

# Premier Miton business continuity management: Coronavirus update

## Introduction

Premier Miton continues to monitor the impact of coronavirus (COVID-19) including the latest response and information from relevant organisations including the UK government, local public health agencies, World Health Organization (WHO), Centres for Disease Control and Prevention (CDC) and Foreign & Commonwealth Office (for travel advice). We are very aware that as more information emerges, recommendations may change so we are continuously monitoring the latest advice and guidance.

We have an up-to-date business continuity plan that has been reviewed and refined based on the latest information on coronavirus.

Our aim is to look after the health of our staff, help minimise the spread of coronavirus and ensure business continuity for our clients, including investment management and client service. A key part of this objective is adopting the latest relevant advice and best practice as it becomes available.

Please note that Premier Miton's business operations are not impacted at this time.

## Please see below some of the actions we have taken

### Public health advice

Intra-daily monitoring of the latest advice and guidance from relevant organisations.

### Coronavirus management response team

We have established a coronavirus response team to manage the company's approach to a rapidly evolving situation.

### Business continuity plans

Our business continuity plans are up to date and have been reviewed and refined in response to coronavirus. Alongside ensuring business continuity, we continue to focus on protecting the health and wellbeing of our staff, including remaining mindful of people's caring responsibilities.

## Working from home

Current government guidelines state that everyone who can work from home should do so. Our staff are able to work from home in order to continue the smooth running of our business. We continue to operate a core working from home business model.

## Our offices

The current government advice is that we should work from home if we can, although there are good reasons to keep the option of going to an office available, for example, if it is important for people's jobs, mental health or wellbeing. Therefore, in line with relevant guidelines to protect people from coronavirus in workplaces and in wider society, we have undertaken a risk assessment in association with our health and safety consultants to manage the risk of a small number of our staff working in our offices. This assessment is communicated to our staff and includes clear guidelines, including, for example, trying to avoid public transport when travelling to and from our offices, maintaining social distancing, cleaning and hygiene.

## Information updates to staff

We are providing regular updates to our staff on;

- Their role in reducing the spread of this disease, including washing hands properly, relevant actions to reduce the spread of germs and the important role of appropriate cleaning and disinfecting.
- Identifying possible signs of the disease and relevant actions if they have any concerns.
- What to do if they are aware they or a closely connected person have been in physical contact with an individual who has contracted the virus.
- Our business continuity plans and future planning.
- Staying safe if they are working in one of our offices.

We clearly understand that this may be a very worrying time for people and we are therefore reminding staff about the 24/7 availability of our Employee Assistance Programmes for them to use for additional, professional support.

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## Business travel

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We are a UK focused company and our staff use relevant technology and communications tools for business contact, including video and conference calls. Where any business travel is planned, a pre-approval process has been put in place.

We are following government guidelines in terms of self-isolation of staff who have visited a high risk area, and all staff are required to inform us of travel plans to these areas.

## Vendors and counterparties

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We have reviewed and will continue to review and monitor our key third party relationship business continuity plans, to ensure we are satisfied their arrangements are fit for purpose to manage potential impacts of the coronavirus.

## Investment industry guidance

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We are participating in information sessions organised by The Investment Association to share ideas on best practice on how to manage our businesses in response to the issues from the spread of coronavirus.

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