

6 October 2026

Dear Agnieszka Nowak,

I write following the meeting held on 5 October 2026. As we discussed, the organisation may need to make redundancies.

The organisation is considering making 24 employees within the night shift packing team at the Wigan site redundant because our largest customer has moved its overnight chilled orders to a daytime delivery window from January 2027, meaning the night shift packing team at the Wigan site will no longer have enough work. Unfortunately, your post is one of those at risk of redundancy.

What happens next?

The organisation will now start the consultation process. The purpose of consultation is to:

- discuss and explore ways of avoiding or reducing the number of redundancies and reach agreement if possible
- give you the opportunity to make suggestions and raise any questions you may have
- consider possible suitable alternative employment within the organisation
- seek to agree criteria for selecting employees if redundancies are necessary
- identify your needs during the process and provide you with any necessary support or assistance

I want to make it clear that no decisions have been taken yet and that no decision on this will be made until the consultation has concluded.

Who will we consult with?

The organisation will be consulting with Riverside Staff Forum about ways of avoiding or reducing the need for redundancies and about the criteria on which any selection for redundancy would be based. You will also be given an opportunity to be consulted directly about how the process affects you.

How long will the consultation last?

The consultation will last for a minimum period of 30 days because the organisation is proposing to make 20 or more employees redundant over a period of 90 days or less.

The consultation meetings planned so far are:

- 8 October 2026: First meeting with the Riverside Staff Forum
- 13 October 2026: First individual consultation meeting
- 27 October 2026: Second individual consultation meeting
- 4 November 2026: Close of consultation (30 days minimum), final individual meeting

We will keep you informed and involved throughout the process. In the next few days, we will write to invite you to an individual consultation meeting to discuss the issues outlined in this letter, and any other concerns that you may have.

We appreciate that this is likely to be an upsetting and difficult time for everyone. Please feel free to talk to your manager or contact Rachel Byrne in HR if you have any queries or would like to discuss any aspect of the process further.

Yours sincerely

Tom Hollis, Operations Director