that the guidance issued by sanitary authorities with regard to symptoms characteristic for COVID-19, that they have not visited or travelled through the areas affected with the epidemic for last 14 days and that, to their

knowledge, they had not had any contact with a person who may be contaminated with the virus.

- ✓ All Deloitte employees have been informed that individuals demonstrating symptoms of flu or cold should unconditionally stay at home until the symptoms vanish.
- ✓ We have introduced an additional disinfecting routine in our offices applicable to spots and surfaces which are often touched, such as doorhandles, rails and elevator buttons.
- ✓ We have educated employees with regard to proper hand washing techniques through emails, information posters in our offices.
- ✓ We have provided disinfectants (liquid and tissues) to be used on our electronic devices by all employees working in our offices.
- ✓ We comply with standards set by our business partners in the office: the building owner, the cleaning service firm and the employees of the internal mail service office.
- ✓ We have postponed all events planned by the end of April: conferences, seminars and workshops, regardless of the number of participants.
- ✓ External services provided in the office that bear potential risk, such as catering or physiotherapy, have been suspended.

- ✓ We have prepared a series of scenarios envisaging additional measures should the epidemic grow.
- ✓ We have established a crisis management team, which discusses the current developments and makes decisions during daily meetings and using internal communication tools.
- ✓ We keep our employees updated about the situation and measures they should adopt.
- ✓ As recommended by us, most of our employees have worked from home.
- ✓ We have delivered a series of courses preparing our teams to organise remote work using state-of-the-art technologies. If possible, both internal and client meetings are organised using available Internet communication systems.

We are aware that risk related to the coronavirus cannot be completely eliminated. Nevertheless, we do what we can and consider further steps depending on new developments. By implementing these measures, we take care for our own safety, for our employees, their families and clients. Should you have any suggestions regarding any additional steps for us to take, please let us know.