

## Hybridan LLP Covid-19 Policy

An unprecedented challenge: while we are prioritising the health of our colleagues during this period, Hybridan is open for business and continues to provide the service our clients expect.

Well-established business continuity plan: in following guidance provided by the Government, our office is closed during lockdown and colleagues are working from home. After lockdown ends, but where our Government may advise that if possible, people should work from home, we will continue to work from home for a period before making our own assessment, again to prioritise the wellbeing of colleagues. We have invested significantly in our systems to ensure that all staff have full, secure, and robust remote-working capabilities. All correspondence should be sent via email during these times, although we have made provision for postal redirection if post needs to be sent in the usual way.

Hybridan will continue to help you: the coronavirus presents significant operational and commercial challenges to every business. We are ready to support our clients and provide proactive advice when it is needed. We wish you, your colleagues, and family well during this time. Our office telephone lines and emails remain the same and we are now increasingly keeping in touch with clients and contacts in our SME ecosystem by videoconferencing services including Microsoft Teams and Skype.