

26 October 2015

Strictly Confidential

Gordon Scott
128 Pack Lane
Kempshott
Basingstoke
Hampshire
RG22 5HP

Address
8 Camomile Drive
Ludgershall
Andover
Hampshire
SP11 9TA

Telephone
01264 848138

Mobile
07791 278705

Email
julia@justhrsolutions.co.uk

JUSTHR
SOLUTIONS

Dear Gordon

Review on behalf of CoolLED Ltd

Thank you for attending the meeting with me on 14 October 2015, a meeting at which I was accompanied by Tracey Butterworth, Office Manager. The purpose of the meeting was for us to discuss a number of matters that required clarification for both CoolLED and you as an employee. These discussions fell into a number of distinct areas.

Historical issues relating to your recruitment into CIL

You explained to me how you had come to work at CIL and what had happened over the years. It was helpful for me to get this insight from your perspective. You explained much of the background that had caused your feelings of anger and frustration which had resulted in your depression and I now have a better understanding of how this came about.

Resolution of working hours and compensation

We also clarified with you that you had signed a contract in March 2015 and that you had been given a contract subsequently by Nick Edwards that reduced your working hours from 5 days per week to 4 days per week, something that you had forgotten. We also confirmed that in offering you a reduction to 4 days per week, Nick stated that your salary would not be pro-rata'd.

I asked that you make Monday the day you do not work and you said that you were going to ask if it could be Friday. You responded that it was obvious the Company would pick Monday because Monday afternoon is when you have your counselling. You stressed that you paid for this yourself and I responded that the Company had allowed you to take that time off paid, and that with the reduction of your hours to 4 days per week with no change to your salary you were still being paid for the full day even though you were not working it. You agreed that the day you will not work will be Monday.

Capability

With regard to your working hours I had identified in advance of our meeting a number of comments you had made in your various emails about not being able to work some if not all of your hours. I notified you that the Senior Management Team has taken the decision that with effect from 1st November 2015 you will be paid only for the hours that you actually work. You will therefore need to email Gerry at the end of each week with the number of hours you have worked and the activities you have worked on. If you are unable to work for any reason, the Company's policy is that you should inform Gerry within 30 minutes of your start time.

Relationship with colleagues and management at CoolLED

Next we discussed your inappropriate copying of employees on emails that are negative or derogatory. You explained that your default response to any email is to "reply to all" so I asked you to stop and think before copying emails to others e.g. Jinting and Phil. You agreed that you would do this going forward.

At this point you stated that you had no respect for any of the Managers in the business and that is a deeply disturbing statement and one that we may need to investigate with you in more detail.

Health issues

We discussed your recent health tests and you confirmed that the tests had come back as being nothing to worry about and that must be a relief for you. We also talked about your medication for your depression because you have said in your emails that you believe your depression has been exacerbated by your anger and frustration at the way you have been treated by CIL and now CoolLED, and that this is something that has festered over time.

Additional topics covered

I explained to you the need for you to change your email signature to fit with the Company standard. You said that you have not been asked to change it before although you did confirm that you had seen an email from Liz Stark on the subject. You agreed to use the Company's standard and Tracey said that she would email it to you after the meeting. I am pleased to see that you have now updated your email signature.

Immediate actions required

Going forward the following immediate actions are required:

- That you keep accurate records of activities completed and time worked and agree these with Gerry at the end of each week;
- That there will be no further incidences of the inappropriate copying of emails;
- That there will be no further disparaging and/or derogatory comments, verbally and/or in writing, about CIL, CoolLED and/or about the way you believe you have been ill-treated by those companies and/or its employees and/or its officers;
- That there will be no further disparaging and/or derogatory comments, verbally and/or in writing, about any employee and/or any officer of the Company and/or any non-executive Board Member about the way you believe you have been ill-treated by those individuals.

I must advise you that failure to comply with the above may result in more formal action being taken against you.

I have offered to meet with you again in two weeks' time however we have left it that you will let me know if you wish to have a further meeting. That aside, the Company may ask you to attend a further meeting about these matters at any time.

Yours sincerely



Julia Homan MCIPD
HR Practitioner