

Covid-19 Handling and Control

Jakarta, March 17, 2020

Referring to the Financial Services Authority Letter No. S-88/D.04/2020 dated March 16, 2020 concerning Covid-19 Spread Handling and Control in the Capital Market Industry, we inform that the Company has taken the following steps:

1. Implementing policies to minimize physical interaction among individual employees, clients and business partners, among others by partially implementing Work From Home policy, and limiting direct meetings with clients and business partners while maintaining service to clients;
2. Postponing activities that gather a number of people, both internal and external, such as non-urgent events and meetings;
3. Preparing a business continuity plan and training needed to ensure the continuity of the Company's business activities in the event of an undesirable situation;
4. Conducting socialization regarding personal hygiene and preventive measures to deal with Covid-19;
5. Performing regular cleaning of the work environment, providing hand sanitizers and masks for those who need it, both at the head office and at the branch offices;
6. Persuading all employees to postpone all trips, both business and personal, which are not urgent, and implementing an observation policy for employees who have recently traveled from places deemed risky;
7. The building management of the Company's head office also carries out several policies, such as checking body temperature for all people who will enter the premises.

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