

## **Staff Protective Notice**

As you are aware, due to the international pandemic spread of the coronavirus, Covid-19, and the fact that the Government of Ireland has now imposed restrictions, like all other businesses, there is a significant degree of uncertainty with regard to business activity.

The Company has already been experiencing a downturn in business over the last number of weeks and during this time we have managed to maintain full time employment.

The Company's overall objective is for business continuity, however, the forecast for business going forward is still uncertain and therefore, in those circumstances, I must advise all staff that it may be necessary to introduce short time working or lay offs.

This notice is to place you on protective notice that short time working or lay offs may be introduced at some stage in the future. Where it is necessary to introduce such measures I will of course give you as much notice as is possible.

Where such measures are necessary, we will endeavour to make sure that they are kept to the shortest possible period and done in a way that is most beneficial to all parties.

In the meanwhile, the Company will make every effort to retain staff at work and I will keep you updated on events and the likelihood of any changes in working hours.

Should you have any queries with regard to this matter please feel free to approach me.

Yours sincerely

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