

Gorj Gillingham Ltd
3-5 Railway Street
Gillingham
Kent
ME7 1XF

Rejitha Shibu
3 Black Lion Court
Gillingham
Kent
ME7 1HL

5/04/2020

Dear Rejitha Shibu

Your employment options, including being a furloughed worker

Like many other businesses, we our company is also going through a difficult time. COVID-19 has had a significant impact on most businesses, many of which the government has asked to shut whilst for others are seeing fewer customers as they are staying at home in line with government advise.

Our income has therefore been significantly affected.

The government recently announced a scheme to help employees. Specifically, it has agreed to pay businesses 80% of your pay, up to a maximum of £2,500 per month. Full details are not yet set out, but there is guidance for employees at <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees#furloughed-workers>

(you can find this page by searching for "guidance coronavirus employees" in Google)

At present, our options appear to be:

- a) To agree with you that you become a furloughed worker. If you agree, we will pay you 80% of your pay up to the government cap from 17th March 2020 until further notice;
- b) We may look to negotiate your working hours and temporarily reduce these, and your pay accordingly;
- c) We may go through a redundancy consultation period and consider redundancies. You may then be entitled to statutory redundancy pay. We would not be obliged to hire you at the end of this COVID-19 situation.

As we have made clear, our preferred option, and the option we think is best for you and the company, is to agree with you to be a furloughed worker for the time being. The other terms of your employment will continue and you will receive furlough pay but you will not do any work for the company nor would you be allowed to undertake any paid employment with another business.

We will pay you 80% of your 28 hours per week (no overtime, bonuses or commission) being [**£8.50 per hour**] that is [**£238.00**] gross per [**week**]. This pay will be subject to the usual PAYE tax, NI and pension contributions. We will not be able to pay any overtime that you may have regularly worked, any bonuses or commissions that may have been due.

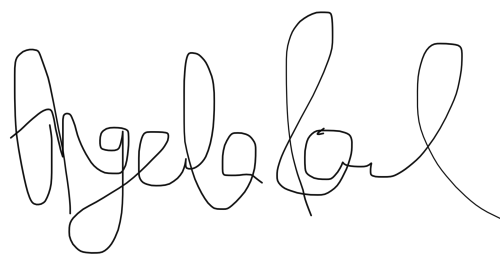
Please be assured that this furlough is not an action taken due to dissatisfaction with your work performance. At the time of writing, the length of the furlough period is unknown. We will keep you updated via email. You will retain your seniority with the company and you may be eligible for unemployment benefits, and other welfare benefits including universal credit, during this time. If you have available holiday time that you would like to use, then please let us know, but you are not required to do so.

We thank you for all the contributions you have made to our company and hope to see you back at work soon. If we can offer any advice or assistance, please get in touch with us.

If you are willing to agree to be a furloughed worker, please sign and date one copy of the form below. If you are not able to print and scan back to us without leaving your home, then please copy and paste the below consent letter into a body of an email and send by to me with the words "Agree to be furloughed- Rejitha Shibu" in the subject field.

Please let me know if you have any questions about the contents of this letter or if you wish to discuss any aspect of your employment.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Angela Paul', with a stylized, cursive script.

Angela Paul - Director

Gorj Gillingham Ltd

Consent to being furloughed

Dear Angela Paul

I, Rejitha Shibu, agree to be a furloughed worker from 17th March 2020 until further notice.

I understand that, whilst I am a furloughed worker:

- I will not be required to work in the business, but I must not take up another paid employment. I also understand, generally, the vital importance of self-isolating and avoiding all unnecessary social contact.
- You will pay me 80% of my usual contractual pay, up to a maximum of £2,500 per month, in line with the government scheme.
- The other terms of my employment will continue during this period.
- I may be required to comply with terms imposed by the government to comply with this scheme.
- I will retain my current seniority within the company.
- You may end this period of me being a furloughed worker by at least 1 days' notice by email or phone if
 - o you require my services at work or
 - o the government scheme will not pay you the 80% of my wages (up to the £2,500 limit) for any reason.

Yours sincerely

Rejitha Shibu

Date 06.04.2020