

Health and Safety Update 25 - COVID-19

Colin Aquilina <colin.aquilina@rocsmail.com>

Thu 26/03/2020 15:29

To: Colin Aquilina <colin.aquilina@rocsmail.com>

Cc: Rachel J. Vella (Director - ROCS Group) <rachel@rocsmail.com>; Charles Vella <charles@rocsmail.com>; Simon Vella <simon@rocsmail.com>; Rita Vella <rita@rocsmail.com>; **All Company** <AllCompany.5635276801.kvzjdcz@rocsmail.com>

FOR THE ATTENTION OF ALL MEMBERS OF STAFF ROCS GROUP – ALL SECTIONS

Dear all,

Good afternoon. I trust you are fine!

Reference is made to the COVID-19 update number 24, a copy of which is hereby enclosed.

Following the latest updates, I am pleased to inform you that the ROCS Group will be adopting the following procedure.

As you know the majority of staff at the ROCS Group are currently on vacation leave. As a company, the board of directors have decided to allow all members of staff to utilise their vacation leave allocation for the first 6 months of the year, even though we are only entitled for 2 ½ months pro rata to date.

Meaning that the company, as a sign of goodwill, is giving you in advance more than double the entitlement of leave you have earned to date.

Upon utilisation of all vacation leave, we are then proposing that we will adopt an unpaid vacation leave policy. We are doing this so that, we will be able to keep you on our books, in order for all of you to be eligible for the incentives issued by the government last Tuesday. Our intention is that once we hear your views, we will be informing DIER of such proposal to see if this is a feasible way forward from their end.

This will mean that in light of the incentives of government, effective as from the first day that each and every one of you will start utilising unpaid leave, you should start earning €800 per month as communicated by our Prime Minister.

I trust you appreciate that all the above is in the best interest of each and every one of you. I look forward to returning back to normal and resume normal operations asap.

Should you need any clarification or should you wish to comment on this proposed measure please email me within tomorrow at 1200hrs on covid19@rocsgroup.com

As always latest updates will be posted on the website www.rocsclimbers.com/covid19

Good night. #STAYSAFE #STAYHOME

Thanks and Regards,

Colin Nicholas Aquilina
CEO

#STAYSAFE

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THIS IS A WITHOUT PREJUDICE BASIS COMMUNICATION.

Sunday 22nd March 2020 1615hrs

FOR THE ATTENTION OF ALL MEMBERS OF STAFF ROCS GROUP – ALL SECTIONS

Dear all,

Good afternoon to you. I trust you are fine!

Please find following an update re the current COVID-19 crisis.

Following the decision taken by the government to impose the closure of certain businesses we are taking the necessary steps so as to protect the employment of all employees at the ROCS Group.

As of Monday the 23rd March 2020 the following plan will be adopted –

1. All locations are closed to the public and staff.
2. Unluckily we have no other option but to cancel the meeting which was scheduled for tomorrow with the insurance and travel division.
3. As of tomorrow Monday the 23rd March 2020, all staff will be on vacation leave except those who we have contacted to report to work to close business operations.
4. The Insurance division will be updated by Mr Simon Vella.
5. The travel division will be updated by Ms Rachel Vella.
6. I will be in touch with all the retail managers re way forward.
7. All other divisions will be updated by Ms Raylene Pollacco.
8. Only staff who have been requested to work at Floriana head office and other specific matters will attend to work as requested.
9. The following outlets will be completely closed to staff and public –
 - a. Mosta PM, INGLOT, Studio, Travel and Insurance
 - b. Mellieha travel and insurance
 - c. Sliema PM
 - d. Sliema INGLOT and studio
 - e. Sliema basement stores
 - f. Tigne Minsuone
 - g. Tigne Minusthree
 - h. Fgura PM
 - i. Fgura INGLOT
 - j. Floriana Travel ground floor
 - k. Floriana Insurance ground floor
 - l. Hamrun PM
10. All shutters at the above locations (where available) will be lowered down and notices affixed on the outside.
11. In the meantime, we kindly ask all staff members who are on vacation leave to stay home as suggested and imposed by the government. Social distancing should be our number one priority.
12. All emails will redirected accordingly.
13. Our website will be updated with notices accordingly. **(to be actioned on Sunday by our Bus Dev team)**
14. Our facebook pages will be updated accordingly through facebook posts and covers. **(to be actioned on Sunday by our Bus Dev team)**

15. Newsletters will be issued to all customers informing them of the above decisions. **(to be actioned on Sunday by our Bus Dev team)**

16. Should you need any clarification please feel free to drop me a mail on covid19@rocsgroup.com

17. Updates will be posted on the website on www.rocsclimbers.com/covid19

As you know the situation is evolving on a daily basis and as such we will keep you updated daily.

I do appreciate that this is not an easy time for all of us. I sincerely hope the above decision will not last long and hopefully I will see you all soon.

Our plan was to meet all of you in person, to explain the situation and our plan forward however the local authorities forced us to close down prior to the pre-set meetings.

Together with the Directors, we tried our very best to keep the operations going as long as possible for the common good of all the various teams. Today is a day we shall never forget, however I am confident that this difficult time will soon be over and we will be meeting soon to kick start all operations.

I am confident that together we can find the right formula to move forward and overcome this crisis and its repercussions. We only have to believe in ourselves and the people around us. To do this we all have a responsibility to **work harder, much harder than ever before.**

#THINKPOSITIVE #STAYSAFE #THEROCSWAY

Regards and #STAYSAFE

Colin

Colin Nicholas Aquilina
Chief Executive Officer

#STAYSAFE



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