



LAVERGNE

Anjou, March 24, 2020

To all employees

Status of Operation Lavergne as of March 24, 2020

Hello everyone,

Further to the government's announcement to close until April 13, 2020, here is the situation as of March 24:

After discussions with authorities, Lavergne is considered an essential service. Many of our customers around the world, including HP, are currently out of stock and supply customers in priority sectors (hospitals and others). We have a duty to protect them and can therefore continue production.

We believe that Lavergne provides a safe work environment and takes all necessary precautions to ensure the well-being of its employees. In addition, there are very few people in a large work area. (2 meters between individuals)

A survey was conducted with employees to determine who could continue the work without any pressure. Following the responses obtained (75% favourable), we decided to continue the operation at Lavergne. Considering the quantity of inventory, production will be done at a reduced rate.

The plant will be closed on Wednesday, March 25 and will restart on a modified schedule to be determined on Thursday, March 26.

Employees who will be required to continue production will receive confirmation from their immediate supervisor. For employees who are not required or available, they will be able to apply for Employment Insurance (Unemployment).

For those who will have to turn to Employment Insurance:

Our goal is to protect our employees as much as possible while complying with the law and keep the company fit to restart operations 100% after the storm.

It should be remembered that due to the chaotic global context this is a management challenge. In addition, most government programs are not yet 100% detailed. In light of all this, here is the plan:

For all affected employees the options are:

- Empty Vacancy Bank
- Digging into next year's vacancy bank
- Employment Insurance
- NB-The company will advance the insurance fees

NB- We will do everything possible to minimize the impact of this situation. We are working on scenarios. We will keep you informed.

Some people may be required for a few days for specific tasks and they will see the time accumulated and compensated for later.

Additional notes

EMPLOYMENT INSURANCE

It is the main program available to 87% of Canadian workers who have paid into employment insurance, according to the most recent statistics from 2018. To qualify, you must have worked between 420 and 700 hours - depending on the unemployment rate in your region - in the last 52 weeks at the time of your layoff. You will then be entitled to 55% of your gross income, up to a maximum of \$573 per week, for between 14 and 45 weeks, depending on the number of hours you have worked. A declaration of hours worked must be completed every two weeks. The "waiting period", which imposed a first week with no income, has been abolished. Note: employers cannot force you to empty your vacation or overtime bank before a layoff...

Employment Insurance Special Phone Line: 1 833 381-2725

Here is the link you can use to guide you through the process and answer your questions about Employment Insurance.

<https://www.canada.ca/fr/services/prestations/ae/assurance-emploi-reguliere.html>



PLEASE NOTE THAT YOUR RECORD OF EMPLOYMENT WILL BE SENT TO YOU NEXT WEEK BUT IS NOT REQUIRED TO APPLY ONLINE. APPROXIMATELY ONE WEEK AFTER YOUR REGISTRATION YOU WILL RECEIVE A CODE AND AT THAT TIME YOU WILL BE REQUIRED TO SUBMIT YOUR STATEMENT.

EMERGENCY CARE

If you have not accumulated the 600 hours required to access Employment Insurance sickness benefits, Ottawa this week introduced an "emergency care allowance" for those who are quarantined, have COVID-19, are caring for an affected family member or have to care for their children due to child care and school closures. The allowance provides a payment of \$900 every two weeks for up to 15 weeks and will be administered by the Canada Revenue Agency (CRA). It will be available starting next April on a simple certification basis and will be reassessed every two weeks. To access it, you must go through the CRA's Internet portal and access the My Account section. Forms and telephone numbers are not yet available.

IMPORTANT LINKS

THE NUMBERS TO DIAL

Government of Quebec Information Line: 1 877 644-4545

Temporary Help Worker Program (PATT): 1 800 863-6582

Employment Insurance Sickness Benefits: 1 833 381-2725

Canada Revenue Agency: 1 800 267-6999 (TPS credit and Canada Child Tax Benefit)

Reminder:

You will be able to delay your mortgage payments by calling your bank and it is recommended that you talk to the landlord about delaying rent.

If you need assistance you can contact Kayleigh at 514-804-6005.

For all other questions, please contact Christian Hinse of Human Resources at 514-730-9501.



We will try to keep you informed of developments by sending you emails or by updating our website

English Version <https://lavergne.ca/coronavirus/> version française <https://lavergne.ca/fr/coronavirus/>

We thank you for your understanding and patience. All this is out of our control and fortunately it is only temporary. Countries like China have resumed 85% of their activities. Courage and good luck to you and your families.

In conclusion, we would like to remind you that, thanks to Desjardins Insurance, you have access to an employee assistance telephone line at 1 800 463 7843.

La DIRECTION



LAVERGNE