



Date: March 13, 2020

Business Continuity Preparedness – ValueMomentum Office (Erie, PA)

To ValueMomentum Employees & Contractors (“Associates”),

We are reviewing Business Continuity and work from home plans across the organization. We would like you to be prepared for the possibility that you may be required to work from home in the near future. Please be assured that we are acting out of an abundance of caution in order to best prepare for potential scenarios that may occur in the future, and in the event that governmental authorities or ValueMomentum’s COVID-19 Task Force should take more proactive actions to help contain the spread of this virus.

Accordingly, we would like you to take the following measures to prepare for this situation:

- Identify all essential computing equipment you require to be able to work from home; Please plan to carry these items with you back home and vice versa, everyday – so as to minimize disruptions to your work, if a decision is made on short order; please inform IT Support at support@valuemomentum.com with the details of the equipment (other than your regular laptop and related accessories) that you are carrying home with you.
- If you are aware of any potential challenges you may have that prevent you to work from home, please discuss the situation with your Task Force Leader. These challenges could include access to necessary equipment, accessories or security restrictions involving your project assignments
- If you work remotely, you will be able to access all ValueMomentum network and system resources with an Internet connection. In the event you are required to work remotely, you should consider forwarding your office phone to a number at your remote location.
- Please note, that you will be able to collaborate with all ValueMomentum Associates – Employees and Contractors using Microsoft Teams.

Note: Contractors are also being provided access to Microsoft Teams so as to ensure access to all channels of communication and for enabling remote collaboration, if the situation merits. Please be sure to download the Microsoft Teams app on your mobile device, so as to enable such collaboration with your team members.

We will continue to monitor the Coronavirus issue and will provide further updates in the coming weeks. Any questions or concerns should be directed to the Task Force group ID: CTF@valuemomentum.com, or by contacting your local Task Force Leader.

Sincerely,
Gopi Gade (“GK”)
Task Force Coordinator - US