



15th April 2020

Dear Colleagues,

I hope this note finds you and your family well.

I wanted to follow up on the very positive message from Haroon Sheikh (CEO) on Thursday last week specifically in relation to, the **CareTech Covid-19 fund**.

We want to ensure this scheme is accessible to you and your teams with immediate effect. We have endeavoured to make the application process simple and easy, so that we can get this support to our colleagues as quickly as possible.

The application form that colleagues will be required to complete if they wish to apply to the scheme will be available on the Company website at <https://www.caretech-uk.com/>, and the COVID-19 microsite at <http://covid19.caretech-uk.com/> as of 16 April 2020.

The criteria is simple, if a colleague has been affected financially because they have been in receipt of statutory sick pay as a result of the Coronavirus outbreak, and they are a permanent CareTech employee, then they are eligible to apply.

They simply need to follow these steps:

1. Complete the Covid-19 fund application form
2. Email the fully completed form to CareTechCOVID19Fund@caretech-uk.com.
3. The application will be considered confidentially by The Colleague Support Panel within one week.
4. They will receive notification of the decision as soon as possible. If their application is successful, every effort will be made to make payment as soon as possible.

Please take the time to ensure that this message is cascaded appropriately to all employees and the information is displayed in your place of work. It is important that everyone understands how this scheme works and how they can apply.

If you have any questions, please do not hesitate to contact your HR Business Partner in the first instance.

Keep well, and stay safe.

Kindest regards

Nasir Quraishi
Group HR Director

Extraordinary days every day