

CORONAVIRUS (COVID19)

COVID19 Business Contingency & Continuity Plan

As part of our commitment to our employees, delegates and clients JNC Safety Services Limited (JNC) has a comprehensive Business Continuity Plan. This ensures during unforeseen circumstances we are still able to offer our services which we distinguish ourselves and that our employees can continue to perform safely.

In line with our Business Continuity Plan the Company Directors of JNC Safety Services Limited have met to address risks to our employees, delegates and clients as a result of COVID19 and inform, not cause panic to others.

As a service provider the risks are minimal. We have, however, taken the following actions to reduce the risk of spreading the virus:

- Our office and training premises will remain open for business as usual unless instructed otherwise by government bodies.
- JNC will provide handwashing facilities, sanitiser at our premises. A reminder for EVERYONE to wash their hands regularly and utilise what is available.
- We request training delegates who have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone with or who are displaying symptoms to cancel and re-arrange their course at a later date, no cancellation charges will be applied by JNC under these circumstances.
- If training delegates have been asked to self-isolate because of COVID symptoms, you will be transferred to the next available course date and JNC will waive any amendment/cancellation charges.
- Employees deemed at high risk of contracting the virus will self-isolate in line with government guidelines with immediate effect. Isolated employees will continue to work from home where possible and remain in regular contact with their clients and colleagues.
- If an individual employee has contracted the virus then affected delegates/clients will be immediately updated. Workload and responsibilities will be assessed and redistributed amongst the team, ensuring minimal impact.
- Where possible we will conduct meetings by facetime where available, telephone conference etc.
- Where employees are due to make site visits they will contact individual clients and request their current protocols for access to non-essential visitors prior to attendance.
- Our employees will not attend any events etc, where exposure is to larger groups of people (25 people or more) until further notice, this includes business and private events.
- Excessive travel out of region has been restricted/limited as far as sensibly possible.

We continue to closely monitor the situation and will update our plans/advice accordingly.

Please contact Neil Caddy or James Slater, Company Directors directly if you have any further queries relating to the above.

Whilst we are confident that JNC Safety Services Limited has resilient processes in place to maintain continuity of business, delegates/clients should be aware of the following potential risks arising from the current COVID19 emergency. This list is not exhaustive, and clients should seek specific advice relating to their particular project(s):

- Documentation delays, which could impact operational deadlines.
- Cancellation of training courses if instructed by Public Health.

The current situation remains fluid, and we are therefore continuing to monitor the potential implications very closely.