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10 June 2024

### **Nine Day Fortnights at Cousins & Cousins**

Since opening our doors in 2012, Cousins & Cousins has advocated that wellbeing be at the heart of our work and have continually strived to further promote wellbeing amongst our staff.

With this in mind, we made the decision to trial 9-day fortnights from June - August 2023 and from October 2023- March 2024. The results have been overwhelmingly positive from both trials, as well as the feedback received. We are therefore making this scheme permanent at Cousins & Cousins from 10<sup>th</sup> June 2024.

We will continue to monitor the performance of the scheme to ensure there is no loss of service. We will also continue to incorporate new efficiencies as required into our daily routines in addition to the SMART objectives, focus days and additional admin support that have already been implemented.

If you have any queries or comments, correspondence can be sent to our Office Manager at [ashley@cousinsandcousins.com](mailto:ashley@cousinsandcousins.com).

We will be closing our office on the below dates in 2024. In most instances, staff members will have these dates off, however this is dependent on their volume of work. If project responsibilities require staff members to work whilst the office is otherwise closed, the project will always be prioritised.

|                            |                           |
|----------------------------|---------------------------|
| 21 <sup>st</sup> June      | 4 <sup>th</sup> October   |
| 5 <sup>th</sup> July       | 18 <sup>th</sup> October  |
| 19 <sup>th</sup> July      | 1 <sup>st</sup> November  |
| 2 <sup>nd</sup> August     | 15 <sup>th</sup> November |
| 16 <sup>th</sup> August    | 29 <sup>th</sup> November |
| 6 <sup>th</sup> September  | 13 <sup>th</sup> December |
| 20 <sup>th</sup> September |                           |

We hope that you support us in creating a working environment that truly puts wellbeing at the centre of everything we do.

Yours sincerely,

Ben Cousins  
Director, Co-Founder  
**Cousins & Cousins Ltd**