

03/19/2020

Dear Avetta Clients & Partners,

First and foremost, I hope that you and your families are safe and healthy during this global pandemic. No matter what part of the world you live in, you are a valued client and partner, and on behalf of myself and all of my colleagues at Avetta, we wish you well. We recognize that with the constantly changing COVID-19 situation around the world, this is an unprecedented time for everyone. I want you to know you have our commitment to continue providing you with the products and services your business depends on.

As a valued client or partner of Avetta and BROWZ, we understand the importance of the products and services we provide to you and your business. You rely on us to provide detailed information about your contractors and suppliers and we understand the responsibility.

Avetta has implemented our business continuity plan, which examines all areas of business operations at every Avetta site globally, including our remote workforce. We have taken actions to ensure continued service to our clients and suppliers. We are prepared to continue providing service to you.

Our continuity plan places the highest priority on keeping our employees, families, and communities as healthy and safe as possible. Considering the most recent news from the World Health Organization (WHO) and [Centers for Disease Control and Prevention \(CDC\)](#), we made the decision last week to have all employees work remotely until it is safe to have them return. In addition, our software and the systems and technology needed to remotely support both clients and suppliers are all fully operational for remote workers. These systems have been tested for reliability and continuity. We have also ensured that our key suppliers have activated business continuity plans sufficient to support us without disruption.

For employees, we've offered extended sick leave for those who should need it. Further, we have banned non-essential travel for all employees. Any required domestic or international travel will need approval from the Chief HR Officer. In addition, we have postponed all events and roadshows. We continue to monitor the situation and will make updates to our plan accordingly.

These precautionary measures have been taken to limit the potential spread of the virus, to support our employees in this challenging time, and to ensure we maintain our ability to serve you, our customer, for the long term. Our senior leadership team remains vigilant and is monitoring the situation in real time and responding rapidly as conditions evolve.

Please be safe and stay healthy.

Arshad Matin
President & CEO, Avetta