



## **COVID-19 – LOOKING TO THE FUTURE**

January 25, 2021

As we approach the one-year anniversary of our response to the COVID-19 outbreak, we want to apprise you of our continuing actions to support and maintain business continuity.

In March 2020, we put our business continuity plan into action, focusing on ensuring the safety of our employees while maintaining our service level to clients and avoiding disruptions. These have been unprecedented times, and we are very proud of our employees' ability to work remotely. Like so many other businesses, we have acclimatized to the new routines that form the backbone of our business continuity plan.

As your partner, Guardian Capital Group Limited and all of our subsidiaries and affiliates\* (collectively “Guardian”), have successfully adapted our practices to ensure we maintain our service levels and support. We trust your experience with us has remained seamless and exemplary throughout.

Internally, our leadership team initiated committees mandated to investigate best practices on how to bring employees back to the office in a safe and timely manner. Reflective of geographical location, and as part of our initial Phase 1 return to the workplace plan, some employees returned to the office on a full-time, part-time or occasional basis, while others continue to work from home.

As our geographical locations continue to experience the pandemic's effects and accompanying restrictions, we have extended our return to the workplace plan until March 31, 2021. This date is subject to change and dependent upon direction and guidance from local health authorities, and reflects the ongoing fluidity of the environment caused by the pandemic.

We have confidence in the actions we are taking to safeguard our people, our clients and our communities. A suspension of international business travel continues until further notice. We will continue to review and reassess travel guidelines on a regular basis; as such, they are subject to change based on guidelines from local health authorities.

We end this update with our sincerest condolences to those who have lost loved ones during the pandemic; our hearts go out to them all. We also express our deep appreciation for both the dedicated frontline health workers and service people who continue to help keep our day-to-day society functioning.

\*Guardian Capital Group Limited subsidiaries and affiliates include our asset management entities including Guardian Capital LP, GuardCap Asset Management Limited, Guardian Capital Real Estate Inc. and Alta Capital Management, LLC, and our wealth management entities including Worldsource Wealth Management (Worldsource Financial Management Inc., Worldsource Securities Inc., and IDC Worldsource Insurance Network Inc.), Guardian Capital Advisors LP and Alexandria Bancorp.