

Business Continuity Preparedness – What you need to know

Entertainment Partners takes a comprehensive approach to business continuity preparedness, including the potential impacts of a public health crisis such as the COVID-19 (coronavirus) outbreak. While there is currently no foreseen impact to Entertainment Partners' services, this is a constantly evolving situation and in the event that COVID-19 impacts our corporate employees and/or self-quarantining at home is required, our Disaster Recovery/Business Continuity plans, which are audited annually by a third party (SOC/ISO), are in place to ensure continued service to our clients. Key elements of our plan are outlined below.

Business Continuity Plan – Four Areas of Focus

- ✓ **IT System Readiness**
 - Infrastructure – including remote access and endpoints – is up to date
 - All employees have laptops and secure access to work remotely
 - IT critical support partners have business continuity plans and access redundancy in place
 - Annual Disaster Recovery tests (including client participation test scenarios) have been maintained

- ✓ **Workplace Readiness**
 - Entertainment Partners has been operating with mobile workforce capabilities for many years and is fully equipped to operate remotely at any time with no business interruption
 - Plans are in place across 13 regional offices in North America and the U.K. to manage critical functions requiring onsite personnel
 - CDC preventative action guidelines are being followed across all offices

- ✓ **Workforce Readiness**
 - Entertainment Partners follows governmental guidelines related to hygiene and health recommendations
 - Our cross-trained workforce will ensure uninterrupted client support

- ✓ **Supply Chain Readiness**
 - Suppliers are included in our annual Business Continuity/ISO review process

For more information on COVID-19 including preventative actions and public announcements, please visit the following:

[Center for Disease Control \(CDC\)](#)

[The European Centre for Disease Prevention and Control \(ECDC\)](#)

Entertainment Partners cares deeply about our clients, and we remain focused on our clients' success as we move through this uncertain time.