Back to Work Announcement

To: Staff returning to work on 2 June

From: Country HR, cc Oxxx Mxxx + Country Chairperson

Date sent: by Thursday 28 May latest

Re: **Welcome Back! Help and advice on returning to work**

Dear All,

We have been working from home for over two months now, but our offices will soon be reopening. You will be among the first staff members returning to our offices on 2 June, and we are very much looking forward to seeing you again.

All the necessary measures and precautions have been put in place to guarantee your safety and protection. We are therefore sending you two documents (see attached) which we request you to read carefully:

1. First, **the code of conduct,** which includes the conditions of access to the offices, the measures taken by CXXXX and the recommendations to be followed by each of us when on the premises.
2. Second, a **visual guide to best practices** (washing your hands, wearing masks, lifts, moving around the offices, clean desk policy, use of meeting rooms, coffee corners, etc.)

You will also find attached a list of the employees who will be present on site in Paris (or Brussels or Luxembourg) during the first two weeks in June. **Please note that these are the only employees authorised to attend the office**.

* During the first week of June, Group A and Group A&B employees
* During the second week of June, Group B and Group A&B employees

Lastly, on arrival you will also be given a **Welcome Kit** comprising a mask, hydroalcoholic gel and disinfectant cleaning wipes (left at your workstation for France – sentence to be amended depending on the country).

We are relying on each of you to comply with all these measures, both for your own protection and for that of your colleagues.

Do not hesitate to send us any questions, suggestions and feedback on your experience. We remain at your disposal for any further information you may require, and welcome your input.

Welcome back and see you soon!

SIGNATURE Country HR