



COMPANY STATEMENT; BUSINESS CONTINUITY PLAN AT RPA

24/03/2020

Further to our previous Company Statement regarding how RPA is continuing to work through the COVID-19 Pandemic, and following the latest Government guidelines, we wanted to reassure all our colleagues, clients and staff that RPA is committed to helping the nation reduce the spread of this virus.

With this in mind we feel it important to update all on our revised working arrangements throughout this pandemic.

RPA has for a number of years invested in technology that has enabled staff to work remotely from the office and is well versed in operating in an agile environment. We would stress that all of our staff have the correct technology and software to be able to undertake all roles and responsibilities expected of RPA from home, this includes the ability to:

- work remotely via a secure VPN Network, ensuring that all project information held by RPA can be safely and securely accessed by staff;
- access all specialist software and programs remotely;
- setup conference calls via a dedicated line;
- use Microsoft Teams, Skype and Zoom;
- be contacted via mobile phone (numbers can be found on email footers).

Additionally, the office land line is still in use and will be answered by Leanne Coombes who in turn will be able to pass on any messages to the relevant staff members.

Further to the above statement we have, as of today, updated our working procedures. These being:

- Our Bristol and Cardiff office are now closed, with all staff working from home.
- Staff will no longer attend non-essential meetings. Instead we would offer to arrange meetings via any of the above virtual options to ensure that meetings still proceed.
- The following are classed as 'essential' meetings and will be attended by RPA staff:
 - a. **Site Valuations:** while sites are still open, valuations are an essential part of ensuring the industry continues to move forward. Photos and videos can be taken and provided to Clients for their records;
 - b. **Site Handovers:** any completion of units / sites (whether Practical Completion, Sectional Completion or Partial Possession) will be, where required, attended by an RPA member of staff;

- c. **H&S Critical / Notifiable Meetings:** where we are acting as Principal Designer, we would attend these meetings as required;
- d. **Other Meetings Deemed Critical:** if there is a belief that a meeting needs to be held in person and is deemed critical by 2 RPA Directors and any other parties then RPA will look to send 1 member of staff.

**We would note that any attendance at critical meetings on site will be strictly subject to a safe environment being provided by the Principal Contractor for our staff, in accordance with current Government advice and with proper provision for social distancing, and that a site induction is provided prior to our staff entering site.*

- All non-essential travel is still cancelled.
- Any and all planned marketing / training events have now been cancelled for the next 3 months.
- We are reminding colleagues that we all have a personal responsibility to do what we can to protect ourselves and each other and to follow UK Government Official Guidance.

Should you have any further questions / queries regarding the above please do not hesitate to contact us. The above strategy is constantly being reviewed and updated as the Government releases further information.

Kind regards,

A blue ink signature, appearing to be 'Ben Smith', written in a cursive style.

Ben Smith on behalf of RPA

A blue ink signature, appearing to be 'James Christian', written in a cursive style.

James Christian on behalf of RPA