



INTERNAL MEMO

FROM:	General Manager	TO:	All Staff
DATE:	28 th February 2022	PRIORITY:	HIGH

Re: **AUSTERITY MEASURES – FORCED LEAVE & UNPAID LEAVE**

Due to the current prevailing circumstances globally and locally, our edible oils industry/sector has been adversely affected. In order to guarantee continuity, we are immediately activating several austerity measures with effect from 1st March 2022 going forward until the situation improves.

Henceforth the following measures are instituted:

1. Staff shall proceed on forced annual leave weekly and on rotation basis to ensure all leave balances (2021 & 2022) are consumed. Line Managers to prepare accordingly and avail the plan to HR office by close of business today for execution & record.
2. All departments to maintain a maximum of 50% manpower presence or less subject to the business and operational needs.
3. Upon consumption of leave balances, staff will take unpaid leave to a maximum of 2 weeks per month until advised otherwise.
4. The forced/unpaid leave plan to ensure fairness so that the effect is spread out and all staff share the burden.

All Managers and senior staff to lead by example and provide appropriate leadership on this matter to ensure that we navigate this difficult patch.

Regards,

Abdulghani Al-Wojih
GENERAL MANAGER