



Update regarding Coronavirus (COVID 19)

Firstly, and most importantly, we hope you and your families remain safe during these unprecedented and difficult times around the globe. The decisions Gemini are taking in relation to the spread of COVID-19 are grounded in our values, particularly our duty of care to our colleagues, our clients and our stakeholders.

We have plans in place to ensure that we can continue to serve our clients as the situation continues to evolve, including the current situation where it is necessary to shut our offices. In all cases we are following our business continuity plan, supported by guidance from the WHO as well as international and local government agencies and health authorities.

We have implemented protocols where our staff are able to work from home effectively.

Some of the measures we have taken include:

Remote working – All our staff have remote access to our IT systems and infrastructure. These facilities are robust, secure and this will enable us to continue operating.

Travel – We have suspended non-essential business travel for our employees and prohibited business travel to any affected areas. Where possible we have requested that meetings take place via conference or video calls.

Meetings – We have asked our employees to conduct internal meetings via conference or video calls rather than face-to-face.

Health & hygiene – We have provided specific guidance to our staff on how to avoid the spread of the virus and guided them to the websites of the WHO as well as International and local Government agencies and health authorities.

If you have any questions about the measures we have taken, please contact me directly or your regular contact at Gemini.

Kindest regards

Stuart Alexander

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