

Dear Clients,

In a short time, news of the COVID-19 coronavirus has become a regular part of our lives. At RhumbLine Advisers, we have used various means to stay abreast of what this means for our business as it relates to you. We are proactively keeping up through the [Center for Disease Control \(CDC\) website](#), our building management team and local authorities and health agencies.

The safety of our clients, employees, business partners and their families is of the utmost importance to us. We are monitoring for developments relating to COVID-19 as it continues to evolve to protect everyone's wellbeing.

At this time, we determined we should mitigate the risk to the community by limiting travel of our employees only for essential or critical business travel. If we have already arranged to meet with you, we will work with you to communicate in person through another means or in person at a later date. Our employees will continue to work from our office or remotely. We are available to speak with you by phone, conference call or videoconference.

RhumbLine's office continues to be open to clients, provided it has been more than 14 days if you have traveled to a Level 2 or 3 country (or any other restrictions that may be put into effect). If we are requested or required by officials to not come in the office, our business continuity and response plan permit our trading and other business operations to continue.

We value our relationship and hope these and other good hygiene measures help to reduce any health risks or concerns.

Warmest regards,

Lisa A. Sheeler
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