

## Busdev2

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**From:** Colin Aquilina  
**Sent:** 17 March 2020 13:05  
**To:** Colin Aquilina  
**Cc:** Raylene Debattista; Rachel J. Vella (Director - ROCS Group); Charles Vella; Simon Vella; Rita Vella  
**Subject:** Health and Safety Update 17 - COVID-19

Dear all,

I trust you are fine! Good afternoon.

Reference is made to update number 16, please find following more details re adopted measures -

- One user per telephone set
  - o Telephones should not be shared between employees
  - o In the case of retail stores, when a call is received and needs to be passed on to another member of staff this needs to be passed on to the next telephone line, and the telephone the call was received on must be sanitized immediately.
  - o Telephones must be sanitized after each use in the case of telephones which are shared among staff
  
- Employees who are currently under a salary bond agreement will have this agreement temporarily suspended, hence no salary bond will be withdrawn from end-of-month wages until further notice. After this period is over, salary bonds which were suspended will come back into effect accordingly.
  - o We refer to our previous email re: not sending money abroad – the company is suspending salary bonds in order to assist staff in Malta due to the imminent lockdown and expects that employees will respect the guidelines given in our email not to send money abroad in order to avoid putting themselves in dangerous situations.
  - o Cash advance repayments are still applicable and should be paid on time.

Kindly be guided accordingly. Good day and #STAYSAFE

Thanks and Regards,

**Colin Nicholas Aquilina**  
CEO

#STAYSAFE

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**Registered address** ROCS Group, 21 ROCS House, Main Street, Mellieha MLH2310, Malta, Europe

**t.** +356 2015 1515    **f.** +356 2152 3869    **m.** +356 9997 7774    **e.** [colin@rocsgroup.com](mailto:colin@rocsgroup.com)    **w.** [www.rocsgroup.com](http://www.rocsgroup.com)

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**From:** Colin Aquilina  
**Sent:** 17 March 2020 12:55  
**To:** Colin Aquilina <colin@rocsgroup.com>

**Cc:** raylene@rocsgrp.com; rachel@rocsgrp.com; charles@rocsgrp.com; simon@rocsgrp.com; rita@rocsgrp.com  
**Subject:** Health and Safety Update 16 - COVID-19

**RE – COVID-19 UPDATE**

Dear all,

Good afternoon. I trust you are fine!

Kindly find following an update effective as from today and with immediate effect –

1. All overtime has been temporarily suspended until further notice. As of today, no overtime should be logged unless previously approved by CEO / Director in writing.
2. All sales on credit are temporarily suspended with immediate effect. No exceptions unless previously approved by CEO / Director in writing.
3. All pending balances due to the company are to be collected.
4. All ROCS staff are prohibited from travelling abroad. Should anyone need to travel he / she needs to inform CEO in writing.
5. As of Monday, a new work roster will be adopted across all the group. We will utilise the facebook / whatsapp / sms chats we have created to communicate further details. Operations will be scaled down to the bare minimum and some branches will be temporarily closed until the current COVID-19 situation improves.
6. With immediate effect and across all the group, a 1 user per telephone set policy should be adopted.

Please do not hesitate to contact us in case you do have any question regarding current corona-virus situation.

Please note that the website <https://www.rocsclimbers.com/covid-19> is being constantly updated. I suggest you visit website regularly. Any queries related to COVID-19 can be sent on [covid19@rocsgrp.com](mailto:covid19@rocsgrp.com)

Thanks and Regards,

**Colin Nicholas Aquilina**  
CEO

#STAYSAFE

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**From:** Colin Aquilina

**Sent:** 14 March 2020 12:51

**To:** Colin Aquilina <[colin@rocsgrp.com](mailto:colin@rocsgrp.com)>

**Cc:** 'raylene@rocsgrp.com' <[raylene@rocsgrp.com](mailto:raylene@rocsgrp.com)>; 'rachel@rocsgrp.com' <[rachel@rocsgrp.com](mailto:rachel@rocsgrp.com)>; 'charles@rocsgrp.com' <[charles@rocsgrp.com](mailto:charles@rocsgrp.com)>; [simon@rocsgrp.com](mailto:simon@rocsgrp.com); 'rita@rocsgrp.com' <[rita@rocsgrp.com](mailto:rita@rocsgrp.com)>

**Subject:** Health and Safety Update 15 - COVID-19

## RE – PROTECTIVE MEASURES (COVID-19)

Dear all,

Good afternoon. I trust you are fine!

In view of the latest developments please note that as from Tuesday 17<sup>th</sup> March 2020 we will action the following provisions –

1. All outlets be it retail, travel and insurance will close business at 1800hrs until further notice.
2. In consideration of the current COVID-19 crisis, the ROCS Group have decided to implement a 1 client ONLY policy at every outlet.
3. This means that waiting areas will not be available for clients.
4. In the case of travel and insurance offices ONLY 1 client per office will be allowed in.
5. In the case of retail 1 client per service station will be allowed in.
6. On Monday 16<sup>th</sup> March 2020 our Business Development team will be preparing notices to be affixed at the entrance of every outlet.
7. The manager at every outlet will be responsible to affix signage accordingly and send back photos on [covid19@rocsgrp.com](mailto:covid19@rocsgrp.com) showing signage in place.
8. In the case of appointments, you are kindly to asked to call via telephone all clients so as to make sure they come on time (not earlier nor later) as otherwise they will be asked to wait outside.
9. The above decision will be communicated via newsletter / website / facebook as per below visual sample.

Please note that the website <https://www.rocsclimbers.com/covid-19> Is being constantly updated. I suggest you visit website regularly. Any queries related to COVID-19 can be sent on [covid19@rocsgrp.com](mailto:covid19@rocsgrp.com)

Please do take care and stay safe. Good day.

**Colin Nicholas Aquilina**  
*Chief Executive Officer*

#STAYSAFE



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[www.rocsgroup.com](http://www.rocsgroup.com)

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