

OCMS Team Update

A message from Anne Howard



Dear Senior Leadership Group,

With the rapid onset of many team members working from home we need to ensure that Metro's IT assets such as monitors, computers and associated accessories are accounted for and remain in good condition while our teams work remotely.

Action for leaders:

- If you have colleagues working from home, please share this message with them.
- **If you are a manager**, reach out to your direct reports for their asset numbers and keep a record of all assets that have left Metro premises.
- **If you are an employee working from home**, please share your asset numbers with your manager.
- Note: The asset number is located on a sticker on your asset – it will start with MT-LT.

As you will understand, Metro's expectation is that assets should leave in good condition and be returned in good condition.

Thank you for your support and teamwork as we all work through this difficult time.

Kind regards,

Anne Howard
General Manager OCMS

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