

Business Continuity Planning – Coronavirus

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CIRCULAR

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With cases of the Coronavirus (COVID-19) increasing across the UK, we need to be confident, that the Club can remain 'open for business' and run business critical tasks and processes to service the requirements of our Members.

Therefore, as part of our business continuity preparations, all staff based in our Newcastle head office will work from home on Friday 13 March. It's important to emphasise that currently we do not have any confirmed cases of Coronavirus within any of North's global offices. This business continuity exercise is a precautionary but prudent step to ensure that Members continue to receive the best possible service from the Club.

Our other offices around the world are not taking part in this exercise. Our Greece, London and USA offices will remain open and continue as normal. Offices in Dublin, Shanghai, Hong Kong, Singapore and Japan will continue with their pre-existing working from home arrangements.

Why are we doing this?

We need to be confident that, should the situation change, we can continue to work effectively and efficiently. This exercise will allow us to test our business continuity systems and procedures and identify any changes that need to be made should our Newcastle based staff need to work from home for a longer period in the future.

What does this mean for you?

During the exercise the Club will continue to operate as normal. Our Newcastle based teams can be contacted in the usual way through our main telephone number +44 191 232 5221. In case of an emergency, please get in touch with your usual contact at the Club via their mobile number and/or email address listed on the '[Our People](#)' section of the website (www.nepia.com).

If you have any questions regarding our business continuity plans, please let me know or get in touch with your usual contact at the Club.

PAUL JENNINGS

CHIEF EXECUTIVE / EXECUTIVE DIRECTOR

The North of England P&I Association Limited / North of England P&I DAC