Dear All,

Following on from the Communication Cascade that I hope you had an opportunity to view on Friday, I am writing to let you know that we have been closely monitoring the impact of the current Coronavirus crisis on the firm and on our clients.

We have noted a downturn in work across the firm (mainly in Trade Marks and the ripple effect that will have on the Business Services teams), and that this is likely to continue until there is at least a change/improvement in the situation.  As I explained in the cascade, we have been looking at utilising the Government schemes that are available to us to help us to manage our operating costs in the short term.

We have looked at the Government’s Job Retention Scheme in some detail, and have taken the decision to utilise this in the most appropriate way that we can, which will mean the ‘furloughing’ of as small a number of roles as possible.  This is a difficult decision to make as we very much want to be able to keep the status quo and keep you all working, but it also makes good business sense to use the scheme that is available to help us.  We have however agreed that an enhanced version of the scheme provides the best possible support to those who agree to be furloughed, and the details of the ‘furlough’ policy and other temporary policy changes relating to the Coronavirus are outlined in the attached COVID-19 - Temporary Policy Changes document.  Essentially anyone who is furloughed will receive 90% of their normal salary and the firm will make up the difference from the 80% / £2,500 pcm limit set out in the government’s scheme.

The furloughing of roles will be phased as business need allows.  If your role has been identified as one that we are looking to furlough immediately, you will have already received an email from your line manager or departmental partner and a discussion will be arranged as soon as possible to seek your written consent.  A frequently asked questions (FAQs) document is also attached, which aims to answer as many of the questions as possible that you may have, although it should be noted that the Government guidance on furloughing is being updated regularly and various points are yet to be confirmed/clarified.

If you have any questions about the scheme that are not covered in the documentation, then please speak to your line manager or Karen.

**As mentioned above, if your role has been identified as one that we are looking to furlough immediately, you will have already received an email from your line manager or departmental partner.**

I would like to thank all of you again for your commitment to supporting the firm over this difficult period.



Adrian

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| COVID-19 - At AA Thornton we are well equipped to proceed with business as usual, and to provide uninterrupted, high-quality service to our clients. Please click [here](http://www.aathornton.com/covid-19/) for our latest update. |

