



IKON Administration Pty Ltd

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30 March 2020

Loknath Pilli
28 Queen Circuit
Sunshine, VIC 3020

Dear Locknath

Re: Yarra Bend Golf Closure

IKON writes to you during what is a tough and challenging time for all Australians. We recognize that evolving COVID-19 crisis has had an unprecedented impact on how we go about our daily lives and run our businesses.

Regrettably, we write to inform you that our client Yarra Bend Golf has been forced to implemented a complete shut-down of its site with the last shift being 26 March 2020.

Consequently, under section 524 of the Fair Work Act 2009 (Cth) (FW Act) all IKON employees based at Yarra Bend Golf will be stood down effective Monday 27 March 2020.

The Company will hold any leave entitlements in reserve. Additionally, all staff will continue to accrue entitlements and it is our intention to get you back working as soon as these restrictions are lifted. We appreciate the uncertainty regarding timeframes but will make it a priority to communicate changes with you as soon as practical.

Should there be an opportunity to place any staff in alternate roles with IKON or externally, trust that you will be contacted and given the choice to take up substitute work if, and when, available. Alternatively, if you would like to register your interest for any opportunities that may become available within IKON or externally during this shutdown please advise your Manager or contact the HR team on details below.

We encourage all employees who are impacted financially to contact and seek financial assistance from Services Australia (formally known as Centrelink). Importantly, staff will be able to access Government assistance whilst stood down. Please be advised that you can supply Services Australia with this letter as evidence if required.

More information can be found in the below link:

<https://www.servicesaustralia.gov.au/individuals/news/more-financial-support-coronavirus-affected-job-seekers>

Unfortunately, the widespread impact of COVID-19 is out of our control. We thank you for your ongoing support and want to reassure you that your employment is not at risk. Once restrictions are lifted and trading resumes, your employment will recommence as normal.

We ask that you take care of yourself and your family by staying healthy and following any Government Advice. We are committed to getting through this challenging time together.

Should you have any questions, please contact:

Michael Hoang

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Alternatively, please contact Human Resources at Head Office on 03 9326 8011.

Kind Regards

Mohamed Afkar
Manager