

Private & Confidential

Example sent by Email

9th April 2020

Dear Colleague

As you know the situation in relation to the global pandemic COVID-19, meant that in light of the government guidance and the UK going into lockdown, we had to make some decisions and changes to ensure we continued to protect our business, our colleagues and their families. These decisions were not taken lightly, nor without due consideration to the impact they had on colleagues.

As part of this review, you were placed on a temporary period of furlough leave which was communicated to you in writing.

This period of furlough leave was initially for up to 3 weeks, which we said would be kept under review until we have further government guidance, or we begin to start up our operations again. **In anticipation of further government advice, I now write to advise that unless you are called back to work earlier your furlough leave be extended until the end of April.**

I can therefore confirm that we propose the following arrangements;

- you will continue to be designated as a “furloughed worker” under the CJRS;
- your employment with the company will continue during this time, but you will not be required to work; and
- You will continue to receive 80% of your normal pay

These provisions continue to represent our approach to doing what we can to support our colleagues through this extremely difficult time, but also to help us ensure the sustainability of the business for the foreseeable future. We hope that you can see that we are making our best efforts to carefully balance the needs of our colleagues and the future of our business.

We want to continue to work with all affected staff to ensure that we can adopt this approach and avoid extensive redundancy programmes at this time.

If you do not wish to continue to be designated as a furloughed worker under the CJRS (and do not consent to the lay-off with 80% pay under CJRS) then please let us know within 2 days of receiving this letter by contacting HR Shared services on 01325 745907 or hrsharedservices@nobiauk.com. If you do not respond within this timeframe, then we will assume that you agree to this designation, and the lay-off. We apologise for the tight timeframe, but these are unique business circumstances.

It is our hope that once the situation improves, with your support we will be able to respond quickly to return to a successful and thriving business. In order to be ready to do this we are continuing to work with our customers to ensure we continue to support them, this has meant adapting the way we work to ensure our people stay safe and continue to supply product and services. As the lockdown period is likely to be extended, we are looking at ways to start up more of our operations to meet growing demand through our various channels, whilst adhering to Government social distance rules. This will mean we may require more colleagues to return to work during lock down period. Please be assured we will only do this where it is safe to do so and we will listen to any concerns to return and work with you to alleviate them.

While you are furloughed it is therefore essential that you are available for work should we need to recall you and that you keep in touch with your teams and your Manager. Business updates and other important information will be sent to your email address, either your work or personal email if you have provided us with it. You can also find this information on Node, Nobia Advantage and HR Self Service Portal.

We have also re-moved any booked holiday from the HR system, once you are back to work holiday can be rebooked with your Manager. There is also provision to carry holidays over into the following year to ensure we can maintain productivity levels and service to customers in the remainder of 2020.

If you would like to seek additional support during this difficult time you can contact the Retail Trust via www.myrtwellbeing.org.uk or on 0808 801 0808. The Retail Trust is a charitable organisation that can offer independent and confidential advice on a range of issues such as: managing anxiety, tips on maintaining your wellbeing during isolation, sources of support for those helping others and advice for those who have financial concerns. Support from the Retail Trust is available to all our colleagues and their families.

Please continue to look after yourselves and loved ones, and please follow the advice which has been given by the NHS and other medical professionals.

If you have any questions in relation to any of these above, please contact HR Shared Services on 01325 745907.

We will continue to keep you updated with any further guidance or future decisions. In the meantime, thank you for your understanding, support and continued professionalism in these unique and testing circumstances.

Yours sincerely



Lisa Wright
HR Director - On behalf of Nobia UK