

# Our commitment to staff, clients and contacts during COVID-19

IA Stewart & Co has been closely monitoring Coronavirus news updates and are working hard to keep up with the changing circumstances and closely monitoring updates from the Government. As a 'people business' our priority is the health and welfare of our staff, clients and contacts. We are taking actions to help keep our workplaces healthy, while continuing to maintain our high levels of client service.

We continue to invest heavily in our IT infrastructure and our staff are able to work remotely from home with minimal interruption to their day-to-day activities or our ability as a business to provide support to you.

Some of the practical steps we have taken include:

**Travel and Meetings** - staff have been told not to travel to meetings unless they are business critical to protect the safety of staff, clients and contacts. We will be making more use of our teleconferencing and video conferencing software to conduct meetings instead where possible. Your usual contact at IA Stewart & Co will discuss preferred options with you should you have or want a meeting.

**Staff** - We will support anyone who has concerns for their health and wellbeing, ensuring people have the ability to work from home. We have imposed the Government guidelines on remaining healthy at work and self-isolation procedures should personnel show early signs of infection or have travelled to at risk countries.

**Business continuity planning** - We remain fully committed to support our clients' best interests throughout these extremely difficult and worrying times. Please contact us if you need any assistance.

We'll be sure to keep you updated on any changes to our processes, and any recommendations we have to help you and your business minimise the impact of these unusual and challenging times.

Your usual contact at IA Stewart & Co is of course on hand for further information and advice should you require it.

This virus outbreak is unprecedented in our generation and puts us all in a prolonged period of uncertainty. We will continue to constantly monitor the situation and update our plans accordingly.

**Please stay safe and keep well and healthy. Together we will prevail.**