



March 24, 2020

## Continuity Plan

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Alliant is closely monitoring the ongoing developments surrounding the coronavirus (COVID-19) and is moving proactively to reduce its impact on our workforce while maintaining the same high level of service and responsiveness clients expect from us.

We have activated extensive business continuity protocols to ensure our business remains fully operational amid this ever-changing landscape. Central to these efforts is ensuring the health and safety of our employees and their families. Providing our employees with the resources and technologies to maintain a high-quality work product will, in turn, ensure that our clients and partners receive the service and responsiveness necessary to support their own business.

As a result, Alliant has:

- Deployed a full range of technologies and resources that facilitate a seamless transition to a secure remote work environment for the entirety of our workforce.
- Empowered our national information technology team to ensure employees have access to dependable IT support while working remotely.
- Placed a temporary restriction on business travel and advised our employees on the use of conference calls and online video conferencing to ensure ongoing service.
- Created and disseminated extensive educational materials to our entire workforce discussing proper hygiene, recognizing symptoms, limiting social contact, and measures to take if exposed.
- Provided ongoing guidance to managers on maintaining operations and supporting team members during this situation.

- Engaged in daily strategy calls with business continuity team members to ensure all responses and measures are enacted in a timely and consistent matter.

We understand that COVID-19 has ushered in an unprecedented new reality with a far-reaching impact on families and businesses. We are immensely grateful for your partnership and place a high value on the trust you have placed in Alliant. We are here to support you during this time and will continue to operate with the integrity, service, and results you are accustomed to.