

## MEMORANDUM

TO: ALL REGIONS

FROM: MELANIE HUMPHREYS – HEAD OF OPERATIONS

DATE: 24<sup>TH</sup> JULY 2020

SUBJECT MATTER: OFFICE CONTACT

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All,

**Please do not email the office to come off jobs.**

The controllers cover different hours so it is not guaranteed your email will be picked up.

If your email is not picked up you are left on the job which then ends up short of counters.

If this happens you will be recorded as a no show and any no shows are automatically made a leaver.

To come of a job you must call the office and speak to a controller.

Thank you

Melanie Humphreys  
Head of Operations

