

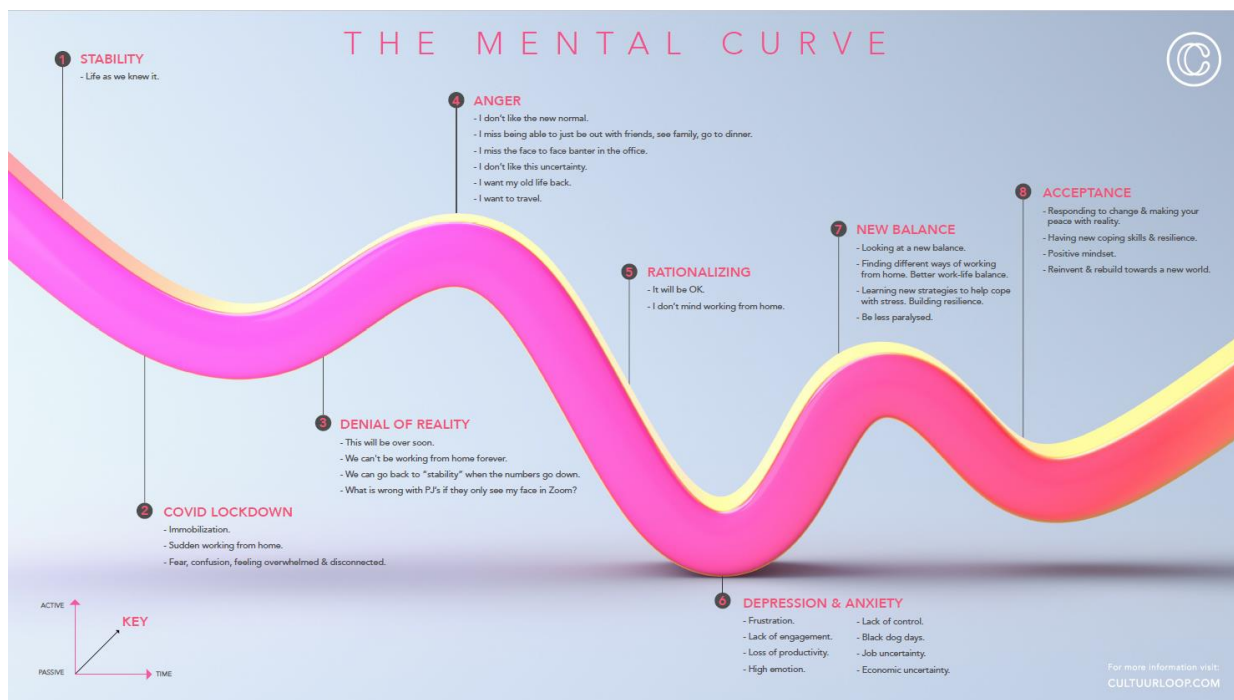
COVID-19 Group Update

Dear all,

February already!! Even though it is the shortest month of the year, February can in any year feel like the longest. The days are still short, and the greyness of the weather can mean it is difficult to know when the day ends, and the night begins. Daylight saving hours still have not set in, and we are so sick of it being dark by 5 p.m. So yes, we are all longing for a sunny holiday...something that the situation in the world is conspiring against.

The mental curve...

With the natural rhythm of how we feel during February, it is important that we recognise how this sense can be heightened by the restrictions on our lives. I recently came across this visual of the mental curve that we are all going through with respect to COVID and I think it really puts things into perspective.



Last week, [Jasper wrote an article on Framing](#) and with this in mind, it is good to reflect on the movement of the curve to know that we can move out of the dip just as we will surely move out of the greyness of February.

Employee Assistance Programme...

Sometimes a little help is needed to move along this curve so please don't forget the support that is available in the UK, US and France and just as a reminder we are in the process of

introducing an employee assistance for those of you around the group who do not already have this facility. In the meantime, please talk to your line manager or HR if you have a problem that is worrying you.

