

## Coronavirus - Guidance to Employees and Line Managers

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The UK Government has issued new guidance and is encouraging businesses to go back to work in a safe and appropriate manner.

We note that the devolved nations have differing views and that we will be bound by the requirements of the Scottish Parliament and Senedd Cymru. Similarly, in our international business the relevant country government rules will still apply.

The safety and wellbeing of all people involved in our business remains the priority and the SHEQ team are currently reviewing the new government guidelines in conjunction with each business unit to ensure we are 'COVID-19 Secure'. This will include risk assessments at each business unit location to devise new layouts, new procedures and safety in mind accessories to limit the potential to spread the virus.

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>

We are also advised of changes to the Coronavirus Job Retention Scheme (furloughed workers) where this has been extended until the end of October giving business more security and time to plan for the short to medium term. Ultimately the economy and consumer confidence will determine the workload available to the business. We await further detail from the Government as we understand changes will be made to the scheme from 1<sup>st</sup> August.

At present we will continue to support working from home where practicable, however we do wish to convey that we see this business as a 'people in workplace environment' by the very nature of the activities we carry out. A lot of our business involves people interaction whether it be customer engagement, working on site or in a workshop, and the 'team' environment is important in making our business successful. Working closely together (whilst maintaining social distance) is important in progressing our business vision in building stronger relationships and more integrated solutions.

We do also recognise that there are a number of vulnerable people in our workforce or in their families and every effort will be made to accommodate changes to working practices. Government has more clearly identified those that are *Clinically Vulnerable* and *Clinically Extremely Vulnerable* and we will work with the affected people to find the most appropriate solutions.

There is no 'quick fix' to this pandemic and everything we do should be taken in controlled steps and safely managed, we need everyone to engage and find new ways of working to benefit everyone in sustaining our business. We thank you for the efforts to date, we need your help to make our journey as smooth as possible.

 HM Government



The wider economic outlook is difficult to predict, as we have previously advised we are still operating in each location and we are still winning work from our customers, this is however at reduced capacity. The figures for the company overall in the financial year compared to budget show;

- Order intake forecast to reduce by 18%
- Sales forecast to reduce by 20%
- Customer chargeable time reducing significantly
- Profits forecast substantially reduced

*(The figures vary in each location and are dependent on local government and markets impact in the local economy)*

We continue to be a cash positive business and forecast to be profitable in the financial year despite the COVID-19 event, but to be a secure business we need to continue to review our business strategy, structure and cost base. With this in mind it is important that we return to some form of business normality as soon as our customers and markets allow. We continue to work and invest to ensure the long term success of the business.

Government advice is changing on a regular basis, we will monitor and adapt to meet the requirements. As we endeavour to return to more normal operations it is important that we maintain vigilance in our approach to workplace safety.

We will continue to communicate and advise of any material changes in the business.

**Stay safe everyone**

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/>