

TO: Employees of Boeing

FROM: Elizabeth Callinan, CEO DATE: February 21, 2020

SUBJECT: Addressing Low Sales and Budgetary Restraints

As a company, we are facing low sales and budgetary constraints. It is my understanding this has become the basis for rumors about employee's layoffs. I want to stop these rumors now. No plans have been made to reduce our workforce. Trust me, it is our people who are the most important element of the business plan at Boeing.

This week management met to formulate an action plan to reinvigorate sales and the company brand. It will take time. Now we must act to cut unnecessary spending such as overtime and other non-essential items. We feel it is important to share these plans with you, our employees because you are Boeing.

The steps are outlined below:

- The commercial aviation team will continue to talk with our national and international business partners regarding the addition of planes to their fleet. These deals take time to negotiate and consist of many aircraft.
- The defense aviation team will continue fulfilling contracts for government defense planes and are on track to sign additional contracts.
- Assembly teams make sure planes are free of F.O.D. and built to the specification will increase our success.
- All teams ensure processes are concise as possible without losing quality.
- The communication team will implement a campaign raising awareness of the many aspects of the Boeing brand from commercial travel, military operations to space

exploration. Sharing the stories, successes, and visions to educate the next decade by interacting with our audience to build a relationship. Please reach out to John Doe at [jdoe@boeing.com](mailto:jdoe@boeing.com) to share your stories.

To follow up on this memo a survey will be sent to each department. This is your opportunity to share your ideas directly with management. I remind you this is about improving processes, not eliminating jobs.

In closing, I would like to remind you it is Boeing's employees who built the world's largest aerospace company—continuing daily to shape the course of history. Boeing's vision is an expression of your purpose and values, designed to inspire and focus you on a shared future and to reaffirm that, *together, we can meet the challenges that lie ahead.*

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