

Coronavirus & Business Continuity Update

Turnford Systems – Leasepath

16-March-2020

We continue to monitor the COVID-19 guidance very closely and are following recommendations on health and safety for all our staff. We want you to know that we have a continuity plan in place and have been prepared for this possibility.

Leasepath is a cloud-based business, all information assets and tools are housed securely on the Microsoft Cloud, thus our immediate supply chain is assured. As of today, we have not noted any upstream disruptions on our supply chain or any corresponding impact that would cause an inability to service our customers.

Employees don't need to be in an office to perform their duties. The primary purpose of the Leasepath office is a place for team collaboration. We can achieve the same cooperation if working remotely by using web-based audio and video tools.

All employees are now fully prepared to work from home for an extended period with minimum notice.

All internal processes are documented and can be performed by multiple employees. Additionally, we continually and actively cross-train personnel to perform essential functions so that the workplace can operate even if numerous key staff members are absent.

Nothing is more important than the health and safety of our teammates. As of today, we will voluntarily suspend all business travel to avoid the spread of any infections. Further, it is an existing policy that sick employees stay home and not come to the office. Leasepath also has flexible policies that permit employees to stay home to care for a sick family member. Employees have been instructed to wash their hands with soap and water for at least 20 seconds.

In summary:

- We have identified our core systems and supply chain to ensure continuity.
- We have ensured staff work continuity capabilities.
- We are caring for our employees and encouraging healthy habits.
- We remain focused on you and your business success today and every day.



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