



Emerging from COVID-19 together

Our plans for June and July 2020

Emerging stronger

The purpose of this guide is to set out the company's commitments to ensure your health, safety and wellbeing as we prepare to have more people working on our sites again.

It also aims to provide in one place all the resources, information and links shared by the CMT in recent weeks, and explain what you need to do to make sure we can continue working safely together.

Our return will be thoughtful, measured, progressive and timely, and in the following pages you'll find details of our overall approach. Any changes to ways of working and specific arrangements on your site will be shared with you by your local leadership team and line manager.

Over the last few weeks, we've all faced unique challenges at home and at work, and I've been so impressed by how you've stuck together, supported each other, and continued to deliver for our business.

We are now preparing to take the next steps towards a 'new normal'. If we stay guided by our values and driven by a collective determination, I'm confident we will continue to succeed for our customers and emerge from this period as a stronger company.



Will Downie
Chief Executive Officer



We are now preparing to take the next steps towards a 'new normal' and I'm confident we will emerge from this period as a stronger company



Emerging from COVID-19 as a stronger company

Emerging from the crisis caused by the pandemic will take time, patience and commitment from us all. There will be no quick return to the way things used to be. Our return will be a gradual process, in phases, with new ways of working and behaviours.



Where we are now

Phase

1



React

- Protect our people
- Follow Government guidance
- Maintain business continuity and financial discipline

Phase

2



Return

- Implement phased return to work
- Establish new principles and ways of working
- Provide reassurance, support and financial discipline

Phase

3



Reimagine

- Recognise the 'new normal' and look forward
 - Build on our resilience
- Assess how we can do things better based on learnings

Phase

4



Reinforce

- Update policies and procedures to reflect new ways of working
- Reflect learnings in long term plans
- Emerge stronger

Be guided by our values: See Page 9

How is COVID-19 Spread?

COVID-19 is a disease caused by the novel virus SARS-COV-2.

Scientific research by authorities including the World Health Organisation (WHO) shows the main way in which the disease spreads is via saliva droplets from an infected person contaminating a surface, which is then passed on to another person and enters their body when they touch their eyes, nose or mouth.

The virus may be viable in saliva droplets from coughing and sneezing, but is unlikely to travel further than 2m maximum – it has not been shown to spread through populations by the airborne route.

The advice remains the same: best prevention is to work from home whenever possible, maintain social distancing of 2m between people who are not from your household, and increase hand hygiene by washing/sanitising your hands regularly.

Avoid gatherings where social distancing is not possible. Do not come to work if you have symptoms. If these measures are adhered to, the risk of possible infection becomes very, very low.

Our priorities

Over the following pages we set out the four key priority areas at the heart of our plans to support you and safely have more people back on site so that we can deliver for our customers and patients. Here we summarise the principles and themes that will guide our approach, but this list is not exhaustive and our plans will continually evolve. We will communicate more details in future updates and via myVectura.

Wellbeing

Your health and wellbeing remains our number one priority – and we want you to feel safe and supported too.

So we're providing the tools and resources to help you look after yourself and each other.

Our sites

Providing sites and facilities that are safe for everyone is crucial. And with the additional challenges of COVID-19, we all need to take extra steps.

So we're following the latest best practice, government and WHO guidance to make changes to our facilities and how we work onsite.

Agile working

The pandemic has taught us just what we can achieve by working in new and agile ways. And while we've all been facing some real challenges, you told us in the pulse survey that you're keen to continue with a more flexible approach to work.

So we're empowering and trusting everyone to think creatively about how, when and where we work to deliver the best outcomes for our business.

Travelling for work

Business air travel is currently on hold and will only resume when guidance from WHO and governments say it's appropriate.

So we're continuing to work in agile ways and focus on virtual meetings, with limited travel to our sites too.

COVID-19 Q&A

We're continuing to keep the questions and answers guide about all things COVID-19 updated. You can [access it here](#).

Our commitments to you

To help you look after your mental health and overall wellbeing, we're providing support by...



Being as flexible as we can to balance your needs and the impact that COVID-19 is having on you, with the needs of our customers and the business.

Continuing to provide a range of support through the [UK Employee Assistance Programme](#) and equivalents in Switzerland and Germany.



Working in collaboration with line managers and the [Mental Health First Aiders](#) to support you.

Providing a new [Health & Wellbeing Hub](#) on myVectura so you can access the latest guides and resources in one easy place.



Responding to your COVID-19 and Occupational Health questions or concerns. If you have a query, please contact Andrew Whiston, Vicki Rees or internal.comms@vectura.com

What can you do?

Stay connected with others, talk about how you're feeling, and ask for help if you need it.



Check in regularly with your team and find out how your colleagues are doing.

Look after your mental wellbeing. Use the support listed on this page and consider other resources too. Could apps such as Buddhify, Calm or Daylio Journal help you to relax or lift your mood?



