

COVID-19 Policy

It is the policy of **The Renewables Consulting Group Limited** (“RCG”) to protect the health and safety of staff, clients and other stakeholders. This extends to RCG’s response to the COVID-19 public health emergency. This policy is subject to frequent review and update; the latest version is posted on RCG’s website at <https://thinkrcg.com/policies/>

The Board of Directors takes responsibility, so far as is reasonably practicable, to ensure the health and safety of employees and others who may be affected by our work. This is set out in the firm’s HSEQ Policy.

Coronavirus Disease (COVID-19), is a new respiratory virus first identified in Wuhan, Hubei Province, China. COVID-19 has the potential to severely affect RCG’s staff and operations worldwide.

This policy sets out how RCG is mitigating the risks to our staff and business and how we are managing the changing threat.

This policy does not describe COVID-19 in detail. RCG is not expert in this area and we refer to national health and international authorities for expert guidance. Official advice from governments where RCG operates is constantly changing as the situation develops. RCG will take all reasonable steps to prepare and protect our staff and clients in line with best available guidance.

The symptoms reported include mild to severe respiratory illness with fever, coughing, and difficulty breathing. Information available so far suggests that most COVID-19 illness is mild, however older people or people with certain underlying health conditions (such as heart disease, lung disease, or diabetes) may be at a greater risk to experience severe and potentially fatal illness.

This virus is thought to have emerged from an animal source but is now spreading from person-to-person. It’s not clear how easily COVID-19 spreads from person-to-person.

As the RCG continues to monitor the local, national and worldwide incidence of COVID-19, and the associated illness it causes, staff have been asked to review our policy and follow other specific guidance issued.

RCG’s policy is being updated regularly as the situation evolves and more becomes known.

Business risks

RCG’s core advisory services have typically required some degree of client contact, either to scope out work or to present deliverables. In some projects we work directly imbedded in client teams.

In the early stages of the virus outbreak, we understood that the level of contact presented a relatively low risk of infection from work-related activity. However, our staff may come into contact with people who have travelled to/from affected areas or fall ill through other means.

As the public health emergency has evolved, most face-to-face meetings with clients have been cancelled.

If our staff are required to self-isolate or fall ill, this may affect the delivery of services to some clients. RCG may also need to restrict the deployment of staff due to the risk of becoming infected or because of travel restrictions.

Risk mitigation

RCG is limiting exposure to the illness by monitoring regional outbreaks and matching our risk response to those outbreaks. These risks will change over time as the virus emerges, spreads, and then subsides. RCG is working with our clients to limit the spread and impact of the infection. RCG's risk assessment takes into account both the regional situation and individual sites.

RCG has implemented business continuity procedures to ensure the company is resilient to business disruptions, including those presented by COVID-19.

RCG has issued internal guidance on measures relating to COVID that should be taken by all staff, staff who are unwell, and staff who are at higher risk.

RCG is already set up for effective remote working. Staff who can work effectively from home have been requested to work remotely, potentially for a protracted period. Our office remain available for staff to use providing they are well, take recommended precautions to avoid infection, and this remains in line with advice from governments in their region. RCG's staff can work indefinitely from other locations, including their homes, with no material impact to client services.

For key functions we have already cross-trained each role to cover holiday and sickness absence.

RCG uses cloud-based technologies to maintain resilient communications (telephony, email and teleconferencing). We have secure access to data during any disruption, with no reliance on physical premises. All our staff have access to this resilient technology.

We believe that any disruption to existing client work caused by COVID-19 can be managed by delivering project work through remote means including conference calls and screen sharing.

Whilst an individual member of staff falling ill could impact our clients, RCG has measures in place to enable other RCG consultants to continue any work. These include project management systems containing project plans and updates, shared secure file storage to hold project work, and shared calendars recording appointments.

In a worst-case scenario, RCG will work with clients to prioritise urgent services and work.

Client communications

RCG will keep clients and other stakeholders informed about our policy relating to COVID-19.

Should a member of the RCG team test positive for COVID-19 we will inform all those who could be affected as soon as possible.

We will seek reciprocal information from our clients, requesting that they report immediately if someone in their organisation becomes ill who may have been in contact with our team, so we can limit the potential spread of the virus. We will also request information on client's COVID-19 policies and any implications to business continuity (office closures, travel restrictions, etc).

Further changes

We are continuing to monitor and develop our contingency plans to prepare for a range of eventualities regarding the business impact of the virus. Our published policy has already been refined and amended as the public health emergency has developed.

If public health conditions worsen, RCG's policy on COVID-19 may be further amended to deal with the impact of widespread illness or absences, more frequent needs for self-isolation or quarantine, and business continuity.

This policy shall be kept under constant review and amended in line with government guidance in countries where we operate. RCG intends to maintain normal business operations as much as possible.

A handwritten signature in black ink, appearing to read 'Lee Clarke', written in a cursive style.

Dr Lee Clarke
Chief Operating Officer

20th March 2020

For and on behalf of the Board of Directors