



MEMORANDUM

To: All Employees

From: Calvin O'Connor

Subject: 'MyViews' Employee Survey

Date: 24 August 2009

Dear Colleague

Only 4 Days Left!

I am delighted to say that we have already had a huge response to the 'MyViews' all staff employee survey.

There are now only 4 days left for you to let us know how you feel about working at Scapa and how well your training, development and career needs are being met. I would like to encourage those of you who have not yet completed the survey to do so as soon as possible.

This is your opportunity to air your views in a completely anonymous way and if you have not yet received a copy of the survey or have any questions please approach your line manager in the first instance.

The closing date for the online survey is 27 August and the deadline for receipt of hard copies by post is 3 September.

Please do take this opportunity to be as open and honest as possible and I look forward to sharing the results with you soon.

Calvin O'Connor
Chief Executive



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