Look after your physical wellbeing – there are some great tips [here](#).

Be thoughtful – for example, check colleagues' working patterns before booking meetings.



Use Employee Focus to let us know if you're self-isolating and need to stay away from your work site.

Keep sharing your stories and pictures with Internal Comms to help us all feel connected.

Get some downtime by taking regular breaks and annual leave. We all need a proper and full rest from work.

Top tips

- Schedule your day with clear work, break and lunch times, particularly if you are working from home. Consider blocking these out in your calendar.
- Consider time management tools such as the [Pomodoro Technique](#)
- Recognise and celebrate your achievements and those of your colleagues.
- Get as much fresh air and sunshine as you can.
- How much time are you spending on the news? Limit it if it's getting you down.
- Do something for yourself – whether it's a hobby, learning something new or making some time to relax.
- Help others - doing good makes you feel good too.

For more tips, visit the [Health & Wellbeing Hub](#) on myVectura

Tip for managers

Have a conversation with your team members about how they're feeling. See the [Managers' Toolkit](#) for help. Contact your HRBP if you need any further support.

Our commitments to you

To make sure we can all work safely, we're making changes to our facilities and ways of working onsite by...


Reviewing site risk assessments and taking all necessary steps to ensure everyone's health, safety & wellbeing in light of COVID-19.

Modifying how, when and where we work, including limiting the number of people in work areas and meeting rooms at any one time, so that social/physical distancing can be maintained.

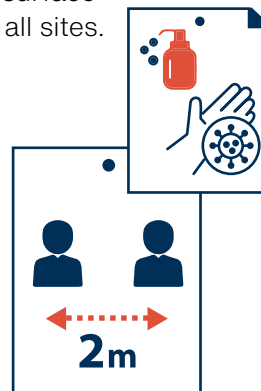
Marking out 2m spacing or one-way systems at busy congestion points, including some reception areas, to help with social/physical distancing.

Allowing no more than one person at a time to use toilets/washrooms.

Putting signs on some desks/workspaces so they're left unoccupied to help with social/physical distancing.

 Supplying hand sanitiser and anti-viral surface wipes on all sites.

Displaying posters to remind everyone about the importance of good hand hygiene and social/physical distancing.



What can you do?

Help the cleaners to keep everyone safe by reducing clutter at your workstation, and wiping your desk/computer down before and after you use it.



Wash your hands regularly, use hand sanitiser and wipes, and maintain social/physical distancing. Sanitise your hands whenever you move to a new working area.



Be flexible about where you work – there might be more space in another area of the site.

Continue to use Teams for meetings, even if you're onsite, to help with social/physical distancing. Only use meeting rooms if absolutely necessary.



Give priority to whomever is coming down the stairs before you attempt to go up.

Our approach...

Work from home where you can

Unless you need to be on site, you should continue to work from home. Limiting the number of people in our offices and labs means we can ensure the health, safety and wellbeing of all colleagues.

Returning to site safely

As the needs of our customers, patients and the business change, more people may need to return to site to work. The measures set out on this page and others, such as staggering start and finish times, detailed in the Travelling for Work section, will enable everyone to feel secure and confident while at work.

Hand hygiene and social/physical distancing

Making sure you regularly wash your hands and staying 2m away from others are the most effective ways we can all limit the spread of COVID-19. Please stay vigilant – and let's keep reminding each other.

Tip for managers

Reinforce the importance of hygiene and social/physical distancing and use the planning tools available to limit the number of people in work areas at any one time.

Got a site safety question or concern?

Please contact Andrew Whiston in Environment, Health & Safety.

Agile working

Our commitments to you

We're empowering leaders to balance the needs of the business with your individual needs by...



Clarifying what is expected of you and enabling you to work as flexibly as possible.

Investing in technology and cyber security to support remote and flexible working.



Providing **DSE guidance** to ensure working from home is safe and productive.



Supporting managers to keep their teams well informed and feeling safe during the COVID-19 outbreak.

Reviewing our HR Policies to ensure they embrace agile working.

What can you do?

Remember that everybody's experience of the pandemic and work is different – support each other and stay in regular contact.



Use MS Teams, video calls and adopt other new ways of doing things.

Follow this guide to help virtual meetings and workshops succeed.

No matter where or how you're working, stay focused on delivering our business goals.



Work with your colleagues and manager to agree the 'rules of engagement' around agile working to ensure the new arrangements work for the whole team.



Remember...

- Agile working isn't just about working from home, it's about working smarter and making sure we are collaborative and flexible at all times.
- Agile working means thinking differently about what we do, and how, when and where we work to deliver the best outcomes for each other, our customers and the business.
- Effective agile working can lead to improved job satisfaction, a better work-life balance, increased innovation and productivity. Trust is the foundation.



Tip for managers

Focus on enhancing levels of trust within your teams. Find out more about the 'Speed of Trust' and all its benefits [here](#).

