

17 March 2020

To all our valued Clients

Over the past few weeks, it's become clear that our precious world is facing an unprecedented challenge and unique change. Like you, we are deeply concerned and want to do what we can to help keep our staff, communities, friends and families safe and healthy.

On behalf of KSB Recruitment Consultants, I wanted to send this personal note to you to let you know how we are responding to the situation. We are humbled by your loyalty, and we take our responsibility to our clients, our staff and wider teams very seriously.

From the onset of this situation, we have been listening to the appropriate sources for accurate and up-to-date information, and our preparedness plan reflects those inputs. As things evolve, we are actively monitoring the situation and assessing risks and are ready to implement immediate changes to ensure the highest level of safety. We will continue to communicate with you in a timely and transparent way via email, with updates on our social media streams and on our website.

What we are doing:

- We are introducing rigorous cleaning procedures.
- We are taking sensible steps to help protect our staff and our teams of workers. This means fewer meetings, limiting travel, and making it easier for them to take the time they need to care for themselves or their families in the event they are directly affected by COVID-19.
- We are monitoring new developments on a daily basis

Both my team and I recognise these are extremely challenging and unprecedented times for all, and we remain deeply committed to the safety of our staff, friends and families and wider communities.

Please take great care of yourselves and each other,

Best wishes

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Managing Director

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