

March 26<sup>th</sup> 2020

## **TO OUR VALUED EMPLOYEE - HOW WOULD A POTENTIAL SHUT-DOWN AFFECT YOU?**

The possibility of a nation-wide, or state based shut-down is a concern to us all. The period of any rumoured shut-down is also unknown. New Zealand has just implemented the closure of all businesses for four working weeks.

The information in this statement is correct as at the current date and is subject to change. If there are any changes with respect to this information, the Bradnam Group will endeavour to inform employees as soon as possible.

### **What does a shut-down mean for business, and you?**

We don't know. If we look at other countries actions, the Bradnam Group would not be in a position to process, manufacture, deliver or install any product to site after a deadline has been set.

Again we don't know with any certainty but suspect our glass and metal warehousing sites will be allowed to receive supply, but our people will not be able to do anything with the product – for example unpack.

All people not associated with receiving product would most likely have to go home for the duration of the stand-down period. A fraction of our total workforce will work at home to ensure critical services continue (payment of wages and outstanding sub-contractor invoices / maintenance of IT systems), and in just a few cases, a very small number of people will work from home due to a backlog of tasks that must be addressed to have the business ready to return and make product.

### **How would you get paid during this shut-down period?**

There is specific legislation in Australia around how a shut-down works. You are entitled to access your annual leave. Further, you may be entitled to an amount of long service leave that is negotiable with your Manager. You are not entitled to sick leave, if you are on sick leave and a shut-down occurs, you are entitled to the sick leave you have had approved.

In such uncertain times we can guarantee that you will be paid all annual leave you have, should you require this. If you wish, and for those with greater than a number of years service (generally seven or more years), you may be able to negotiate with your Manager to take long service leave. This will be considered individually based on the length of your service and the circumstances at the present time.

For casuals, and for those that do not have enough annual leave or long service leave to fill the period of a shut-down, please read the attached leaflet and see your direct manager for further guidance, if needed.

All leave will be paid per your normal pay cycle. Your leave entitlements continue to accrue through a shut-down.

### **Has your union been advised?**

We will be advising the union that represents the business unit you work in as soon as we receive a directive from government on the details of any proposed shut-down.

**Do we all come back after the shut-down has been lifted?**

This will depend on our customer needs. Your Manager would have recently updated your contact details. You will receive a text message that clearly states whether you are required to return to work from Day 1, or if it may be a later period. Again, you may be required to take annual leave or long service leave (if eligible) if you are not required to return to work on Day 1.

Management have worked with great care to ensure each and every person in the Group has a clear direction should a shut-down occur. Your direct manager or branch manager understands how they can help you, please see them and work through your personal situation.

A global pandemic is a highly unusual and very stressful event for everyone. Should you need to talk to someone privately the EAP (Employment Access Programme) is available at no cost, and has moved to phone, online and video-conferencing to assist you. The 24-hour help line is 1800 818 728.

**It is important to remember that a shut-down that would force the Bradnam Group to close its sites has not occurred yet**, if one does happen, a document very similar to this one would be finalised quickly and distributed to you that has all the details you require.

Kind Regards  
Jason Drewe  
CEO