



## **INTERNAL MEMO**

**To:** CAMAWU EXECUTIVE BOARD  
**CC:** ALL EMPLOYEES  
**From:** MANAGING DIRECTOR  
**Through:** THE CASTEL HR & CORPORATE AFFAIRS DIRECTOR  
**Date:** 22<sup>nd</sup> JULY 2022

**Subject: FEEDBACK ON MEETING OF 14<sup>TH</sup> JULY 2022**

Following the meeting which Management had with CAMAWU Executive Board where several issues were discussed, the response from Management is as follows:

### **1. COLA**

- a. The company is committed to do a Cost-of-Living Adjustment (COLA) for its employee, we appreciate that the economic environment is tough at the moment.
- b. The survey and data collection from peer companies has been completed and submitted
- c. The COLA cannot be done without effecting product price increase which will sponsor the additional payroll cost
- d. The proposals for product price adjustment have been submitted to MD, who will in turn submit to the Group for approval
- e. Once the approval is granted, an announcement will be made.

### **2. DEPOT MEAL ALLOWANCES**

- a. Management has approved meal allowances from **MK1,100.00** er day to **MK1,500.00** per day
- b. This will be **MK39,000.00** per month form MK28,600.00
- c. This change is **effective 1<sup>st</sup> June 2022**; and all depot employees will receive **1-month arrears**
- d. The amounts will be paid together with July 2022 salaries.
- e. Lilongwe employees who are joining the Lilongwe DC will get July 2022 meal allowances only, without arrears

<b><u>DEPOT/MEALS ALLOWANCE</u></b>		
<b><u>DEPOT ALOWWANCE</u></b>		
		Remarks
Current Depot Allowance	28,600.00	Based on the rate of MK1,100 per meal
Proposed new Allowance	39,000.00	Based on the new rate of MK1,500 per meal

### **3. UNIVERSITY FEES REFUND ADJUSTMENT**

- a. This was noted but will be looked into at another meeting.



#### **4. LONG SERVICE AWARDS (LSA)**

- a. All names of the qualifying employees have already been compiled
- b. The lists have already been sent to Heads of Departments for verifications, and feedback to HR was given by the HOD's
- c. The final compiled list has submitted to MD for approval
- d. Meanwhile, Management has granted a go ahead to start looking for quotations for awards, as per the Company Policy on LSA.

