



CORONAVIRUS (COVID-19) OUTBREAK

POLICY STATEMENT

Background

The outbreak of the Coronavirus (COVID-19) virus and its impact on the overall business and client sites could reach an unprecedented scale.

This policy statement sets out Voltix Services Ltd's response to the current outbreak of Coronavirus (COVID-19), but can be applied to any serious infectious disease pandemic that poses major health risks.

It should also be considered in line with Voltix Services Ltd's Business Continuity Policy. Voltix Services Ltd will frequently monitor the situation as nationally reported by Public Health England (PHE) and other reputable information sources and will use this to inform any subsequent reaction to this policy.

Head Office Staff

The Head Office team is small and the office space in Haywards Heath is shared with another organisation (Smarter Business). Wider contact with others during working hours is therefore low. Additional precautions will be taken to ensure staff follow the 2m minimum spatial recommendation set out by PHE to minimise the spread of infection.

Any Head Office staff member who feels unwell or suspects they may have the virus should stay at home, seek advice from NHS111 and follow the self-isolation guidance issued by the NHS: <https://www.nhs.uk/conditions/coronavirus-covid19/self-isolation-advice/>

Voltix Services Ltd will look to introduce remote working from home for Head Office staff if required to do so.

Engineering Staff

The Engineering Team are required to visit a number of client sites during the course of their working day. This increased level of contact requires additional measures to be taken.

All Engineers are to use disposable gloves when working on client sites to minimise contact with surfaces that may be infected. Additionally, the Company has ordered a supply of 500ml bottles of hand sanitizer gel to be carried around by Engineers and used on a regular basis, particularly after using the toilet and before handling food.



Wherever possible, Head Office staff should ensure that the sites to be visited by the Engineers are clear of infection and have measures in place to minimise the risk of potential infection being spread further.

As with Head Office staff, Engineers are required to follow the 2m minimum spatial recommendation set out by PHE to minimise the spread of infection.

Any Engineering Team member who feels unwell or suspects they may have the virus should stay at home, seek advice from NHS111 and follow the self-isolation guidance issued by the NHS: <https://www.nhs.uk/conditions/coronavirus-covid19/self-isolation-advice/>

Meetings

With immediate effect, all meetings, even those deemed to be business critical, should be deferred or the option of holding the meeting via video or teleconference should be explored and implemented where viable.

External Events / Training

(Where Voltix Services' staff are attendees / delegates)

The default position is not to attend any external meetings and keep public travel to an absolute minimum. However, it is recognised that attendance may be required in cases where training has been booked and paid for on a non-refundable basis. In these exceptional circumstances, Head Office / Engineering staff should discuss any agreed commitments or invitations with their line manager before attending.

In all other cases anyone with plans to attend a meeting as a representative of Voltix Services Ltd should refrain from doing so until further notice.

The Company takes its corporate responsibility very seriously and is mindful that during critical times it should not draw its members away from their vital roles within the Company where their skills, knowledge and expertise is vital to the continued operation of the business.

The policy above attempts to achieve the right balance in terms of business continuity against risk to individuals during this period of uncertainty.

Voltix Services Ltd acknowledges that individuals will be both anxious and concerned at this time and that they will have their own views as to appropriate actions to take. The Company recognises that people need to be comfortable with their own decisions, but at no point will the Company pressure staff to attend meetings or events if they are unwell or have concerns around travel and being in public spaces.



However, we urge everyone engaged in the Company's business to take all necessary personal precautions over and above any decisions and advice provided by the Company, clients or that of Public Health England.

A handwritten signature in black ink, appearing to read "Brian K Sydney", with a large, sweeping flourish at the end.

Brian K Sydney

Managing Director

16 March 2020