

Polar Capital continues to closely monitor the situation regarding COVID-19 (Coronavirus) taking into account guidance from the Public Health England (PHE), the World Health Organisation, the National Health Service (NHS) and the UK Government and regulators. Throughout this period, the health and well-being of our clients, vendors and employees remain our top priority. I want to share our approach to business continuity, how we are managing risks and how we are addressing COVID-19 specifically.

## **1. Client commitment and communication**

We would like to assure clients that we are focussed on maintaining high standards and delivering a premium service in these exceptional times. Where necessary we are adapting existing work practices to ensure the health of our staff and continue the smooth operation of the business.

In terms of communication with clients and business contacts, we are encouraging the use of telephone, video conferencing, Zoom, etc. where a physical face-to-face conversation may be inappropriate. We are in constant communication with business partners and staff to ensure business continuity and to share information.

## **2. Business continuity**

Polar Capital's Business Continuity Plan includes provision for ensuring staff can work from home and, with immediate effect, all members of staff are, at their own volition, able to work from home. Ahead of this, we tested scenarios of restricted access to our London head office as well as our overseas offices. We are providing further resources where required, including additional laptops and desktop PCs, to allow staff to work at home.

We are ensuring our cybersecurity remains strong with any additional access from home heavily scrutinised to ensure security policies are adhered to.

We continue to carry out reviews of third-party suppliers' preparations, including software and technology suppliers, as well as contacting all business-critical service providers for information regarding their preparedness and business continuity plans with regards to COVID-19.

## **3. Travel**

Business-related travel, domestic or international will be permitted if deemed essential. Preauthorisation from Gavin Rochussen or John Mansell must be received for any business-related travel. Staff members are required to follow government self-quarantining guidelines upon return from any international destination. Any planned foreign leisure travel will require adherence to government self-quarantining guidelines upon return. Staff must inform HR if they will be self-quarantining due to foreign travel.

## **4. Office opening**

While the majority of staff are currently working remotely, the office at 16 Palace Street remains open for those staff members who need to use it. Measures were put in place prior to the March 2020 lockdown to allow working from home/remote access with cyber security measures put in place to ensure business continuity and the provision of continued client service.

Senior management continue to review all arrangements with regards to coronavirus daily.

**Gavin Rochussen**  
**CEO, Polar Capital**

**9 December 2020**