

Team Members

We know this is a challenging time for everyone. The team at Apex have put together some information that we hope helps answers some of the questions you might have right now. It is normal to feel unsettled, anxious and stressed with so much change and uncertainty. We are all looking forward to getting back to work, and back to normal again soon. In the meantime, please ask questions if you have them, we will do what we can to help and keep you informed.

Why am I being furloughed?

Many businesses are facing unprecedented challenges at the moment. Orders have dried up, and there isn't always the volume of work to justify having the whole team working. The whole economy, across all sectors are experiencing significant challenges. Some sectors and industries have been particularly badly affected. Therefore, the government have introduced the job retention scheme. This is designed to preserve businesses and jobs. For businesses, it is key to have their teams in place and retain valuable skills and expertise when the country returns to normality. Therefore, this scheme is a far better alternative to redundancies as businesses get to retain their teams, and individuals get to keep an income and your employment.

Do's and Don'ts while you're on Furlough:

Do:

- Take part in any training opportunities.
- Any appropriate research that will help you when you return to work.
- Think about potential marketing material
- Consider external/online courses that you are interested in/will benefit you.
- Keep a routine and structure to your day.
- Take advantage of your daily exercise opportunities.
- Take up a new hobby that you have been thinking about.
- Keep up regular check ins and communication with people from work.
- Stay up to date with government guidelines that apply to you.

It is really important that you try and stay optimistic during this time to maintain your mental health. You should stay as active as possible, keep yourself busy and engage in as much human contact as possible. Take advantage of Skype, Zoom and Facetime to speak to people, it may seem like a small thing but it will make a big difference! We refer to this as 'social distancing, not emotional distancing'. If there is a hobby that you have been thinking about, but haven't had time for yet, now is the chance!

Don't:

- Undertake activities that are money generating.
- Provide services to your employer.
- Carry out any work for clients on behalf of your employer.

What happens if you do not agree to being furloughed?

If you do not agree to being furloughed, you could be at risk of redundancy. If businesses cannot manage their cash flow during economic downturns they are at risk of insolvency. It is

www.apexhr.co.uk reach us on 01752 825697 or 07815 622482 or 07843 300471

Find us on Facebook Apex HR and LinkedIn under Apex Human Resources

understandable that some people would not want to receive 20% less than normal. However, now is a time where businesses may be struggling and cannot afford to pay 100% of their teams wages, meaning the only other alternative is to make redundancies. No one wants to make redundancies, and no one wants to be made redundant, therefore, furlough is a much better option, and you can remain employed and take home 80% of your usual salary. If there are any redundancies made during this time, they will have to be in line to the normal redundancy rules and protections.

Tips to looking after health and wellbeing as a team and as a person:

- Have regular catch ups as a team, not necessarily around work!
- Have boundaries, don't feel you have to say yes to everything.
- Use Apex, we are here to support you if you have any questions, are feeling overwhelmed or want to talk. We are a very effective sounding board!
- Use internet trends to keep your online meetings varied: guess the baby competitions, guess who's house the mystery object lives in, include your pets in the meetings etc. We can also make things fun and enjoyable.
- Most importantly, stay busy, and keep as much human contact as possible, whilst respecting social distancing measures.

Community inspired things you can do to stay busy:

- If you are open to it, now is a great time to give blood as stocks are going to be low over the next few months. This would be a huge help to the NHS. Here is a link containing information on how to go about this: <https://www.blood.co.uk/>
- Join a "COVID-19 Group". Use social media to do practical things to support people in your local area. These groups have been set up to provide interaction for people who may be all alone at this time. Everyone is going through the same challenges and is in the same position at the current time.
- If you have flowers in your garden and are taking advantage of your daily exercise, leave flowers on a neighbour's doorstep who you know is isolated.
- If you have children, make cards with them and post them to neighbours who may be lonely.
- Support your local farmers. There is a shortage of fruit and vegetable pickers this year, so any support would be greatly appreciated by the farming industry. Here is a link with more information on the Feed The Nation campaign: <https://www.concordiavolunteers.org.uk/feed-the-nation>

Intent of the Job Retention Scheme:

- To preserve jobs and save businesses.
- The government, the economy and the business community as a whole all need businesses to be able to return to normal as easily as possible. They will be crucial for the economic recovery.
- It is critical for the country that we keep our businesses intact and they are able to return to business as seamlessly as possible when it is appropriate to do so. In order for this to happen, companies need their teams in place to be able to pick up where they left off.
- No one wants people to be made redundant, or to lose their houses, or to struggle financially, meaning that the government have committed to providing a huge amount of support to ensure that doesn't happen.

Although there are criteria and guidelines to be met to ensure that team members are eligible for the funding, the intention is to save jobs and companies, not stop their teams from working for them. There are certain rules that do need to be followed while on furlough, but there is plenty to be doing to stay busy.

From the whole team at Apex, wherever you are, stay safe!

We are all optimistic that we will see the best of people during these challenging times, so we all need to look after ourselves and others.

We are grateful for your support, and we will do our best to continue to support you.

Keep up to date on our website <https://www.apexhr.co.uk/>

Reach us on 01752 825697 or 07815 622482 or 07843 300471

Find us on Facebook Apex HR and LinkedIn under Apex Human Resources.

List of Resources used in this Document:

- <https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme#while-youre-on-furlough>
- <https://www.hr-inform.co.uk/news-article/government-release-further-guidance-on-employee-furlough>
- <https://www.acas.org.uk/coronavirus/if-the-employer-needs-to-close-the-workplace>
- <http://outsideincompanies.com/a-truly-human-furlough-an-alternative-to-a-reduction-in-force/>
- <https://www.trulyhumanleadership.com/?p=645>
- <https://www.bbc.co.uk/news/business-52109833>
- <https://www.blood.co.uk/>
- <https://www.concordiavolunteers.org.uk/feed-the-nation>
- <https://www.countryliving.com/uk/wildlife/farming/a31954445/help-feed-the-nation/>