

To Appian Clients,

At Appian Asset Management, we take the welfare and safety of our employees, clients and other business contacts very seriously. The COVID-19 virus crisis that is taking place in Ireland and globally is at the forefront of our risk management conversations at present.

Ever since the outbreak of the COVID-19 virus particularly here in Ireland, we have been monitoring the progression and escalation of the virus through the HSE, the DFA and other government guidance. This memo outlines key areas where we have put measures in place to help the containment of the virus while maintaining service to our clients and other external stakeholders:

1. **Continuous Business and Operational Activities:** Our employees can work securely remotely from home as and when this is needed. We are finalising our capacity testing in this regard.
2. **Business Travel:** We have suspended all business travel for our employees. We have asked employees to exercise due care and to be aware of their surroundings as they go about their daily business and to report any concerns that they might have.
3. **Client Meetings:** We consider that we have built strong relationships with our clients and therefore know you will appreciate our request to cancel and suspend all non-essential meetings that would ordinarily take place on a face to face basis. Our CRM's will be in touch as needed to arrange a telephone or conference call.
4. **Internal Meetings:** Internal Appian meetings will still be held on an essential basis only and the use of conference calls is being encouraged.
5. **Health and Wellbeing:** We have reaffirmed the best practice guidelines from the HSE and other public officials to all our employees. Additional hand hygiene facilities have been installed in the office and we encourage any member of our team with an underlying health condition or that have concerns, to take the option to work remotely.

As at 12 March 2020, our office here on Fitzwilliam Place is fully operational and this is under continuing review. Our priority is to continue to support our clients in a safe and healthy environment for our employees.

We thank you for your continued support in this very challenging time for the whole country. Should you have any questions on Appian's COVID-19 contingency plans or any other matter, do not hesitate to contact your Client Relationship Manager (CRM) or myself at any stage.

Yours Sincerely,

Patrick Lawless
Chief Executive Officer

42 Fitzwilliam Place, Dublin 2. T: +353 1 662 3001 F: +353 1 661 9871 www.appianasset.ie