

COVID-19 Group Update

Dear all,

As the year draws to a close, we sadly see lockdowns return to control the second wave of COVID which is hitting us with a vengeance. Whilst hope rests on the vaccine, with the UK becoming the first western country to deploy a COVID-19 vaccine, we cannot ignore the continued dangers.

Coming after similar restrictive actions across Europe, the UK Government announced at the weekend to stop the planned relaxation of social distancing rules for the Christmas and New Year period. This decision has been compounded by many countries banning any form of travel from the UK.

Tier 4 in London

The UK government also made the decision to place London under the highest level of control taking the status back to a level faced at the beginning of the pandemic in March. In view of these rules, the London office will be closed for the last days before Christmas and we encourage everyone to align with the guidance to limit any travel.

Whilst these restrictions are frustrating, the new variant of the COVID virus seen in London is deemed as more infectious – cases are continuing to grow rapidly so it is absolutely the right thing to do.

Adapting for the holidays

As the virus has no respect for any holiday season, many of us face festive plans being severely restricted or cancelled. Just as celebrations for Eid, Diwali, Thanksgiving and Hanukkah were impacted, we clearly must adapt for the Christmas holidays.

The virtual world of work that many of us have experienced over most of 2020 may be the route for ensuring connectivity with family members elsewhere.

Safeguarding mental health

The impact of the pandemic with limitations placed on our day to day lives and its knock-on effects on mental health, have been well documented. In Colart we have talked about the importance of empathy and the sense of family to create an emotional safety net is needed now more than ever.

With this in mind together with the advice to stay home, should anyone find themselves isolated over the Christmas period, please reach out to HR and we will aim to support you.

Linked to this, we see the provision of an employee assistance programme as a core Colart provision and we will look to securing the availability of this support as appropriate in each country during 2021 where it does not currently exist.

Hackathon in London

Last week we ran a hackathon for people in the London office – this was a virtual event bringing everyone together remotely to work on the challenge of how we implement hot desking and fully integrate remote working during 2021. We will circulate actions arising from this event in the

new year but in the meantime, feedback has shown that:

1. The hackathon is seen as a truly collaborative tool
2. It is a tool that should be brought in for other challenges across the business
3. Whilst the event was really appreciated, we should review the time dedicated to the event

Our mantra...

As always, please use this holiday period to **STAY SAFE** – whilst it is a festive period that none of us could have ever imagined, please do follow the advice from the government in your country with the main message being to stay home and not travel.

If you do need to travel please ensure you wash your hands before and after your journey, maintain social distancing and wear a face covering over your nose and mouth for the duration of your journey.

We have had a successful year not only with respect to performance but also with respect to keeping COVID cases to a minimum within the company. So please take care of yourself as we want to see everyone in Colart return fit and healthy for 2021.

Finally, we want to see an open culture in Colart whereby **every voice** can be heard...so please keep talking to us and this includes telling us if you are struggling in any way. You can use all routes available to you: -

1. Your line manager
2. Your local HR BP
3. The Q&A platform on the intranet

With a combined mindset of resilience and determination, the Colart Family will continue to successfully navigate together any challenges thrown at us.

Best Regards,



Jane Beeston

Chief People Officer.