



HGGC and COVID-19

March 11, 2020

Dear Friends:

We write to update you on HGGC's response to the novel coronavirus (COVID-19) global outbreak. Of course, this pandemic is a public health and humanitarian crisis. At HGGC the health and safety of our employees is our top concern. We hope you and your colleagues are healthy and taking the necessary steps to protect yourselves.

This pandemic creates challenges for your business and ours, as well as for our various portfolio companies. We take our role as a fiduciary of your investments seriously and have taken a variety of actions to continue to monitor our existing portfolio and keep searching for new opportunities. We are not slowing down but instead working around the challenges presented by this healthcare crisis. We want to share some of the steps we have taken so far. Of course, the situation remains fluid and we are monitoring developments in real time and following guidance provided by the World Health Organization, the US Centers for Disease Control and Prevention (CDC) and local authorities.

PORTFOLIO COMPANIES

Our deal teams are working with each of our portfolio companies to track their progress in watching out for their employees' health and safety. In addition, each company is creating an internal coronavirus response committee to respond to the challenges to their business occasioned by this crisis. Each company faces a different set of issues based on geographies, industries and size. Our deal teams are offering their support and counsel as these committees develop plans and procedures.

HGGC BUSINESS CONTINUITY

Far in advance of this pandemic, HGGC instituted business continuity plans that allow for all of our employees to work remotely in situations like this. We routinely conduct comprehensive business continuity testing to ensure that firm networks and software can support widespread remote access, and that all employees have the equipment and resources they need to access systems remotely. We are now encouraging our employees to use that technology and to work remotely to the extent reasonably practical. Essential meetings or other work requiring their physical presence in the office are allowed but discouraged. Employees who feel ill are instructed to work from home regardless of scheduled meetings.

HGGC VISITOR POLICY

We developed and continue to update a visitor policy asking visitors to our office to refrain from visiting if they are unable to meet certain standards with regards to exposure to COVID-19.

HGGC UPDATED TRAVEL POLICY

We have issued an increasingly restrictive travel policy, particularly with regards to "Level 3" and "Level 2" countries where the outbreak is deemed the highest and next-highest risk. The policy also addresses protocols for returning to the office after travel.

As we navigate this time of uncertainty together, we want to reaffirm our commitment to the continued success of your investments in HGGC and our portfolio companies. We are privileged to work with you – under any circumstances. We hope that you and your loved ones stay well.

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