

Employee communication

Issued by: Communications

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Issue No: 10515

Status: **IMPORTANT**

You may have heard that the Company has established its Event Management Centre. For clarity, this has been set-up purely to coordinate our support to the wider UK infrastructure, including any requests we might receive for support from the NDA and Government.

We are continuing to manage the day-to-day operations of the company in the normal way, or at least, as close to normal as the current circumstances allow.

Requests for support

We are aware that many people in the business are being approached by a range of organisations, including local health service providers, asking if we are able to offer support through the provision of PPE or other items.

It is important that we maintain a proper oversight of these requests, and any sites receiving requests for consumables or equipment (eg, PPE, generators) should direct them through emc@magnoxsites.com. We have a process in place to allow a swift decision on whether we are able to help, but, we must remain mindful that we do not wish to have distributed all useful equipment before having effectively engaged with our national counterparts.

Personnel support to national infrastructure

Employee Communication 10514 mentioned that employees may be asked to assist elsewhere if they have the relevant skills.

In particular, those of you with transferable skills may be asked to temporarily carry out work outside Magnox to support the continuation of key UK infrastructure activities.

It is important to understand that if you are asked to do other work of this nature it will be instead of any Magnox activities you are carrying out and NOT an addition to your current role.

Ongoing training

It is important, that as far as possible you keep your training up to date. You are able to use the Magnox Learning Management System (MLMS) from either work or personal IT equipment, enabling you to log on at home to complete training modules. Please use the following link: <https://mlms.big-learning.com>

If you do not have access to a company computer and need to have your MLMS password reset, please email the request to MLMS@babcockinternational.com with a personal contact email address and RES ID.

They will send an email to your personal email address so you can reset it. You should then be able to log on using your normal work email address and the new password.

Finally, a big thanks to everyone doing what you can to carry on with your work in this difficult period.

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EHSS&Q Director

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We are aware that not everyone has a direct access to a laptop or company Blackberry and so may be unable to receive Employee Communications by the usual route.

It would be helpful if Line Managers could pass the information in these communications to their teams by whatever means they have established to stay in contact.

Where appropriate we will add the content (or a high level summary) to the [Magnox website](#). Line managers should remind their teams to check the website and the Business Continuity lines on a regular basis.