

Premier Miton business continuity management: Coronavirus update

Introduction

Premier Miton continues to monitor the impact of coronavirus (COVID-19) including the latest response and information from relevant organisations including the UK government, local public health agencies, World Health Organization (WHO), Centres for Disease Control and Prevention (CDC) and Foreign & Commonwealth Office (for travel advice). We are very aware that as more information emerges, recommendations may change so we are continuously monitoring the latest advice and guidance.

We have an up-to-date business continuity plan that has been reviewed and refined based on the latest information on coronavirus.

Our aim is to look after the health of our staff, help minimise the spread of coronavirus and ensure business continuity for our clients, including investment management and client service. A key part of this objective is adopting the latest relevant advice and best practice as it becomes available.

Please note that Premier Miton's business operations are not impacted at this time.

Please see below some of the actions we have taken

Public health advice

Intra-daily monitoring of the latest advice and guidance from relevant organisations.

Coronavirus management response team

We have established a coronavirus response team to manage the company's approach to a rapidly evolving situation.

Business continuity plans

Our business continuity plans are up to date and have been reviewed and refined in response to coronavirus.

Work from home

We have planned for our work force to be able to work from home in order to continue the smooth running of our business.

We are also mindful of employees' caring responsibilities.

Information updates to staff

Their role in reducing the spread of this disease, including washing hands properly, relevant actions to reduce the spread of germs when you cough or sneeze and the important role of appropriate cleaning and disinfecting. Anti-bacterial hand gel is available in our offices.

Identifying possible signs of the disease and relevant actions if they have any concerns.

What to do if they are aware they or a closely connected person have been in physical contact with an individual who has contracted the virus.

Our business continuity plans.

We clearly understand that this may be a very worrying time for people and we are therefore reminding staff about the 24/7 availability of our Employee Assistance Programme for them to use for additional, professional support.

Splitting staff between our offices

Premier Miton have two main offices, in London and Guildford. We continue to follow the latest advice to ensure travel is minimised and as many staff as possible work from home.

Staff travel

We are a UK focused company, with all staff based and working in the UK and close to zero business travel outside the UK. Where any business travel is planned outside the UK, a pre-approval process has been put in place to ensure an appropriate risk assessment is undertaken prior to approval.



We are following government guidelines in terms of self-quarantine of staff who have visited a high risk area, and all staff are required to inform us of travel plans to these areas.

We are advising staff to leverage relevant technology and communications tools for business contact, including video and conference calls.

Vendors and counterparties

We have reviewed and will continue to review and monitor our key third party relationship business continuity plans, to ensure we are satisfied their arrangements are fit for purpose to manage potential impacts of the coronavirus.

Investment industry guidance

We are participating in information sessions organised by The Investment Association to share ideas on best practice on how to manage our businesses in response to the issues from the spread of coronavirus.

Premier Portfolio Managers Limited is registered in England no. 01235867. Premier Fund Managers Limited is registered in England no. 02274227. Miton Asset Management Limited is registered in England no. 01949322. Miton Trust Managers Limited is registered in England no. 04569694. All these companies are authorised and regulated by the Financial Conduct Authority and are members of the 'Premier Miton Investors' marketing group and subsidiaries of Premier Miton Group plc (registered in England no. 06306664). Registered office for Premier Portfolio Managers Limited, Premier Fund Managers Limited and Premier Miton Group plc: Eastgate Court, High Street, Guildford, Surrey GU1 3DE. Registered office for Miton Asset Management Limited and Miton Trust Managers Limited: 6th Floor, Paternoster House, 65 St. Paul's Churchyard, London EC4M 8AB.

