

To: Customer Service Hosts – Gatwick Express

There have been a number of concerns raised with the Company by both individual employees and their Trade Union Representatives from both RMT and TSSA, in respect of the Southern Contracts of Employment that were sent to your Home Addresses last week. It appears that there is some confusion and a lack of clarity on what the contract means and the terms and conditions of employment with Southern around areas such as Probation Periods, Bank Holidays and Salary .

We have therefore decided to take the following steps:

- There will be a series of briefing sessions in early January for all staff, to explain in detail the Terms and Conditions of Employment, how they affect you and what was agreed between the company and your Trade Union Representatives during the consultation process. This will include discussions around individual queries and concerns.
- You will subsequently be re-issued with Southern Contracts of Employment in January 2012 and the associated Southern Station Staff Terms and Conditions of Employment – as agreed with the RMT and TSSA Union and a more detailed covering letter

In the meantime I would like to confirm that:

- If you have already signed the contract issued last week, this will be null and void as we will be following the steps detailed above
- The probation clause in the contract only applies to employees with less than 12 months service, if you have worked on the Gatwick Express for more than 12 months this clause does not apply-PLEASE IGNORE IT.
- Salary protection applies as per the consultation process and was explained to you in the briefing note following the consultation.
- No one needs to be concerned about their employment with Southern

If you have any queries please talk to your Manager.

Regards

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