



Business Continuity Plan COVID-19

December 02, 2020

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BUSINESS CONTINUITY PLAN

COVID-19

1. Preface

The World Health Organization (WHO) declared the COVID-19 novel coronavirus a public health emergency of international concern on January 30th, 2020 and subsequently characterized it as pandemic on February 11th, 2020.

In light of the challenges caused by the COVID-19 outbreak in many parts of the world, including Nigeria, exceptional measures have been implemented across nations and corporate bodies to reduce the spread of the virus.

As a result of these measures in combination with local awareness and circumstances, the severity of the COVID-19 pandemic has shown a distinct pattern per geographic region over the course of 2020, making some countries even suffer from a “second COVID-19 wave”.

While first pharmaceutical companies successfully finalised clinical studies reviving the hope of returning to a “pre-COVID-19-life”, the duration of impact of the COVID-19 pandemic on global businesses is still uncertain.

This Business Continuity Plan provides information on the specific measures Julius Berger Nigeria Plc (Julius Berger) has put in place in response to the pandemic.

What is clear is that health and safety as well as operational resilience continue to be amongst the company’s top priorities during these unprecedented times.

Julius Berger is committed to do its part to promote the well-being of its staff, clients, business partners and local communities. As such, the company had activated its business continuity plans at an early stage of the pandemic and has been monitoring the development of the situation globally and locally on a continuous basis.

2. Crisis Management

Julius Berger's Corporate Crisis Management Team (CCMT) as well as Decentralized Crises Management Teams (DCMT) in each of the company's operational regions and subsidiaries carry on with their monitoring and assessment of the COVID-19 situation.

The CCMT and DCMTs enable the company thorough monitoring of its environment, staying in touch with relevant authorities, gathering of intelligence and coordinating of responses in line with existing procedures. A central function is assigned to ensure that members of the CCMT have access to public health information and recommended practices for each of the company's operational regions. Julius Berger has established a communication link to disseminate information between the CCMT and DCMTs and further on throughout the company, where required. Crisis communication protocols are put in place to guide the process.

Management has delegated responsibility while the Board retains overall responsibility for Policy setting, supervision and implementation.

3. Protection of our staff

Julius Berger has taken a broad variety of measures to protect staff since the start of the health crisis in Nigeria. Actions include internal awareness campaigns, enforcement of specialized health and safety protocols and social distancing rules, banning of non-essential travel, limitation of access to company premises and construction sites as well as suspension or strict limitation of all face-to-face meetings between staff internally or with external clients or business partners.

Some of our construction sites and other premises such as construction yards, workshops, manufacturing facilities or offices had been affected by government regulations, such as curfews, total lockdowns or movement restrictions, aimed to prevent the spread of COVID-19 in the country. In the meanwhile some of these government regulations were eased allowing us to resume work on all our construction sites.

However, all construction sites or premises are still operating under increased health and safety precautions designed to address the specific areas of concern regarding elimination of transmission of COVID-19.

The following measures continue to be in place:

- Awareness campaigns for staff - all sites have been equipped with posters as a reminder for personal hygiene
- Information about recommendations by the Nigerian Centre for Disease Control (NCDC)
- Minimising of physical meetings across the board and advocating of social distancing
- Distribution of health and hygienic items such as hand sanitisers and personal protective equipment to all premises and construction sites to meet demands
- Mandatory 14-day self-isolation of any staff with critical travel history or typical COVID-19 symptoms - access to the company's premises or construction sites are permitted only after the mandatory isolation period, with no symptoms manifesting.

- Health, Safety and Environment (HSE) toolbox meetings to improve training in safety and protection measures by practicing proper hygiene, through frequent hand washing, use of sanitizers, and practicing social distancing
- Illness of staff protocols, to ensure imminent isolation and medical attention in case of infection or other health problem
- Travel to site protocols to ensure staff transport services are carried out in accordance with government requirements and social distancing rules
- Designated site access points to ensure solely business essential visitors are granted access to sites and to safeguard that only employees who have washed their hands with soap and sanitizer enter a site
- Canteen protocols across all construction sites to avoid crowd effects during lunch times

Where in any of above circumstances a staff is suspected to have or has developed COVID-19 symptoms the following procedure shall apply:

- The person shall immediately go into self-isolation and refrain from any contact to other persons, and
- The person shall inform the HSE Manager, and
- The person shall get in touch by phone with NCDC or its respective health care provider, as the case may be, for coordination of consultation, testing or treatment

4. Protection of our business

- A close contact to the company's clients and business partners enables Julius Berger to assess the status and work requirements of each individual project
- Thorough analysis of the effects of the COVID-19 pandemic on contractual rights and obligations and any mitigation measures thereof are conducted
- Thorough analysis of the effects of the COVID-19 pandemic on the national and international supply chains and the knock-on effects of the company are conducted
- The company's business continuity plans also extend to subcontractors. Julius Berger has been liaising closely with its subcontractors to assess their own Business Continuity Plans and can confirm that they are robust to support Julius Berger's business operations.
- Scenario planning for different macro-economic forecasts is in place and regularly reviewed. The scenario planning includes, but is not limited to:
 - Progress forecasts
 - Financial forecasts
 - Turnover stress tests
 - Result and liquidity stress tests
- Above forecast and stress tests allow the company to ensure business continuity under the special circumstances of COVID-19
- Video conferences replace most physical meetings
- The company's IT solutions allow secure access to company servers from various remote locations including home offices in Nigeria or abroad

5. Regulatory Compliance

While our business continues and remains operational the company has been affected in some areas by government regulations on COVID-19 and operates in full compliance therewith.

This counts also for non-operational areas of concern, such as:

- Travel
 - Isolation-Quarantine protocols for coming back from foreign countries
- Education
 - Reopening of the “Deutsche Schule Abuja” on October 12, 2020 in compliance with the “Re-Opening of Schools guidelines” of the Federal Government

6. Corporate Citizenship

As a committed corporate citizen, the wellbeing of its fellow citizens is paramount to Julius Berger. The company is carrying out a number of initiatives to support Federal and State Governments, Local Government Areas, as well as key public agencies and healthcare providers in their fight against the virus.

The focal areas of Julius Berger’s COVID-19 CSR campaigns are:

- Resources for hospitals - provision of beds for hospitals and other required supplies, such as partition walls, mattresses, pillows, bedsheets and lockers
- Food for communities –donation of food relief packages to various communities to provide kitchen staples and essential cooking supplies to citizens

- Support for sanitation –mobilization of the company’s equipment and resources for decontamination and fumigation of key areas in Lagos and Abuja
- Logistical support –mobilization of the company’s equipment for transportation of food and donation of resources to support with general security measures

Through the initiatives outlined in this plan, Julius Berger has taken action to support in the fight against the COVID-19 pandemic and to minimize its effects on the country and its citizenry, while ensuring the resiliency of the company.

Julius Berger will continue to closely monitor the current COVID-19 status and government advice, taking public safety precautions very seriously and providing support in these challenging times.

7. Communications and Questions

This document establishes Julius Berger Nigeria Plc’s Business Continuity Plan. Should you have any questions, please contact the company through the relevant contact forms on our website <https://www.julius-berger.com/contact>.

Kindly note that we may not respond to specific questions about the Business Continuity Plans to the extent that it could compromise our business secrets, confidentiality obligations or general security.

Document Legend

S/N	Approved by	Date	Description of changes
1	Board Risk and Assets Management Committee	April 30, 2020	Initial Approval
2	Board Risk and Assets Management Committee	December 02, 2020	BCP-Update Approval