



**INTERNAL MEMO**

**To: ALL BUSINESS EMPLOYEES GOING TO COKE**  
**From: THE CASTEL HR & CORPORATE AFFAIRS DIRECTOR**  
**Cc: CASTEL DIRECTORS**  
**Date: 25th JULY 2022**

**RE: MANAGEMENT OF YOUR LEAVE DAYS IN RELATION TO YOUR TRANSFER TO COKE**

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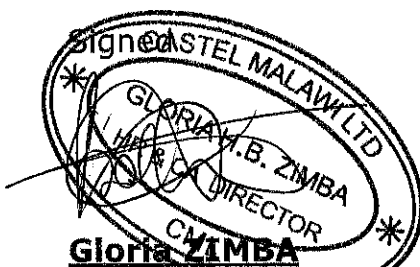
Reference is being made to the **email from Coke, dated Monday 18<sup>th</sup> July 2022**, where there was some communication sent to some Head of Departments asking them to send their employees with high balances on leave immediately.

The Castel's position is that this may not be possible in such short period of time before the split. But also considering the fact that sending large numbers of employees on abrupt leave may disrupt operations in some areas.

**Therefore, please note that:**

- i. No employee being transferred to Coke will forfeit their leave days
- ii. If, for whatever reason, (especially related to your workload) you cannot be allowed to go on leave between now and the transfer date, your leave days will be paid off, as per the discussions with Coke.
- iii. Where your Head of Department will manage to send you on leave, you will agree and do so

With all my consideration and support.



**Gloria ZIMBA**  
**HUMAN RESOURCES & CORPORATE AFFAIRS DIRECTOR**