



Business Continuity Management System (BCMS)
COVID-19 pandemic Notice

January 30th the World Health Organization declared the COVID-19 outbreak in China as a Public Health emergency. Gradually the infections have been increasing in different countries until the infection reached Europe, initially with the most relevant incidence in the north of Italy, but progressively expanding the impact of the disease reaching Spain and affecting in a relevant way. The WHO declared the disease as a global pandemic the last March 11th, and the Spanish Government declared the last Saturday March 14th the state of emergency for the following 15 days.

The Adquira Occupational Risk Prevention service has been regularly reporting information related to the COVID-19 to the employees and external services, since the last 29th of January, and also hygienic health and prevention information according to the recommendations given by the health authorities.

Additionally, and related to the business continuity, Adquira has been analyzing the evolution of the situation, and the last March 9th the Crisis Management Committee of the Adquira's Business Continuity Management System (BCMS) has been activated. This Committee is coordinating the tasks with the objective of reducing the risk of impact of this disease on our employees and the impact on the services that Adquira provide to the customers and shareholders.

Following our Occupational Risk Prevention Management System in accordance with the international standard OHSAS 18001, and our BCMS certified by ISO 22301, the Crisis Management Committee is taking the actions defined in our Business Continuity Plan and implementing the measures required to protect the health of our employees and external consultants, following the recommendations of the health authorities and local government, and implementing the necessary measures in an orderly manner to effectively reduce the possible impact in the organization activities and get the impact to the services provided to be minimal.

Adquira has defined different business continuity strategies, that covers all the organization and implement unavailability scenarios, recovery plans invoking criteria, and coordination and control mechanisms. The Committee may activate the following recovery plans according to the strategies defined:

- Office Recovery Plan (PRI).
- Human Resources Recovery Plan (PRRH).
- IT Recovery Plan (PRS).

As of this writing, all the employees and the external consultants that usually provide services in the Adquira office are teleworking normally and all the services are provided as usual.

