

Tuesday Titbits

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2022 Bank Holidays!

This year is extra special as we have one more bank holiday to enjoy! That's right, as the Queen will be celebrating her Platinum Jubilee, we're treated to an extra bank holiday. And it's been combined with the Spring Bank Holiday for a four-day weekend in June!

Not got your head around it? Here's the full list of bank holidays for 2022:

- New Year's Day: Monday 3rd January
- Good Friday: Friday 15th April
- Easter Monday: Monday 18th April
- Early May Bank Holiday: Monday 2nd May
- Spring Bank Holiday: Thursday 2nd June
- Platinum Jubilee Bank Holiday: Friday 3rd June
- Summer Bank Holiday: Monday 29th August
- Boxing Day: Monday 26th December
- Christmas Day (substitute): Tuesday 27th December

And as a reminder to our permanent partners, these are included above and beyond your allocated holiday allowance. Please [log in to PeopleZone](#) to make sure the number of holiday days you are owed is correct!

[How to book annual leave reminder!](#)

SharePoint update

We are always looking to make things easier, so we have now added a link for our SharePoint to our [Community Portal](#). Clicking the SharePoint link on the left-hand menu in our Community Portal will take you straight to our SharePoint site.

[Email us with any issues or questions](#)

Spam emails alert!

quick task

 Mark Pratt <nguyen.thaiduy1996@gmail.com>
To: Alex Horne

Today at 07:52

Hello Alex, I need your active cell phone number for an urgent task.

Thanks

Mark Pratt
CEO
Project Partners

The above image is a screenshot of a spam email that Alex received a few weeks ago. On first glance, it might look legitimate. However, look at the email address and you can see quite clearly that it did not come from Mark.

Please stay vigilant and look out for these red flags:

- Emails demanding urgent action
- Emails with bad grammar and spelling mistakes
- Emails with an unfamiliar greeting or salutation
- Inconsistencies in email addresses, links and domain names
- Suspicious attachments
- Emails requesting login credentials, payment information or sensitive data
- Too good to be true emails

If you see something, say something.

Make sure you report any phishing emails as junk, by right-clicking on the email and selecting "Report Junk".

If you're unsure about an email, it's better to be safe than sorry. If an email appears to come from someone you know, but you aren't sure, then you can always drop them a new email or message just to ask them.

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