



MEMO

To: ALL MEMBERS OF STAFF
From: HR & CORPORATE AFFAIRS DIRECTOR
Date: 5th July 2022

Subject: **CALL FOR EMPLOYEE TOWNHALL MEETINGS**

Dear colleagues,

Management has prepared Employee Townhall meetings as follows:

1. **@ Blantyre - Thursday, 7th July 2022, from 10:30 am to 11:30 am**
 - a. A brief from EXCOM to all employees – AN UPDATE ON COKE TRANSACTION
 - b. Release of the list of Business Employees who are being transferred to Coke
 - c. Individual consultation process with HR Department – for 2 hours from 11:30 am, (by Gloria Zimba & Naomi Nyirenda)
2. **@ Lilongwe - Friday, 8th July 2022, from 9:00 am to 10:00 am**
 - a. A brief from EXCOM to all employees – AN UPDATE ON COKE TRANSACTION
 - b. Release of the list of Business Employees who are being transferred to Coke
 - c. Individual consultation process with HR Department – for 2 hours from 10:00 am, (by Gloria Zimba & Naomi Nyirenda)
3. Prior to the Townhall meetings in Blantyre, there will be a consultation meeting with Union Leadership.

Regards,

(For and On Behalf of Castel Malawi Limited)



GLORIA ZIMBA
HR & CORPORATE AFFAIRS DIRECTOR