

**Coronavirus Staff & Casual Worker Update – Wednesday 1<sup>st</sup> April 2020**

**Strictly Private & Confidential**

**UK Retail & Pharmacy**

Due to the coronavirus situation, Orridge is currently unable to undertake retail stocktakes. We are unsure how long this will continue for, but our commitment is to operating as a business in accordance with the government guidance in this area and supporting the national effort.

**Salaried employees placed on furlough**

We have taken the exceptional step of asking the majority of the our salaried workforce to accept furlough status to take effect from Wednesday 1<sup>st</sup> April 2020. A small team of employees have been asked to continue to work throughout this period so that some minimal core functions can be preserved until such time that activity levels re-commence and we can return to normal.

Details of how to contact the business in this period are contained in the letters that everyone who has asked to be furloughed will have received. A very small number of staff remain working during this period so please be patient when awaiting a response to any correspondence, but we will endeavour to get back to you as a matter of urgency.

We are acutely aware of how difficult and disconcerting this is for everyone throughout the business at this time and many of the personal sacrifices we are asking from people. We have sought to explain why this is necessary.

Thank you to many of you who have, despite the personal challenges these steps have created for you, offered your support for the actions being taken and for your colleagues and the Company. It is appreciated.

We are currently continuing to offer selective pharmacy stocktakes for appropriately trained stocktakers, where we are satisfied that the stocktake can be conducted in accordance with the government guidance on working safely at this time and recognising that now more than ever the UK's pharmacy sector is a vital and essential part in helping the country fight Coronavirus.

**Payroll dates – salaried staff**

As all salaried staff should have seen, March payroll has been paid as normal and pay dates will remain as per the last working day of each month for monthly paid salaried staff moving forwards. The next pay date is therefore scheduled for Thursday 30<sup>th</sup> April 2020.

**Mobile phones & IT Equipment**

Due to the strict government rules which apply to the Coronavirus Job Retention Scheme - which is key to supporting jobs throughout this period - we are unable to allow the continued use of work mobile phones or work IT equipment during this period by anyone who has accepted furlough status. As such all mobile phones for furloughed staff have been deactivated and you must not use any work I.T equipment during the period you are furloughed.

### **Pool Cars**

Pool cars must not be used at all during the period you are furloughed, since there are no stocktakes being carried out which would allow people to choose to travel together from their homes to a count.

### **Fuel cards**

During this time, fuel cards have been deactivated and will no longer be available for use.

### **Holidays**

If you have booked holidays but now feel unable to take the time off as planned due to the coronavirus situation, you should contact [payrollquery@orridge.co.uk](mailto:payrollquery@orridge.co.uk) and that holiday may be taken at a later date.

### **Social media use & sharing of confidential information**

All existing contractual requirements re the appropriate use of social media and the sharing of confidential information continue and are unchanged by furloughed status. As such anyone posting anything detrimental to Orridge or any Christie Group company may be subject to appropriate disciplinary action.

### **Casual workers – Work availability**

At this unprecedented time due to the government guidance on combatting the coronavirus, there are no retail stocktakes currently scheduled and Orridge is currently unable to offer retail counts for workers to sign up to. We very much hope this situation is temporary and relatively short-lived, but at this time our commitment as a company is to adhere to the government's stated guidance regarding the conduct of non-essential business that cannot be carried out at home and fully supporting the national effort in this respect to combat the virus.

In this respect we may be able to continue to offer selective pharmacy stocktakes for appropriately trained casual workers, where we are satisfied that the stocktake can be conducted in accordance with the government guidance on working safely at this time and recognising that now more than ever the UK's pharmacy sector is a vital and essential part in helping the country fight Coronavirus.

### **Alternative work**

Anyone wishing to work elsewhere for retailers or other essential services is of course encouraged to do so where they are not required to self-isolate in accordance with the government rules on this and safe working. One such example of this is Sainsburys and their recruitment process can be accessed at:

Portal link - <https://feedingthenation.harbourats.com/register/>

**To gain access, you should use the following login details:**

Username: **feedthenation**

Password: **harbour**

### **Casual workers - Fortnightly payrolls**

Fortnightly payrolls for casual workers remain scheduled for payment as normal on Friday 3<sup>rd</sup> April and Friday 17<sup>th</sup> April for those workers who carried out work in the periods applicable to these payment dates.

### **Casual workers – Being furloughed**

In terms of the ability to furlough casual workers and support incomes, we are continuing to evaluate how we may be able to apply this in practice to support our workforce, who in many cases have been extremely loyal to the business for a number of years. This review remains ongoing as there is significant complexity to applying the available Coronavirus Job Retention Scheme to Orridge and its casual workforce but we are actively and urgently exploring how we may do so. As soon as we are able to communicate anything in this respect, we will do so and we are doing this as quickly as we are able. ***Please do not contact the business to enquire on this as any announcement on this will be made as soon as we are able through the portal.***

Finally, we wish all of our employees and casual workers well and hope that everyone and their families remain safe and healthy during this difficult and challenging time.

**Dan Prickett**

**UK Retail & Pharmacy Managing Director**

**1<sup>st</sup> April 2020**