

# Route out of Lockdown Offices and Depots

We have all been negotiating our way through the Coronavirus pandemic and the restrictions which have been imposed upon us. I am really appreciative of how you have all responded to the adaptations required and want to thank everyone across our field delivery, contract management and support functions for the professionalism they have shown.



The news is now more positive and, with infection rates slowing, we are in a position to create a route back into office/depot working. I'd therefore like to outline the approach we will take to safely phase our return to offices over May, June and beyond.

Having listened to feedback across our businesses, I am adamant that we learn from our experiences during the pandemic and that we should not simply return to pre Covid-19 ways of working. Instead we should seize the opportunity to enhance how we operate and take advantage of practices which afford longer-term benefits to our health, our business, our performance and our working lives.

In simple terms, this means we will:

- Conduct a phased return to our offices/depots as and when each stage of lockdown restriction easing is implemented
- Work with reduced people in our offices/depots, subject to the office capacity limits and social separation rules
- Work on a rota basis as appropriate for each functional and operational area to carry out work from both the office/depot and remotely
- Ensure our office/depot layouts permit sufficient space for people to feel safe when they return
- Issue updated office working rules which create a safe working environment for all

In addition, we have set out some principles **(see attached document)** that will define our new ways of working. We want to operate a business where our people feel valued for their contribution rather than time spent at a desk, depot, site or office. We want to be a great place to work where we retain our people, and are an attractive employer for prospective candidates. This approach relies on the accountability and trust of everyone.

Some of you will feel anxious about returning to our workplaces, however we have committed to ensuring that our reintegration is both phased and safe. If you have any specific concerns, I would urge you to speak with your line manager in the first instance who can direct your query to the most appropriate person.

Over the next few weeks, your senior management teams will be working through the specific details of this phased return. When appropriate, please engage with this process and help us ensure a smooth and safe return to the workplace which make takes advantage of our new ways of working.

A stylized handwritten signature in black ink, consisting of a large 'A' followed by a series of loops and a horizontal line at the end.

**Alain Loosveld**  
*Managing Director – Telecom Division*