

Dear Employee (date as per email this is attached to),

Further to recent discussions and consultations, we are sending you this email to confirm that, due to the proposal to scale back all operations due to lack of demand and restrictions on business as a result of the coronavirus pandemic, we need to enter a process of individual consultation with you, as a potential redundancy situation may lie ahead.

This written communication serves to inform you that you are required to attend an initial consultation meeting which will take place by phone **(see appendix for your date and time)**. Following this 1:1 consultation call, you will receive further correspondence, again by phone, which will notify you of the Directors' decision regarding your employment status, after we have digested the Government's advice regarding the Hospitality sector which is due for publication on 18th June 2020. Please note, if you are unable to attend this initial 1:1 meeting due to being absent from work, you will be contacted by letter. Please email Sandy@theoaktreeinn.co.uk copied to Stuart@theoaktreeinn.co.uk if there is any reason that you find your allocated time and date problematic for your call taking place.

The purpose of the meeting is to consider potential redundancies and allow you an opportunity to raise any issues that you feel may be relevant. Your individual meeting will go through the detail of the department you are categorised in, and how many people are potentially at risk of redundancy. Should selection criteria be required, these will be as below:

- 1) Does the employee have proof of settled status with residency rights to remain in the UK, now and post-Brexit?
- 2) Does the employee fulfil their current role?
- 3) Does the employee have any past/current/outstanding disciplinary actions?
- 4) Does the employee have a robust track record of attendance, excluding absences relating to disability, pregnancy or maternity?
- 5) Do the employee's current skills, qualifications and experience match the planned and likely future needs of the business?

Full details will be given to you during your consultation meeting.

The meeting will be chaired by Sandy or Stuart Fraser, with a note taker also in attendance on the call. You are entitled to be accompanied by a work colleague or Trade Union representative of your choice. Due to the current situation and restrictions, we would be accepting of the accompanying person being somebody from your household.

As part of this process we may consider applications for voluntary redundancy.

Yours sincerely,
For and on behalf of the Fraser Family.

Sandy, Lucy, Stuart and David.
Directors

Appendix: List of dates and times for employee 1:1 consultations

| Reference Number | Forename | Surname | Area of Work | Employed By | 1 to 1 Call Date | Time of Phone Call | Day of the Week |
|------------------|----------|---------|--------------|-------------|------------------|--------------------|-----------------|
| 1 | xxxx | xxx | Mocha B | Cruachan | 15 June 2020 | 9:00 AM | Monday |

Etc