

# COVID-19

## *Group Update*

Dear all,

To date, nearly three billion doses of coronavirus vaccines have been administered, in over 190 countries worldwide. What an amazingly aligned global programme yet there are vast differences in the pace of progress in different parts of the world.

Some countries have secured and delivered doses to a large proportion of their population (and we can thankfully count the countries where Colart operations in that category) but there are many parts of the world where progress is slow— particularly in those countries with limited resources.

This shows that equity, connectivity and collaboration are yet to be seen fully across the world.

### ***Engagement Survey now live!...***

But how is Colart doing when we talk about these descriptors? You now have your chance to tell us in 10 minutes how we are doing and what we could do better.

The employee engagement survey (prepared in [French](#) and [Chinese](#) as well as [English](#) to support completion) has now been distributed via email and you will have until the **end of August** to complete it. Please let us know if you have not received the email.

For those of you working in our factories and DCs we will be making special arrangements for you to complete the survey – whether online or via a paper-based version. You will be advised locally on what these arrangements are.

In the survey you are asked how you are feeling, your perceptions of the business, your perceptions of your leaders and whether we are living up to our strategic narrative *to feel like a family and act like a high performing team*.

Please don't miss out and get your opinion heard.

On the subject of surveys, we have now received the responses from the final business unit so we can now evaluate the results of the LRP pulse. Initial signals indicate that you welcomed the cascade which is good news as we want to share our business purpose and give meaning to the work you are doing within Colart.

It would appear that the use of videos and the Colart Passport were particularly valued but it is also clear that there are parts of the cascade that we need to improve.

As soon as we have the results, we will publish the results for you all to read!

### ***Mid-year reviews now live!...***

It's the time when we ask all leaders to touch base with their teams to check on how the year is progressing for everyone both personally and professionally. You will have

received an individual communication with a link to Splash Perform but please do contact your local HR business partner if you have any questions.

Remember these mid-year reviews are not just a tick box – they are about:-

1. Self-reflection, feedback and continuous improvement
2. Valuing our people and supporting their individual needs...we are all different!
3. Fundamentally supporting our people strategy to *feel like a family and act like a high performing team*

Check out the learning tool in the Colart Academy ([link](#)) if you have any questions or talk to your local HR business partner

### **Colart Academy now live!...**

Timed with the mid-year reviews, the refreshed Academy on the intranet is now live! We've completely upgraded the tool with some great video learning content whether related to developing you as an individual, as a leader and as a member of the Colart community – this includes some learning tools for our Colart internal systems such as Exponea, Splash and Teams.

Please check out the tool and remember this is just the start. We will continue to add new content and of course tell us what you think!

### ***Live Wellbeing!...***

With the summer upon us we hope you are taking time off to rest. Whilst you may still be restricted on international travel, this should not stop you from booking holidays. It's important that you restore your energy – many of you have worked additional shifts and overtime in our factories and DCs and for remote workers, we realise the challenge of blurring boundaries between work and life.

We are grateful for how hard everyone is working, and we encourage everyone to reflect on the importance of a healthy work-life balance. We have a responsibility as a company, but we also need your support. Please think about and *live* your wellbeing and tell us if you are struggling or having issues.

The Wellbeing Ambassadors have planned many wellbeing activities across the group to support wellbeing ([link to calendar](#)) and we value your ideas about what else we could do as a company.

Thank you for your support.

### ***Keeping to the basics...***

We cannot stress these basics enough, and here's a reminder:

1. Work remotely for those who can, only attending the workplace for the purpose of maintaining connectivity and collaboration for up to one day per week (for at least the short term)
2. For those who cannot work remotely, you should continue to come to work as normal whilst aiming to avoid using public transport.
3. When in work (whether a factory, warehouse, or office), follow the clear safety protocols that are in place to protect everyone's health and welfare.

4. Take responsibility for keeping to the safety disciplines in terms of handwashing, wearing face masks and maintaining physical distance.... Hands, Face, Space.
5. Business travel is still not acceptable unless authorisation has been obtained in advance. If you do need to travel, please ensure you wash your hands before and after your journey, maintain social distancing and wear a face covering over your nose and mouth for the duration of your journey.
6. Take responsibility for yourself and others.

### ***Our mantra...***

Please, remember that you need to **notify Colart if you have COVID or have been asked to self-isolate**. As well follow the basics outlined above and any advice from the government in your country. We need to take care of each other and **STAY SAFE**.

Finally, remember we want every voice to be heard...so please keep talking to us, and this includes telling us if you are struggling in any way. You can use all routes available to you:

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

Regards,



Jane Beeston