



Dear Colleagues,

I have some important updates as we continue to navigate this global health pandemic.

1. **Internal meetings should be held between 10am – 4pm ongoing:** While we always need to be flexible, particularly with meetings from external clients and stakeholders, Metro is committed to alleviating some of the pressure our People are experiencing as a result of the ongoing COVID-19 restrictions. Until further notice, we will continue to schedule meetings where possible only between 10am and 4pm.
2. **KPI setting:** The People Division will cascade our FY21 divisional KPIs and EOYR forms from the end of this month and October will be our KPI setting month for all common law colleagues.
3. **Managing annual leave:** This is one of our 10 Cost Management Measures that will help Metro return to a strong financial position. This is a small measure where everyone can Make a Difference. All employees are expected to take their allocated 20 days annual leave each financial year. Book in your Christmas shutdown leave now, which is from COB 23 December until 11 January 2021. Please talk to your manager if you have any concerns about taking annual leave.

This continues to be a challenging time for everyone and RUOK? Day last week reminded us it's OK not to always feel OK. I encourage you to speak to someone or reach out to our support services if you need any support.



- Our **Employee Assistance Program** is a free and confidential service available to all employees and immediate families. You can access it by calling 1800 808 374 or texting 0439 449 876.
- People managers can also access the **Manager Support Program** on 1800 505 015 for confidential support.
- [Metro's Coronavirus website](#) has information relevant to our team including health and wellbeing resources.

Take care.

Regards,
Michele

Michele Mauger

Executive Director People

