

To Our Valued Clients and Partners:

The health and safety of our employees, clients and business partners is our highest priority at Segall Bryant & Hamill. With the rapid escalation of the coronavirus (COVID-19) crisis, we have made the decision to initiate our business contingency plan.

- **Remote Work Environment.** Effective Tuesday, March 17, all employees will be working remotely from home for two weeks. During this time, all visits to our offices will be suspended. On Tuesday, March 31, our senior leadership team will reassess the situation and determine appropriate next steps. It is our hope that we will notify you then that we are moving back to normal operations. However, if the situation is still uncertain, we will let you know of any additional contingency plans we have decided to put in place.
- **Fully Functional.** During this time, SBH will be fully functional. Our research, trading, operations, and business systems are designed for remote operation for extended time periods. We have been in communication with our key vendors and partners, and believe they have adequate business continuity plans in place to continue to meet their deliverables to our firm. Our employees have secure remote access to the firm's systems so that we may continue to communicate with you and meet our commitments to you without interruption.
- **Receipt of Mail and Important Documents.** During this period, we will not have staff in our offices to receive deliveries by the U.S. Postal Service and other mail providers. If you have recently sent important documents to us, please contact your portfolio manager so we can attempt to locate them. If possible, please scan or email us important business-related documents during this period of remote operations.

As you know, the COVID-19 crisis has escalated very quickly. We strongly believe these measures are in the best interest of all parties and will help protect everyone's well-being. We appreciate your understanding in these unprecedented times. The SBH team is here to answer any questions you may have, so please feel free to reach out to your SBH contact by phone or email, or email me directly at phildebrandt@sbhic.com.

Most importantly, we wish each of you continued good health.

Sincerely,



Philip L. Hildebrandt

Principal, Chief Executive Officer