



# ***CORONAVIRUS (COVID-19) BUSINESS CONTINUITY MANAGEMENT***

March 16, 2020



# **EMPLOYEE AWARENESS**



- Selligent employees have been advised of personal hygiene measures to follow to stay healthy, as well as steps to take in the event of exposure and if they are feeling unwell.
- Selligent employees have also been informed of the official online resources to consult to get additional pertinent official information for their respective regions/countries.
- Selligent employees will be kept updated on an ongoing basis as the situation evolves, as well as local instructions provided by respective authorities.



# REMOTE WORKPLACE



- Selligent’s “work from home” policy is in place for all employees.
- Employees are equipped with the right tools and equipment to enable them to successfully work remotely.
- The network has been set-up, with appropriate security measures, to allow such remote work possible.
- Employees have been advised as of March 12, with immediate effect, of the following measures:
  - **Work from home** until further notice. Offices will remain open & accessible in case of necessity in regions/countries where a full lockdown has not been put in place.
  - International / out-of-country travel is not permitted until further notice.
  - Travel within their respective country is only permitted for business-critical meetings and will require Upper Management approval.
  - For any in-country meetings already scheduled, employees have to connect with their respective manager to determine the best way to manage.
  - Always follow local government guidelines.
- When visiting or working with a client, Selligent employees must respect the client's house rules, and in particular in the context of Coronavirus/COVID-19.



# **SAAS OPERATIONS**

## **CONTINUITY**



- The Business Continuity Plan as defined in ISO 27001 – Control A17 remains applicable
- In addition, specifically for the Coronavirus (COVID-19) pandemic
  - The SaaS Operations Director has been working exclusively from home since March 4, 2020.
  - SaaS Operations team members have also been working from home since March 13, 2020.



# ***FUTURE EVOLUTION***



- Measures will be adapted depending on the evolution of the global situation and will strictly follow governmental decisions.



***MORE INFORMATION***  
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