

Cardiff 20th April 2020

To whom it may Concern.

**Reference: The Marine & Property Group Ltd (and subsidiaries) – COVID-19 – Business Continuity Planning**

**The Marine & Property Group Ltd  
Cardiff Marine Services Ltd  
Port Dinorwic Marina Ltd  
Aberystwyth Marina Ltd  
Burry Port Marina Ltd  
The Marine Group – Commercial Ltd  
CMG Power Ltd  
Cardiff Diesel Services Ltd**

Dear Sirs,

I can confirm that in the light of the COVID-19 pandemic and its impact on the potential welfare of employees, our marina communities and subsidiary businesses, that we have implemented a robust business continuity plan. This plan protects the interest of all stakeholders and ensures we are adequately prepared for an extended social lockdown and any economic disruption.

The plan is incepted over four tiers as follows:

#### **Financial and Economic**

- **Revenue** - Impact shows some short-term disruption but is readily manageable and is not sufficient to require a recasting of our five-year business plan.
- **Cash Flow** – Early impacts have now been addressed and ongoing capital and liquidity is sufficient
- **Balance Sheet** – balance sheet strength remains intact with a net asset position of approximately £23 million
- **Employee welfare** – group wide commitment to retain all employees across the business.

#### **Stakeholder Protection**

- **Employee safety** including anticipating the impact on healthcare, educational needs and economic needs
- **Customer Information** – regular updates and communications to our customers and suppliers through e-newsletters and news updates at: <http://themarinegroup.co.uk/blog/news-and-events/>
- **Marinas and company facilities** – including formalising rent holiday periods to all tenant businesses in our community, repurposing workflow and priorities and assuring the supply chain. Contributing to social distancing.
- **Community** – sponsorship and provision of raw materials from the marine industry for the manufacture of PPE for community nurses

#### **Internal Business Processes**

- **Workforce protection** – adherence to the company's social distancing policies, sanitation points and travel policies. Regular and weekly employee communications via email and letter as well as line management structures. Regular legal reviews from our human resources consultancy and government advice on best practice.
- **Supply Chain stabilisation** – researching alternative supplies, inventory checking and policy review.

- **Work from Home Capabilities** – where appropriate and required the provision of adequate IT equipment, video conferencing and line management control.

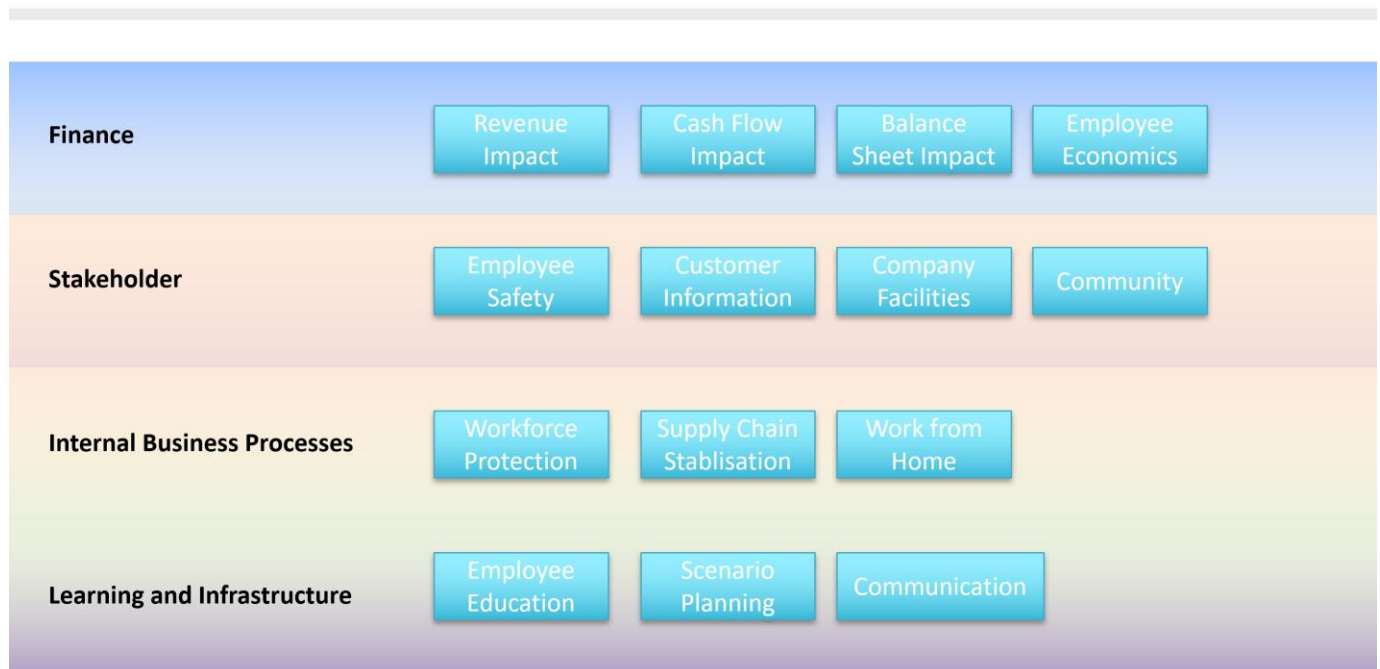
**Learning and Infrastructure**

- **Employee COVID-19 education** – awareness of company policies and government advice through line management and formal HR memorandums. Review and observation of regulation adherence.
- **Global scenario planning** – update of business resilience, succession and risk plans
- **IT systems** – ensuring IT infrastructure is adapted and adequate to support evolving business processes.
- **Communication** – regular and updated communication methods that include work from home

The business continuity plan is summarised as follows.



**The Marine & Property Group Ltd – COVID-19 Business Continuity Plan**



I trust that this is sufficient for your needs. Details on any of the policies noted are available upon request.

Yours faithfully,



**Christopher Odling-Smee**  
 Director, The Marine & Property Group Ltd