

MEMORANDUM

TO: ALL EMPLOYEES AND WORKERS

FROM: HUMAN RESOURCES DEPARTMENT

REF: FACE MASKS – (RE-ISSUED)

DATE: 18TH NOVEMBER 2020

Dear All,

Further to the memo issued to you all on 17th July 2020, it has been brought to the Company's attention that some of you are not wearing your face covering whilst on clients premises even though this is now a mandatory requirement and stipulation of Orridge & Co. Ltd.

I am therefore writing to you all as a reminder that is necessary for you to wear a face covering during stocktakes, this will be necessary for the **whole period** you are working on the clients premises. This includes all shops, Supermarkets, Pharmacy, DC counts etc.

It is the responsibility of the worker/employee to provide their own face covering and you can choose to either purchase or make your own.

The following link is from the gov.uk website and provides you with guidance on how to wear and make a cloth face covering: <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

Please proceed according to the advice in the link when arranging, wearing and maintaining face coverings.

Some exemptions may apply e.g. if you have certain disabilities or medical reason why you cannot wear a face mask and if you believe this may be applicable to you, please contact melanie.campbell@orridge.co.uk, prior to attending site, who will then advise accordingly.

Please note - anyone found to be without a face covering and without a medical exemption being recorded on file maybe subject to immediate removal from site and/or further action being taken against them.

Thank you for your co-operation.