

**Memo**

To: All Orridge casual workers

From: Ian Fardell, Finance Director

Date: 12<sup>th</sup> November 2020

**Subject: *Salvus Master Trust – Workplace Pension Contributions***

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You may have received a letter from your workplace pension provider, Salvus Master Trust, indicating that pension contributions have been delayed on 3 instances in the past 12 months. I can confirm all contributions have been paid across in full by Orridge & Company Limited and that there are no arrears in relation to anyone's individual contribution entitlements.

The 3 instances were the result of administrative delays of a few days due to Covid-19 related staffing disruption in the finance team. We would like to take this opportunity to assure all Orridge casual workers and employees who are part of the Salvus pension scheme that we have now reviewed and changed our internal processes to ensure there is no future repeat of these issues.

Please accept our apologies for any confusion or concern this may have caused.

Yours sincerely

Ian Fardell  
***Orridge Finance Director***