

## A Letter to our Associates regarding the Coronavirus

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Dear Impellam Associate:

We want to provide you with the reassurance and confidence that we are taking the necessary precautions, preparing plans and putting processes in place to adapt to the challenges presented by the coronavirus as the situation evolves.

We are closely following the guidance from the World Health Organization and local health bodies across our key geographies, the U.K., the U.S. and Australia, and implementing their recommendations while also planning accordingly to ensure our people have the necessary information and the ability to work remotely if required.

Like many companies, for some time now we have encouraged and will continue to facilitate home-working where appropriate. Our robust infrastructure and digital capacity; in conjunction with our global communication & collaboration platform means all 3,000 Impellam people can continue to work together in service of our candidates and our customers, from wherever they are in the world.

While the situation is changing rapidly, we'll continue to monitor it closely by following official advice across our major geographies and adapt our operations as required. At this stage, we have received no further official guidance and we continue to operate as normal.

In the meantime, your safety at work is of paramount importance. Please follow the general advice to protect yourself against viruses.

- Wash your hands thoroughly and regularly, for at least 30 seconds.
- Avoid close contact with anyone when you are experiencing a cough or fever.
- Avoid close contact with anyone exhibiting cold or flu-like symptoms.
- Cover your mouth and nose when you sneeze or cough with a tissue and discard in the trash bin.

If you still have any concerns, please get in touch with us.