



FORMAL LETTER BELOW FOR YOUR ATTENTION

Dear employees,

Further to our announcement on Tuesday 24th March 2020, I am writing to confirm the Company's decision to access the governments' Job Retention Scheme during the Coronavirus Pandemic, due to a significant downturn in available work/temporary company closure.

This means that, with effect from 25th March 2020 it is our proposal that you will be placed on a period of "Furlough Leave" whereby you are still employed by us, but you will not do any work for the Company during the furlough period. The Company will then be able to use the Government's Coronavirus Job Retention Scheme, which pays 80% of your normal pay (up to a maximum of £2,500 per month). You will continue to receive all other benefits associated to your employment, such as accruing annual leave.

At this early stage, the government anticipate that the Job Retention Scheme will run until the end of June 2020; however, we would reserve the right to take you off Furlough Leave if we see an uplift in available work specific to your role.

We believe that this current situation is likely to be temporary and that by gaining your consent to you becoming a Furloughed Worker, will we be able to avoid redundancies and keep the business going until matters get back to normal. Your period of Furlough Leave started on 25th March 2020, and we will keep the situation under review in accordance with Government guidelines. As soon as we think we can get you back to work as normal, we will give you reasonable notice and will expect you to return to work immediately unless agreed otherwise.

To Summarise, this is how Furlough will work:

- 1) Based on your monthly wage, while on furlough we will pay you 80%, which is the maximum amount that can be claimed under the Job Retention Scheme. This amount is subject to deductions for tax and national insurance in the usual way.
- 2) In addition to that wage, we will pay employer national insurance contributions and minimum automatic enrolment employer pension contributions on that wage.
- 3) Your employment will continue with the Company, but the terms of the Job Retention Scheme require that you do not do any work for us during the Furlough period.
- 4) While your statutory rights are unaffected by this variation to your employment, your entitlements to pay and other financial benefits during the furlough period are limited to those in points 1 and 2. However, you will still accrue annual leave.

Please get in touch if you have any questions about the content of this letter. We ask that you contact us to confirm any change in your contact details so we can keep in touch and keep you updated with information as it evolves through this unprecedented time.

We ask that should you have any objections to being placed on Furlough leave and disagree to this temporary variation, that you express these objections clearly to our HR manager via email: natalie@swift dental.co.uk within 7 days from the date of this letter. If you do not contact us within this timeframe, we will deem you as being in agreement with all of the above in relation to becoming a Furloughed Worker.

I hope you and your family remain safe and well. Thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink that reads "Roy McGillivray".

Roy McGillivray
Managing Director