Make sure you have created a safe environment for learning and growth. Follow [these tips](#) to learn how.

Don't forget the [Managers' Toolkit](#) also contains useful tips on virtual and flexible working.

Travelling for work

Our commitments to you

We're adhering to international travel restrictions and avoiding domestic travel by...



Enabling people to work from home as much as possible.

Helping employees to avoid peak travel by allowing flexible start and finish times.

Providing access to the [Cycle to Work scheme](#) in the UK, which could save you 25% - 39% on the cost of a bike and accessories and allow you to pay in monthly instalments. Contact hr@vectura.com for more details.

Monitoring WHO and governments' guidance on both domestic and international travel. Booking remains disabled on the CWT platform and we'll update you on the corporate travel situation as it changes.



What can you do?

If it's been agreed that you need to work onsite, avoid public transport if you can. Instead, walk, cycle or drive and don't car-share unless it's with somebody from your household. If your only option is public transport, please contact your line manager or Andrew Whiston/EHS.



Avoid travel between our UK sites and connect with colleagues virtually instead.

If you're driving to work, park away from other vehicles as much as possible.

Tip for managers

Have regular conversations with your team members about their travel arrangements - keep the conversation open.

Face coverings

What's the situation with face coverings?

Following government announcements in the UK, Germany and Switzerland, some people are now wearing face coverings on public transport as well as in shops and places where social distancing isn't possible.



What about wearing a face covering at work?

Social distancing and hand hygiene are still the most effective ways to prevent the spread of COVID-19.

In light of face covering guidance, if you make a personal choice to wear one at work, that's OK. This may result in some people choosing to do so, while others don't. If this happens, we should not see this as cause for concern but rather respect individual preferences.

How can I get a face covering?

It's easy to make your own face covering. For details, please [click here](#).

We have provided some for colleagues who are working onsite to wear while commuting and going to the shops as part of their working day. If you'd like one, please contact the UK Facilities Helpdesk or Andrew Whiston directly. We'll provide them for as long as we have them in stock.

Guided by our values

Our plans to return to the workplace will evolve in line with local government guidance and as we develop more detailed ways of working. At the heart of our plans is a commitment to keeping you safe, informed and reassured. In doing so, we will be guided by our values at all times. Never have they been more important.



Deliver for patients with pride

We are agile, efficient and deliver our commitments.

We take pride in successfully developing medicines that transform lives.



Create a great customer experience

Our customer focus guides everything we do. We use our insight and capability to create a great experience for our customers.



Work together as one team

We collaborate to achieve shared goals, using our combined knowledge and expertise to enable success.



Do the right thing

Quality is at the heart of everything we do. We work with integrity, consistently delivering to high standards.



Innovate and improve

We thrive on learning and apply our expertise to continually innovate and be the best at what we do.



What happens next?

The COVID-19 situation remains fluid and guidance from governments in the UK, Switzerland and Germany is continually evolving.

While the easing of lockdown is already underway, governments have made clear that greater restrictions could be imposed again if scientific advice tells them this is necessary.

The CMT is continuing to monitor country-specific and global guidance and will respond accordingly.

This guide covers the period from **June to July 2020** but may need to be updated, depending on what happens next.

What if things change before July?

If the measures in this guide need to change because government guidance changes, we'll re-issue it to you and explain what has been updated.

How do I know what's happening on my site specifically?

As Will explains in his introduction, this guide:

- Sets out the company's overall commitments to ensure your health, safety and wellbeing
- Provides in one place all the resources, guides and links shared by the CMT in recent weeks
- Explains what you need to do to make sure we can continue working safely together

Any changes to ways of working and specific arrangements on your site will be shared with you by your local leadership team and line manager.

Stay connected...

In the recent pulse survey, you told us how much you appreciate the personal stories from colleagues working in different situations at home and onsite. Research is also telling us just how valuable these stories are in helping us all to stay connected, which is so important for our mental wellbeing.

myVectura

The intranet has played a major role so far in helping us to share our experiences and support our colleagues through these challenging times. Let's keep this going!

- Log in to myVectura every day to make sure you don't miss out on the latest updates
- Like and comment on posts to help us all feel connected and supported
- Share your thoughts, tips and resources in Your Forums
- Upload images to Your Pictures
- Contact internal.comms@vectura.com with your stories – and let us know if you need a helping hand

Team huddles

Daily huddles have become a great way for teams across the company to stay connected and prioritise their work.

With the introduction of MS Teams, they're happening virtually and are an effective way to encourage team interaction or cross-functional working.

Socialising online

From pub quizzes and bingo to catching up with your colleagues and friends, MS Teams is also helping many of us to avoid feeling isolated. Keep it up... and if you've not used it in this way yet, give it a go!



If you have any questions or concerns not covered in this guide or the associated materials, please talk to your Line Manager, Employee Representative, the CMT or your HRBP



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