

EQUITY TRUSTEES RESPONSE TO COVID-19

Equity Trustees is taking a practical and measured approach to the Coronavirus outbreak that prioritises the health and well-being of our employees, business partners and clients while minimising potential disruptions to our business operations and client service.

We remain focussed on continuing to service our clients to the highest standards while protecting the health and safety of our employees and everyone we work with, as well as playing our part to minimise the spread of this virus in the broader community.

A Pandemic Steering Group has been formed which is dedicated to actively monitoring the situation both internationally and domestically and meeting regularly to determine appropriate actions to changes to the situation of our business.

Most Equity Trustees' business operations are within Australia with a small proportion operating out of the UK & Ireland. Our approach is to be cautious, vigilant and above all responsible. We will take all necessary action in line with advice from the Australian Government, particularly the Department of Health, and the chief medical officers of our states and territories.

Equity Trustees' response is designed to be proportionate to the work and services we perform, how our workforce is engaged, and how we interact with our clients and partners.

PRECAUTIONARY MEASURES

Equity Trustees' Pandemic Group is meeting on a regular basis and Equity Trustees will continue to take actions which we believe are in the best interests of our clients and stakeholders. Our current position on other precautionary measures are outlined below.

WORKPLACE

Remote working

- After a period of implementing graduated working from home arrangements, almost all employees will be working remotely from Monday 30 March until further advised and our offices will be closed.
- A small number of our people will be able to attend the office for attending to client matters that are absolutely essential and require a physical presence, and no appropriate alternative arrangements can be made.

TRAVEL

International

- All travellers to Australia will be required to self-quarantine for 14 days, including our employees, in line the Australian Government directive of 15 March 2020, until otherwise advised.



- In line with the Australian Government directive of 18 March, all international travel is banned until further advised.

Domestic

- As a result of an increasing number of cases of person-to-person transmission within Australia, domestic air travel for work purposes is restricted until further advised.

SERVICE

Client and partner communications

- We are regularly communicating with our clients and business partners to update them on the status of our services or other matters relevant to them as they change because of this pandemic. We are including information about our response to COVID-19 in regular communications.

Events

- Events hosted by Equity Trustees are being postponed and will be rescheduled where possible in light of the health risk.

Client service

- Employees may, with permission, work in the office if it is absolutely essential for matters where a physical presence is required and there are no appropriate alternative arrangements.

Where it is absolutely essential and there is no alternative, and an employee must attend the office, the following precautions remain in place:

- Official policy of self-isolation for 14 days for anyone who has confirmed symptoms of the coronavirus or who has come into contact with any individual with confirmed symptoms of corona virus.
- All employees have been provided guidance with regard to personal hygiene through internal communication and fliers which have been placed prominently around our offices.
- Hand sanitiser is available to employees.
- All employees have been advised to keep a distance of 1.5m from others wherever possible.
- We have implemented a 'no handshake' policy in line with advice to minimise all physical contact.

FURTHER INFORMATION

Equity Trustees is committed to ensuring a high level of service for our client and other stakeholders. We will continue to monitor the situation to ensure we continue to take appropriate measures and provide updates where it is required or beneficial to our clients.

Equity Trustees will provide updates on our website at www.eqt.com.au. Further inquiries can be directed to 1300 133 472 or equity@eqt.com.au

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