

From: [REDACTED]
To: [REDACTED]
Cc: [EDI Mailbox; Burns, Anna](#)
Subject: comms principles
Date: 17 November 2022 20:48:00
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Principles of Communication EA Nov 2022- Final.docx](#)

Hi [REDACTED]

'Clean' version of the comms principles attached for you. The document still needs appropriate branding/ formatting (eg using HWDT logo and a standard EA doc template?). Once that's done, in order to enable Monday's publication I should be able to arrange for this to be saved on our EDI sharepoint ([Equality, Diversity and Inclusion \(EDI\) in the Environment Agency \(sharepoint.com\)](#)) which is available to all staff—unless you are able to find a home via [REDACTED] / Anna in time.

If you can send it through (pdf version I'd suggest) to me and cc our team EDI Mailbox then I or a member of my team can make arrangements – [REDACTED], [REDACTED] [REDACTED] have publisher access and between us someone should be able to action asap

Thanks!

[REDACTED]

Manager – [REDACTED]

People & Change – Strategy, Planning & People – Chief Operating Officer's Directorate

Mobile: [REDACTED]

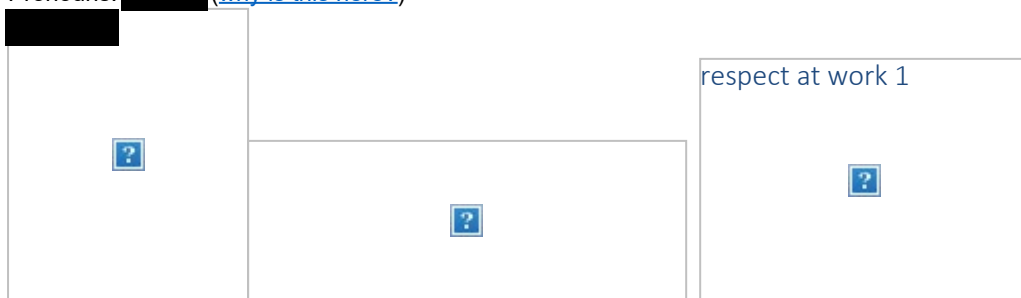
Email: [REDACTED]@environment-agency.gov.uk

Location: Brampton, Cambridgeshire (working from home for foreseeable future)

Please note I work a flexible schedule, with longer hours Mon-Thurs and shorter Fridays (details in my Outlook calendar / out of office message)

Pronouns: [REDACTED] ([why is this here?](#))

[REDACTED]



How to pronounce my name

([phonetic spelling](#))

[Why is this here?](#)

