



GRC Quantity Surveyors COVID-19 Business Continuity Plan

Client Update: 27th March 2020

GRC Quantity Surveyors (GRC) is taking extreme precaution in relation to the rapid spread of Coronavirus (COVID-19). The impact that it is waging on our community, nation and world is being taken very seriously. We are actively monitoring and working continuously to ensure the protection, safety and wellbeing of our team and clients as our number one priority. The health and wellbeing of our team is paramount at GRC!

We have established an internal Steering Committee comprised of our Directors and Key Team Members who meet regularly to ensure our that all new measures and controls are implemented in an orderly, calm and responsible manner.

As the situation changes, we will proactively respond in an informed, sensible and balanced way, as we all continue to navigate through these unique and evolving challenges.

Separation of our Team to ensure continuity

As of Monday 23rd March 2020, GRC successfully implemented a complete separation of our office workspace, by splitting our Sectors into two groups and then relocating one of each of those groups to a separate location to our Head Office. This separation has enabled our team to exceed the current Social Distancing requirements with minimal disruption to their workload and our client's projects. We will continue to work with our clients to facilitate necessary site visits and inspections in a safe manner.

In the event of complete isolation, GRC are 100% geared and ready to ensure minimal disruption and continuity in provision of our services to you, our Client, to enable confidence and peace of mind.

GRC is working with you to understand the potential impact of COVID-19 on your business

For 33 years GRC's mantra has been *"When costs matter, we've got you covered"*. Given the current state of the economy, we understand that costs have never mattered more, and we are committed to working with our clients to proactively manage their potential commercial exposure. We are invested in the delivery of outcome focused services. We are genuinely committed to the sustainability and viability of the companies and projects that we are fortunate enough to be associated with.

We have developed cost focused solutions that take into consideration the fact that the industry has been, and will continue to be for the foreseeable future, disrupted. We have a dynamic and experienced team of quantity surveyors that treat each commission personally. Our workflows are changing to suit new ways of doing business, however we are finding that the fundamentals of cost management, the core focus of our business for the last three decades, remains relevant, and equips us with the skills required to navigate through this unprecedented period.

We acknowledge that the foreseeable future is going to be tough, however, we are committed to doing our part to ensure that every one of our clients gets to witness firsthand the GRC "value add".

Acting responsibly

GRC have respected the Governments position on Domestic and International Travel, with a complete travel ban. Team members who were scheduled to travel internationally have all cancelled or rescheduled their plans until the Governments position changes.

Our team have been reminded and provided with the appropriate hygiene products to assist in keeping themselves and our workplace safe.

GRC have implemented a Zero Tolerance on all team members that are unwell. They are directed to not attend our offices in the event of feeling unwell.

Flattening the curve

In conjunction with GRC's travel ban, we have also initiated several proactive steps to assist with "Flattening the curve". These are:

Social Distancing

- Is recognised and being adhered to within our workspaces. Team members who were seated beside another team member have now been relocated to ensure a minimum of 1.5 metres distance is adhered to.

Hygiene

- Several proactive hygiene initiatives are in play.

Security

- GRC have tightened security on both of our locations to ensure that only our team can access our offices.
- There is no internal crossover of our Team Members.

Meetings

- No external parties are authorised to enter either office.
- External meetings have been limited to essential meetings only.

Transport

- Additional carparks secured for our Team Members to utilise, rather than be on Public Transport.
- Ban on all Domestic and International Travel.

GRC are following all directions provided by the Government in relation to COVID-19 meticulously and in numerous instances are going over and above recommendations and directions. We will continue to follow these directions in accordance with the Government and work with our valued clients to do our utmost during this time.

At GRC it is business as usual. We have robust continuity and contingency measures in place and will continue to provide our clients with the same high standard of service.

GRC will continue to maintain accuracy, high standard and quality of service to our clients.