

COVID-19

Group Update

Dear all,

I know in the last few updates we have been saying that COVID-19 is still very much with us yet to read the news about the significant increases in cases around the world, is still disappointing.....but this is life as we know it and we need to adapt.

The adaptation comes in many different forms including as a priority being vigilant about our hygiene (wearing masks, washing our hands and keeping a physical distance when we are with others).

Remote working is another form of adaptation and whilst we know people are working efficiently across the group, we recognise from what you say to us that people are missing the human interaction and connectivity...the water cooler moment as it is being called. As we identified, the crisis has affected us all differently.

Teams is a great tool but it can never fully replace face2face

We realise the importance of face2face interaction for nurturing relationships and providing the opportunity for inspiring spontaneous ideas and thinking. For this reason, we see the value that office life can provide. Having said this we also know that it must be a blend as we do not want to lose the value that remote working has provided.

Blended working already active in some parts of the group

Some of our offices are already working effectively in this blended way for example in Le Mans where the team has already established a pattern of at least one day in the office for those people able to work remotely.

We can therefore learn from this approach to build **SCALE** into how we cope with the demands of COVID:

1. **S**afety of people is the priority
2. **C**onnectivity as a focus
3. **A**dapt to change
4. **L**ead a blended working pattern
5. **E**valuate risks and remain vigilant

GLT to lead the way for HO...

Coming into the Head Office this week I have seen that some people have started to work on a blended approach but it is also clear that a barrier to coming in is knowing whether other people are going to be there.....particularly important if we know that connectivity should be at the heart of being in the office.

To get things going we understand how important it is for the GLT to be lead the way as our GLT members have done so in Le Mans. For this reason, the GLT have agreed

a four-week rhythm that builds on the following:

1. Two days in the office
2. At least two GLT members in the head office on any day
3. Using the days in the office for connectivity with others
4. Visibility of rhythm to others so providing a foundation for extending the connectivity

This rhythm will start on Monday and [click here](#) to see how it looks. We hope that this rhythm, once we have reviewed safe working systems linked desk usage as part of the HO safety protocols, will be the basis for extending the rhythm where remote working takes place.

Of course this rhythm will be guided by government advice if lock downs are applied and we know that there are many other things that we need to do to help bring balance and normality to people during these challenging times. Please be assured safety and wellbeing remain front of mind for us and if we are missing anything, please share your thinking.

Feedback helps us to grow...

Remember the employee survey closes on **21 September** and we can still see that a number of you are yet to complete the survey. Don't lose this chance to give us feedback as we want to ensure we are living up to commitments to our people. If you haven't received the survey email or you haven't completed the survey off line, please let your local HR business partner know.

In the meantime, **STAY SAFE** - please take care of yourself (in **all** ways), get creative (remember the Wall and the Think Tank if you have some good ideas to share) and keep talking to us using all routes available to you.

1. Your line manager
2. Your local HRBP
3. The Q&A platform on the intranet

In this way we can all have confidence that the Colart Family will continue to successfully navigate together any challenges thrown at us.

Regards,



Jane Beeston