

FORTECH.

# COVID-19 FORTECH RISK MITIGATION PLAN

Same as everywhere, our top priorities are to protect the health and safety of our colleagues and the larger community, while we remain committed to delivering our projects at the highest standards.





# INTRO

In relation to the recent outbreak of the Coronavirus (COVID-19), we have prepared a risk mitigation plan, that covers two levels of protocol which are described below.

## Level 1 Protocol

- Status: activated
- Applied in all Fortech offices in Romania

## Level 2 Protocol

- Status: activated
- Will be triggered by Fortech decision or Romanian Government enforcement
- Will be applied in all Fortech offices in Romania

# LEVEL 1 PROTOCOL - ACTIVATED



## Raising Awareness

- We are ensuring that our team is constantly informed regarding the precautionary measures needed to protect their own and their colleagues' health. This information is also communicated to the external visitors who come to our offices (candidates, partners, suppliers, etc.).
- Additionally, we have established an increased level of support from our medical partner for all our staff.



## Travel Restrictions

- Any external business travel has been suspended. Any critical business travel to not-afflicted destinations will undergo an approval process.
- We are making health and safety recommendations while imposing requirements to our team, based on their personal travel plans, in order to prevent any unnecessary risks, constantly checking and aligning with the updates from the World Health Organization (WHO) and Romanian Ministry of Health.

# LEVEL 1 PROTOCOL - ACTIVATED



## Home Office – Situational Approach

- Colleagues returning from afflicted areas or who interacted with people coming from those areas, are imposed to work from home for a period of 14 days.
- Colleagues with children are also expected to work from home, during the time that schools are closed by the Romanian Government.
- IT & Security department is providing the necessary set-up and support.



## Dedicated Health Awareness Team

- A dedicated team to address any issues/queries related to the current Coronavirus situation has been established.
- All Fortech team has a single point of contact to access this dedicated team

# LEVEL 2 PROTOCOL - ACTIVATED



## Home Office for Entire Team

- Fortech has prepared and started to migrate to Home Office.
- Our IT & Security teams are prepared to provide the necessary setup and support to allow remote work for all our colleagues.
- This scenario will remain active until advised otherwise by Fortech or by the Romanian government.
- The Health Awareness team continuously monitors the COVID-19 situation and works with Fortech top management to ensure our entire team's health as well as business continuity.

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# TAKE CARE NOW

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