

Covid19 notice

At present there has been no instance of Coronavirus among staff at Coupland Cardiff Asset Management LLP (CCAM) and we have no staff in self-isolation. However, we are monitoring the situation closely and following all government recommendations. We took many precautions early, e.g. quarantining staff who have travelled near or to designated hotspot areas, and asking them to work from home, suspending international business travel and attendance at seminars and conferences and insisting all meetings be conducted by phone wherever possible.

BCP testing has always been a standard operating procedure and contingency planning is permanently in place for any incident that prevents our staff from travelling to the office.

Over the last month, we have specifically increased our focus on "pandemic BCP". We have continued to build out redundancy and the IT spec of the "home office" for all our staff, we have bought a number of spare laptops/hardware so that we can quickly replace equipment should something fail and some workflow processes have been reworked to adapt to full remote working. Very specific to this testing was stress loading people's workloads while working from home on the hypothesis of 50% of the team being unable to work.

On 6th March, the Partnership took the decision to implement a weeklong test and asked all staff to work from home. The weeks testing was very successful and as such we had no concerns in implementing BCP formally on the 13th March. All staff are now working from home in line with both our own policy and recent Government advice.

As part of our standard operating procedures, all staff are cross-trained, and we have designated persons as back up for both our portfolio managers and our operations staff should they fall ill. With employees working from home, we have daily team meetings by telephone to keep everyone updated on both work matters and people's health.

Staff have been split into 2 teams and are on strict weekly rotation should we have requirements for a staff member to attend offices to deal with post, rebooting of machines etc. Within those rotation shifts we are also keeping a contact/contagion spreadsheet so we can contact trace should the need arise.

We continue to speak with all our service providers to understand the more granular detail of their BCP and when they intend to invoke any action. To date we are pleased to report that all providers appear to have spent significant time both preparing and testing. As time goes on, we will continue to speak with them to ensure that we are aware of any necessary updates.

The current situation is unprecedented, and in line with our firm philosophy, we believe that calm prudence is key - for our clients, our staff and the industry as a whole.

We will keep you updated should circumstances change.

We wish you and yours good health in these challenging times.

Coupland Cardiff Asset Management LLP