



MEMO TO: All Terra employees

FROM: Terra Cat CEO Grant Whitelaw

DATE: 19 August 2021

SUBJECT: LEAVE OPTIONS DURING LOCKDOWN

Dear Team,

Following our message yesterday, please see more information about the available leave options.

If, after the first 10 days of paid time, we remain in lockdown and you are not able to work from home, we seek your agreement to:

- Utilise your accrued but unused annual holidays (or any alternative holidays);
 - Utilise some of your annual sick leave balance next; and/or
 - Take up to 10 days of your annual holiday entitlement in advance.
- (Leave Options)**

Please indicate below if you are agreeable to taking any or all of the Leave Options outlined above after the first 10 days of paid ordinary time.

If you do not agree to take any of these Leave Options, the company may consider directing you to take your accrued but unused annual holidays (if you have any entitlement to such leave). We will not direct you to take sick leave.

It is proposed that you would go on unpaid leave in the following circumstances:

- (a) once you have exhausted your paid leave entitlements (if you either agree to take these entitlements or are directed to do so);
- (b) you do not agree to any of the Leave Options outlined above and you have no paid leave entitlements available;

(Unpaid Leave Circumstances)

If you have exhausted your leave entitlement and do not wish to go on unpaid leave, the company may advance up to 10 days annual leave to make sure everyone gets paid for a month.

If we are eligible to receive any Government wage subsidy, we will pass it onto you during any period of unpaid leave as we did last time. The Government has not yet announced details of the rules for accessing the subsidy arrangements but we will update you when we have more information.

Please confirm by no later than close of business on Monday 23 August 2021:

- (a) whether you agree to take any of the Leave Options outlined above (and, if so, which option(s));



- (b) any feedback you wish us to consider regarding any possible notice directing you to take paid leave entitlements; and
- (c) our proposal that you take unpaid leave in accordance with the Unpaid Leave Circumstances outlined above.

You can reply by email or scan and return the form, please send it to Halley.Thompson@terracat.co.nz by 5pm on Monday.

You are not expected to carry out any work or training if you are taking any of the Leave Options, if you are directed to take accrued but unused annual holidays, or during any period of unpaid leave.

If the Alert Level 4 lockdown ended in your region while you were taking one of the Leave Options or while taking directed annual holidays, we would consult with you about whether you wished to cancel your leave and return to work.

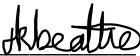
Regards,

Grant

Acknowledgement

I acknowledge that I understand the terms of the company's proposal set out above and after the 10 paid working days I agree to take (select one or more of the options below):

- accrued but unused annual holidays (or any alternative holidays) ☒ Priority 2
- your annual sick leave balance ☒ Priority 1
- 10 days of your annual holiday entitlement in advance ☐
- unpaid leave ☐

Jess Beattie 
[Name]