

**A letter from Epworth Investment Management Limited  
Chief Executive David Palmer regarding Covid-19**

13 March 2020

I am writing regarding COVID 19, to outline how Epworth Investment Management Limited is responding to this, both operationally and in respect of the investments which we manage.

At Epworth Investment Management Limited, we responded to the threat of the COVID 19 virus early. We introduced hand sanitisers and a policy of no handshakes into the office during February. We have postponed all non-essential meetings or changed these to conference calls and have asked staff to travel outside of peak times. We have robust business continuity plans in place. These are currently being implemented and we are asking many of our staff to work from home. There will be no interruption to the service that you receive.

Our clients and the charity funds they invest with us remain our foremost focus. I, or any of our leadership team, am available to talk to you at any time should you have any investment or operational concerns. We are restricting non-essential face to face meetings and travel and where appropriate we will try and arrange such conversations via video or telephone facilities. With possible disruptions to the postal service, clients seeking to add to their funds may wish to consider making payments by electronic transfer rather than by cheque.

Clients will have seen volatility increase across all markets. This has impacted on our clients. It is important to remember that unitised funds are held for the medium to longer term and these assets are expected to rise and fall over all time periods.

All of our funds are well diversified and invested in assets that are relatively realisable. We continuously check the liquidity of our funds and test our ability to meet our client's needs – both within our Funds and externally. Whilst there is little clarity yet on when the COVID 19 outbreak will end or what its impact upon Global economic growth will be, I write to assure our clients that their assets are held in a very safe environment with ready availability at any time that access is required.

Our prayers are with all who are impacted by this outbreak.

With best wishes.

Yours sincerely,



**David Palmer LLB, MBA**  
**Chief Executive Officer**