

MEMORANDUM 1

URGENT

To: All Security Staff
From: R Perkins
Date: 30 April 2020

OPENING HOURS

The following arguments apply until further notice:

1. The centre will open each morning at 7:50 am 'News and View' opens at 8:00 am; if it is late opening, please remain on duty in the shopping mall.
2. The centre will close at 6:30 pm on Monday, Tuesday, Wednesday and Saturday nights.
3. The centre will close at 9:30 pm on Thursday and Friday nights and on late shopping nights before Christmas.
4. Additional late shopping night this Christmas have been agreed with the tenants as follows:
Monday
Tuesday
Wednesday
Monday
Tuesday
Wednesday

Please note that I shall be unable to attend our usual Monday morning meeting next week.

Copies to P Hynes
L Lynch
File.

MEMORANDUM 2

PERSONAL

To: S Keane, Office Manager
From: B Keyes, Chief Executive
Ref: BK/SM
Date: 30 April 2020

INTERNET SURFING AND USE OF E-MAIL

It has come to my attention that unproductive and inappropriate use is being made of both the Web and e-mail.

Please find guidelines covering the use of the web and e-mail within the company. Staff should be informed that we have recently purchased software that allows our computer controller to monitor what websites employee visit. Furthermore, they should be told that is now possible to see how long each site was visited, on what day it was visited and what each employee did when they were at a particular site.

On a cautionary note, I enclose a copy of the statement issued by IMPACT, the union that represents public service clerical workers. You will note that they consider that e-mail should be afforded the same privacy as normal post.

Encs

Copies to C Russell
P O'Brien
File.

MEMORANDUM 3

URGENT

To: All Kitchen Stuff
From: Kitchen Manager
Ref: JOH/08
Date: 30 April 2020

SANDWICH TOASTERS

It has come to my notice that some staff members are not complying with regulations regarding the use of toasters.

I attach a copy of the relevant extract from our procedures manual. I wish to bring the following sentence to your particular attention:
‘When removing bread or sandwiches from toasters use the plastic spatulas provided; never use metal implements such as knives or forks.’

In the interest of safety it is important that all staff comply with this instruction.

Enc
Copy to J Dillon
P Walsh
File