To: alishachan@sany.com

From: \*\*\*@sany.com

Subject: RE: Sub-contractor for Schneider’s project

Date: October 30, 2020

Appendix: Information of the stress management course

Dear Alisha,

For the project with Schneider, you suggested to work with Lee’s Engineering Solution. Sadly, we had already contacted another sub-contractor call “CT Ltd.” when your email is sent, and we are now in process of negotiating terms with them. It will not be suitable to the change the sub-contractor at this stage, as doing so may damage our firm’s integrities and reputations.

“CT Ltd.” have past experiences related to similar projects compared to our current project and they have good reputations in the industry as they have very high safety standards. So, I propose we keep working with “CT Ltd.” as it will be the best solution for the current situation.

As for the stress management course, I would like to recommend the “Stress Management Training for Individuals” hosted by the “OSHCHK” which our employees can join individually, thus, they can speak freely within the course. And the content includes “Causes and Impacts of Stress”, “Recognize the symptoms of stress”, “Deal with stress” and “Avoid build-up of stress”. Course details are attached in the appendix.

Sincerely,

\*\*\*