



March 12, 2020

EquiLend Business Continuity Plan

Dear Clients,

On Monday, March 2, we sent you a communication regarding our Business Continuity Plan (BCP) and the active measures we are taking in response to the current COVID-19 (coronavirus) matter. If you would like a copy of the March 2 email or have additional questions about our BCP, please contact support@equilend.com.

The health and safety of our employees, clients, contractors and third-party suppliers remains our top priority. As such, we have continued to follow guidance from respected health organizations and certain government recommendations to further develop our COVID-19 response actions.

In addition to the measures we announced on March 2, we have undertaken the following:

- Our North America and EMEA offices successfully underwent testing of our BCP. The testing resulted in no disruption to our Business As Usual (BAU) operations.
- Our North America and EMEA-based staff are now following a discretionary work-from-home policy. Our Asia-based staff continue to follow a mandatory work-from-home policy. These policies have had no impact on BAU operations.
- We are requiring staff to notify Human Resources if they have been in contact with an individual confirmed to have contracted COVID-19, and/or if they have visited a location where an individual with a confirmed case has been present. In either scenario, we will require the employee to self-quarantine for a minimum of 14 days, and will take additional notification and/or sanitation measures as necessary.
- We are encouraging staff to follow hygiene practices set forth by the World Health Organization, and have equipped staff with virus-fighting supplies, including hand sanitizers and surface sanitizing wipes. We have had professional "deep cleaning" services completed in all of our global office locations.
- We have confirmed with our critical third-party vendors and subcontractors that they have sufficient arrangements in place to ensure uninterrupted service to EquiLend should they activate their BCPs.



As always, we will continue to take every measure possible to ensure the health and safety of our staff and partners in order to deliver uninterrupted service to our clients.

Sincerely,

EquiLend Management

For additional information on EquiLend's Business Continuity Plan, please visit our website at <https://www.equilend.com/business-continuity-plan/>