

COVID-19 Group Update

Dear all,

Happy New Year to you all and I hope you managed to enjoy the Christmas period with your direct family. I also hope you found time for a well-earned rest especially yesterday, with the *Colart Day*.

Sadly, the virus did not rest over the period, and we are continuing to see cases at all time high levels. This shows us that the move into the new year must be accompanied by the same intensity of focus on maintaining the safety of everyone in Colart. The roll out of the COVID-19 vaccine does of course create hope for the future, but we know it will take time and is unlikely to make any impact until at least the middle of the year.

Keeping to the basics...

In the meantime, with restrictions still relevant across many countries and a new lock down in the UK due to the new variant of the virus being more transmissible, it is important to remember and keep to the basics:

1. Work remotely for those who can, only attending the workplace for the purpose of maintaining connectivity and collaboration for up to one day per week (for at least the short term)
2. For those who cannot work remotely, you should continue to come into work as normal whilst aiming to avoid using public transport.
3. When in work (whether factory, warehouse, or office) follow the clear safety protocols that are in place to protect everyone's health and welfare.
4. Take responsibility for keeping to the safety disciplines in terms of hand washing, wearing face masks and maintaining physical distance.... **Hands, Face, Space.**
5. Business travel is still not acceptable unless authorisation has been obtained in advance. 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.
6. Take responsibility for yourself and others.

Challenges in our lives...

We understand that many of you may be experiencing challenges beyond work, with your personal lives particularly if schools are closed (something that is applicable in the UK).

If you are facing difficulties or have concerns, please let us know by talking to your line manager or local HR Business Partner. It is important that you do not face your problems alone.

During the next week, we will also send out communications locally to remind everyone about the employee assistance programmes that are in place. Where such a programme is not in place, we will tell you what we are doing about it.

Furthermore, to try to offer support to any of you with children at home, we are looking at running a calendar of free art events for children via Zoom....more information to follow.

Adapting our lives...

Against the initial expectations, Colart performed very well last year and part of this success was due to the way everyone adapted to both the situation and challenges. We have not only adapted at work but also in our home lives and as the saying goes “*champions are made when no-one is looking*”. We would therefore like to know more about what has worked for you and your family so that we can share these stories with others. You can post your story on the wall or email people@colart.com and we will bring all the ideas together.

Hackathon in London...

In the last update we talked about the hackathon held in December.

In terms of follow up, we will post later this week a short film created about the event together with copies of the presentations made. Ideas collected link to the work, home and alternative spaces and have been categorised as follows:

1. Connectivity
2. Wellbeing
3. Etiquette
4. Rules
5. Tools

More information will follow in a separate communication.

Our mantra...

As always, please **STAY SAFE** – please follow the basics outlined above and any advice from the government in your country.

Let's ensure 2021 is another successful year for Colart by ensuring COVID does not impact our safety, performance or wellbeing.

Finally, remember we want **every voice** to 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 Business Partner

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,

A handwritten signature in black ink that reads "Jane". The signature is written in a cursive, flowing style.

Jane Beeston

Chief People Officer.