



2021 AGM IMPORTANT INFORMATION

The safety and security of our shareholders, staff and those involved in running the Meeting continues to be of paramount importance. It is essential to remain vigilant notwithstanding the ongoing UK vaccination programme, particularly given the spread of new variants in the UK and other parts of the world.

For this reason, we strongly encourage and request that shareholders follow the business of the AGM using Intrado's online meeting platform, as set out on pages 21 and 22 of the Notice of Meeting. Any shareholders who attempt to attend the Meeting in person may be refused entry to ensure that arrangements are Covid-secure. Notwithstanding, shareholders wishing to attend the AGM in person are asked to pre-register their attendance in advance by emailing **WPPAGM@wpp.com** with their name, contact details and Shareholder Reference Number or Corporate Representative letter.

WPP reserves the right to remove individuals from the meeting if they fail to comply with the measures which will be in place. In addition to pre-registering their attendance, shareholders planning to attend in person should be aware of the procedures set out in this factsheet.

Please make sure you read this carefully – by entering the venue, you are accepting that you agree to follow these rules. If any of the points included are unclear please speak with a member of WPP Sea Containers Building & Security team.

ARRIVING AT THE VENUE



- If you or anyone in your household has a temperature or any other symptoms of COVID-19, **do not come to the venue.**
- **No guests will be permitted** other than carers accompanying a shareholder, although it is strongly recommended that anyone with any health concerns does not attend in person and instead participates electronically.
- Wear a mask or face covering at all times on public transport, at stations and busy areas.
- Entry will be via the Upper Ground Entrance via a queueing system. Follow the signage and directions provided to you by members of the Sea Containers Building & Security team.
- Your temperature will be checked when you come into the building.

If your temperature is below 37.7°C you will be allowed to enter the building. If the recording is above 37.7°C, you will be asked to rest for ten minutes before being tested again. If following the second test you still have a temperature over 37.7°C, you will not be allowed to enter the building and you will be provided with guidance on how to get home.

- Use the touch-free hand sanitisers positioned by the door when you enter the building.
- If you have been wearing disposable gloves on your commute into the office, please dispose of these in the bin by the hand sanitisers.
- **COVID-19 Testing:** The Government has made lateral flow tests freely available to everyone in England via <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. While it is not a building entry requirement, we strongly recommend testing yourself as part of the wider safety measures outlined in this Factsheet. Please remember that a negative test result does not mean you can stop following the guidance in place to protect you and others.



IN THE VENUE



- Social distancing measures will be in effect at the venue. All attendees will be required to wear a face covering whilst inside the venue except if exempt due to a health condition or when, and only for so long as, an attendee is addressing the Meeting.
- **No refreshments will be offered** and there will be **no mingling** before or after the AGM.
- If you do not have a mask with you, you can collect one on your way in.
- A lift operator will call the lift and direct you to the floor of the Meeting.

When waiting for the lift:

- Stand on the markers outside the lift
- Avoid directly facing someone else
- When the lift doors open, move onto the markers inside the lift and avoid directly facing someone
- To begin with, only four people will be allowed into the lift at any one time.



GENERAL BUILDING GUIDELINES



- Pay attention to signage around the building and practice good hygiene standards throughout the day by washing your hands and using the hand sanitisers provided.
- Should the fire alarm sound please ensure you follow all instructions, wearing your mask and keeping a safe distance where possible.

TOILETS

- Keep a safe distance in the toilet corridors and handwashing areas.
- If there is someone at the wash basin when you are exiting the cubicle, please remain inside the cubicle until they have finished.
- Remember to put the lid of the toilet seat down before flushing the toilet.

If you feel unwell whilst in the office with any COVID-19 related symptoms you should contact the facilities helpdesk on **02031934860** – they will direct you to a room you can sit in and a first aider will call you on the phone within the room. You can use the NHS 111 online coronavirus service or call NHS 111 from within the room for assistance.

If you require first aid assistance, you can contact the facilities helpdesk on **02031934860**, they will then be able to assist you.



LEAVING THE BUILDING



- To exit the Meeting room, please use the left hand exit at the back of the Auditorium
- You can either use the lifts or fire exit stairs to exit the building.
 - If you wish to use the fire exit stairs, be aware that these are situated in the centre of the building to the righthand side of the lift lobby. Ensure you use hand sanitiser or washed your hands before entering the fire exit stairs. Follow the signage down to the ground floor and the directions to the Thameside exit. Use hand sanitiser after exiting the fire exit stairs.
- To exit the building use the Thameside doors.

