

Coronavirus - Guidance to Employees and Line Managers

In our last employee communication (30th March 2020) we provided more information on the Government **Corona Virus Job Retention Scheme**.

Letters have been issued to affected employees who agreed to be classified as 'furloughed workers'. As a reminder, we will pay furloughed workers 80% of monthly salary, up to a maximum of £2,500, as a wage. This payment is subject to Income Tax, National Insurance contributions and any other deductions. Any entitlement to employment benefits will continue as normal.

Business Unit Managers are having to make some tough decisions whilst balancing the needs of our customers, supply chain and employees. Each Business Unit will continue to monitor customer demand, upturn in work and resource availability based on real time information and as this is not something that can be predicted it is likely that the current circumstances may change at short notice.

On a positive note work is still coming in and we are currently providing goods and services to a number of our customers, supporting essential industries and other markets.

For example we are currently working on;

- UK's Critical National Infrastructure (CNI); Water companies – support to maintain fresh water supplies and sewage services, oil refineries, power stations, telecoms etc.
- From heavy industry e.g. Tata Steel motor repairs for the process lines making coated steel for the food industry, to 2 no. motors being repaired for a toilet roll manufacturing company.
- We are also involved in the creation of new temporary facilities for 2 hospitals, it is pleasing to be able to support the NHS at this time of need.

We appreciate this can be an unsettling time, and we have included some links that give practical advice on how to stay well. We recommend those who are in furlough keep in touch with colleagues and those who remain working to look out for each other and remain in contact for everyone's benefit.

The **Safety, Health and Wellbeing** of people remains our priority.

Some useful tips and guidelines;

1. Wellbeing – a list of practical ideas and support in this link
https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing?utm_source=f4fe9d0e-2e25-4f75-acc1-64ceb6d0f3a4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
2. Employee assistance programme details 0800 048 2702
<http://intranet.company.co.uk/Standards/HR/Health%20and%20Wellbeing/Employee%20Assistance%20Programme%20Leaflet%20Aug%202019.pdf>

Cash Flow is the lifeblood of our business. We must remain fully focussed on this if we are to exit this event in good financial health.

To reassure everyone, the company entered this period of uncertainty as a well funded and cash generating business with positive cash in the bank. The directors continue to review the company cash flow during this time. If necessary, it is believed that further bank loan facilities could be obtained if required utilising the security already in place with the bank.

We must be diligent in how we manage expenditure, we have commitments to funders, supply chain, employees, HMRC etc. We must also ensure cash continues to come into the business from our customers to pay for this.

We may have to make some difficult decisions dependent on the longevity of this event, as you know we are a company who invest in the business, so any decisions would be in the best interests of all stakeholders.

We have received a number of questions relating to our business updates and the decisions we are taking, and you may have further thoughts of your own, we endeavour to keep everyone informed and to be as supportive, honest and approachable as we can be.

No question is a 'daft' question, we recognise people have genuine fears for their future, please be assured whilst we can't always answer every individual query, the directors and the senior management team take this seriously. If we follow government advice and our own corporate governance we will hopefully enjoy an upturn in fortunes.

On behalf of the Directors we take this opportunity to acknowledge everyone's efforts to date and thank you for your commitment under these trying times.

Stay safe everyone

Social Distancing



Basic Hygiene

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ wash your hands as soon as you get back home
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately and wash your hands afterwards

We will provide further updates as and when there is significant change.
We thank you for your understanding during these unprecedented times and challenges ahead.

Please note the foregoing is subject to ongoing review and the business may change its position dependent on severity of circumstance.

Government legislation may change and again we will follow this as required.

Latest advice from NHS is contained in the following link <https://www.nhs.uk/conditions/coronavirus-covid-19/>