



April 7, 2020

Dear Valued Clients and Partners,

The global coronavirus pandemic is affecting our families, businesses, communities, and way of life. Together, we are facing a truly unprecedented situation. I wanted to update you on how we're approaching the situation at CAPIS.

- While all businesses are in uncharted territory, CAPIS is ideally positioned to handle moments like this. **Our business operations are fully functional.** We will continue to provide you with the highest quality trade execution, analysis, and client support that you have come to expect from CAPIS.
- All CAPIS employees have been encouraged to work from home. Approximately half of the desk is working remotely, and any traders who prefer to remain in the office have been rearranged to keep the required minimum six-foot separation. Many of our support people were already periodically working remotely, so this has been an easy transition. All remote work is being conducted within our private network to ensure that your data is secure.
- Our policies and procedures go above and beyond the [President's Coronavirus Guidelines for America](#). Our employees have always been our most valued resource, and we will continue to place their health and well-being at the forefront in order to provide our clients with the highest level of client service.
- All business travel has been suspended for our employees unless pre-approved due to special circumstances. We are asking our sales representatives to work with clients through conference calls and video meetings.

For more than 40 years, CAPIS has been here to support and guide our clients in good times and bad. This pandemic is not something we could predict, but our systems and our traders are well prepared for the unexpected volatility that we have been experiencing. You are not alone. Our mission is to help you succeed, so reach out if we can help. Should you have any questions, please contact your CAPIS representative or email me directly at: asebert@capis.com.

We hope that you, your family and friends are safe and healthy during these extraordinary times, and we pray for strength and courage for those dealing with this disease.

Thank you for your business and continued support.

Ann Sebert
CEO & President