

STAFF ANNOUNCEMENT

To:	All Staff
From:	Paul Matthews - Managing Director
Dated:	27 th July 2020
Ref:	Winder Power business update - The battle against Covid-19
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Winder Power business update - The battle against Covid-19

Dear All,

It's now been over 4 months since Boris spoke to the nation and put us in to lock-down. Many things have changed since then with the introduction of wearing face masks being the latest addition. As a company we have adjusted well to the changes and thankfully with everyone's support we have managed to come through some tough times.

We now look to the future and what that will hold both personally and as a business. Some of the changes we have made will ease as the months and years go by. Some we would like to keep as a permanent change i.e. office working practices. Many organisations have grasped the changes and found them to have a significant positive impact on their employees and their organisations, we are no different. With that in mind, and until further notice please could we follow these basic guidelines:

In any given week, work from home more days than you work from the office
Avoid working in the offices on Fridays unless you have no option i.e. customer visits or shop-floor meetings

If you need any help with your working at home arrangements then please speak to your manager and we will do all we can to help. We hope these changes will make your work/life balance more palatable and we are already looking at further flexible working arrangements for both the offices and shop floor.

I would also like to remind everyone to start taking their allocated holidays. In most cases you will not be able to travel far but it's still important that you have a break from the business and spend quality time with your friends and family. The UK has some fantastic places and now more than ever we need to supporting "local" business, especially in the tourism/hospitality industry.

Thanks for your continued support.

Regards,

Paul Matthews
Managing Director