

24<sup>th</sup> April 2020

Dear Team

### Consultation on proposed changes

On Monday 20th April, the New Zealand Government announced that the nation's Health Alert will move to Level 3 from Tuesday 28th April, allowing some of our businesses to start operating with strict restrictions for at least two weeks, and potentially for an extended period of time.

With the Government directed restrictions we have had to change the way we work to ensure sites/branches can comply with any appropriate public health regulations for their workplace and all other health and safety obligations prior to reopening.

As a result of these restrictions, and the impact COVID-19 has had on the current operations, we are not in a position to have everyone return to work on their usual hours.

We confirm that we have taken all reasonable steps, and put appropriate measures in place, to ensure the workplace is safe.

Your manager will have discussed or will do so on Tuesday the businesses current position, and how the move to Alert Level 3 will affect you. This may be either:

- Starting back at 100%
- Starting back on a reduced level of hours
- Remaining on Bridging Pay Program (BPP)

If you are asked to return to work on reduced hours this will be based on mutual agreement. Your manager will provide the details of your return with you, and seek your agreement before requiring you to return to work.

When you return to work you will be paid remuneration for the hours you agree to and complete, including any applicable allowances. You will not be included in the Bridging Program when you return to work. If you are on reduced hours you are welcome to use your leave entitlements to top up your pay to 100%.

We are conscious this is an ever-changing situation and will review the above arrangement should circumstances change. This may include returning to the BPP at the appropriate phase if there is a country wide or regional wide move back to Health Alert level 4, if you have to stop work due to lockdown requirements, or if demand reduces further.

We are considering all possible alternatives, and believe this is the best option, at this stage, that will allow us to continue to support all team members. You are entitled to seek independent advice, speak to a support person, or if applicable contact your union organiser. If you have any queries about the content of this letter please speak to your manager or email us at [ppteam@fbusteel.com](mailto:ppteam@fbusteel.com).

Yours sincerely



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