



**Boston Trust Walden**

Principled Investing.

# Boston Trust Walden Responds to the COVID-19 Pandemic

## Boston Trust Walden Company Pandemic Plan Summary

In response to the continued spread of the novel coronavirus (COVID-19), Boston Trust Walden is sharing our approach to mitigate the business impact on our clients and to protect the health and safety of our employees. The information contained within this document provides a summary of our pandemic plan and current actions.

Pandemic events can have severe consequences on human health and economic well-being worldwide. Planning and preparedness are critical to help lessen the impact of these events. The goal of pandemic planning is to ensure we can recognize and manage the potential business interruption caused by a global pandemic. Through this plan, we follow a comprehensive approach to protect the health and safety of our employees and mitigate any potential impacts on the services and support we provide to our clients.

Our pandemic plan anticipates an escalating response, over time, to address the progression of a pandemic. It addresses stages of a pandemic and related actions regarding the safety and continuity of our operations. The plan summarizes the key protocols and policies that would be activated before, during, and after a pandemic.

## Pandemic Planning in Response to COVID-19

Boston Trust Walden activated our Pandemic Plan in response to the novel coronavirus disease (COVID-19) in early February 2020. We are monitoring the situation on an ongoing basis.

### Protecting Our Employees, Clients, and Community

We utilize guidance from the US Centers for Disease Control and Prevention (“CDC”), Massachusetts Governor Charles Baker’s Reopening Advisory Board, US Equal Employment Opportunity Commission, Massachusetts Department of Public Health, and Occupational Safety and Health Administration. We have developed and distributed training to employees to observe best practices for health and safety. The following practices support our employees’ health as well as that of our community:

- Encouraging employees to use their sick time and remain home when feeling unwell;
- Providing instructions for minimizing transmission, including (but not limited to) cleaning protocols and hygiene procedures;

- Enforcing social distancing between employees, meetings, and vendors to limit unnecessary interactions;
- Allowing employees to adjust schedules;
- Enabling employees to work from home.

### **Ensuring Continuity of Service**

Each department has identified the minimum number of required employees to ensure our services will continue without interruption. Remedies for high absenteeism are defined according to the unique needs of each specific role. In general, response strategies include:

- Remote work capabilities for all employees;
- Cross-training among team members;
- Outsourcing of non-core functions to valued business partners.

### **Oversight**

The Executive team provides strategic direction and guidance to the Business Continuity Team, as well as to the rest of the company, as needed. They are also responsible for keeping the Board of Directors informed.

### **Communications**

Our management team communicates business, health and safety, and travel updates regularly to all employees. We communicate with clients on a proactive basis to share business updates that may impact daily operations.

### **Travel Restrictions**

Employee travel restrictions are part of the Boston Trust Walden pandemic response plan. Travel restriction determinations are based on guidance from local, state, national, and international authorities, as well as benchmarking with other companies.

### **Medical Response Protocols**

In the event of presumptive or verified infection of an onsite employee or visitor, our response includes, as applicable, contact tracing and self-quarantine of individuals, office closure, and enhanced cleaning.

### **Current Actions in Response to COVID-19**

Boston Trust Walden enacted its Pandemic Plan in early February 2020. We continue to monitor the situation actively and do everything possible to mitigate the impact to our employees and clients, including:

- Implemented work-from-home policy for all but a small number of essential staff;
- Banned business travel;
- Suspended participation in conferences or large company gatherings;
- Established a re-entry taskforce to ensure the health and safety of our onsite environment;
- Launched a health pre-screening tool for onsite staff and visitors.