If you don't feel you can ask for help directly – and we know from research that remote working can increase this feeling because of the potential sense of isolation – you can always use Ethicspoint to get the dialogue going. Ethicspoint is our secure, confidential and if needed anonymous reporting system that should not only be used to raise issues, ask questions or suggest ideas but also as a first protected step to raise your hand for help. If you are experiencing problems, please don't wait as over time the effects on you will only get worse and we do not want that to happen. Here's the link to the site:

<https://secure.ethicspoint.eu/domain/media/en/gui/103359/index.html>

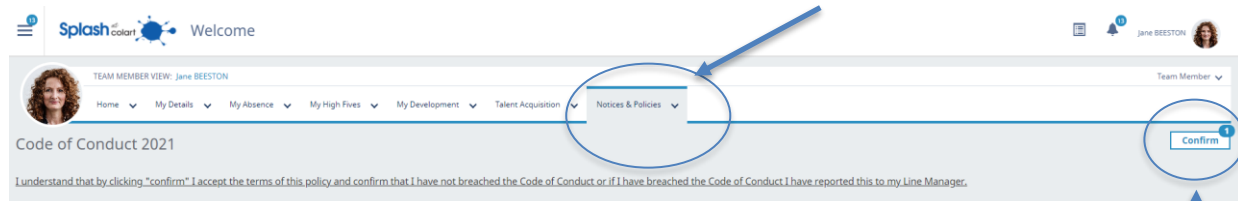
Around the world...

Since last week we have seen a number of cases arise across the group and we stand at 31 cases since the start of the epidemic. Thankfully, we understand that all of our colleagues who caught the virus recently, are progressing well and we can confirm that none of the cases were through transmission at work. Whilst this is good news it does show that with 7 cases having occurred within the last month (in the US and UK), the frequency of cases for people in Colart is increasing. Commitment to the safety protocols inside and outside of work are as important as ever.

In terms of other details about what is happening in the countries where our business units are based this week Colart in China will be starting their Spring Festival break. Whilst this is a traditional time for people to travel across China to their families, this year the majority of people in China will be staying put. This is applicable to our colleagues too with many not travelling to their families outside of Tianjin or Shanghai. In recognition of this, we are pleased to confirm that a celebratory lunch (with safety protocols in place) will be held on Chinese New Year's Day for our colleagues who will not be able to be with their families. It is great to know that the Colart Family will be stepping in.

Code of conduct...

Don't forget that this week we will be activating the Code of Conduct commitment in Splash. Some of you are asking why we have to show our commitment to this code every year. It is a reasonable question to ask and it is not because we don't doubt everyone's commitment, it is because we all need a reminder or a nudge about the importance of the code. As mentioned, you will receive an action reminder asking you to read the code of conduct which can be found in **Notices and Policies**



Once in this tab you will be able to read the full code – which will be available in your relevant language. Upon reading the code you are asked to confirm your agreement and commitment by clicking on the Confirm icon.

We will also be rolling out a training programme via your line manager to ensure full understanding of the code. Recognising the time needed for the training to take place, you will have until the end of February to confirm your agreement. Your local HR business partner will be available to help you if you have any questions.

Pulse Survey...

As mentioned in my weekly update on 1st February, we are conducting a pulse survey on our Colart values.

Our high fives are great examples of how our values translate into behaviour across Colart. For this reason, we are using the reasons given for High Fives over the last 4 years to help us refine the definition of our values....in other words to make sure we really understand what our values mean to us.

The survey is to support this understanding, to find out whether our view of the values has been changed in any way by the challenges we are facing today such as the impact of COVID and the changes in the way we work – whether on site with strict protocols and disciplines or remotely with the reduced social contact.

Whilst the four values are our foundation, we know that their meaning can evolve and develop with the business. So, please spend a few moments to complete this survey as your thoughts and feedback is important to us.

Little Elephant art classes ...

You can share the Zoom link with friends and family:

<https://zoom.us/j/94251161228?pwd=QzhIRzQzeVAyQ09Pay9GTWpieXhoQT09>

From Tuesday to Thursday (all hours are GMT):

- 10 :00 to 10 :45 – 4 to 6 year olds
- 11 :00 to 11 :45 – 7 to 10 year olds
- 14 :00 to 14 :45 – 4 to 6 year olds
- 15 :00 to 15 :45 – 7 to 10 year olds
- 16 :00 to 16 :45 – 11 to 15 year olds

Keeping to the basics...

We cannot stress these basics enough and here's a reminder:

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 handwashing, 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.

Our mantra...

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

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.

Best regards,

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

Jane Beeston