

From: Employee Communications <employee@metrotrains.com.au>
Sent: Wednesday, 28 October 2020 1:21 PM
Subject: Message from the People Division: Working from Home update



Dear Work from Home Colleagues,

Further to Raymond's message regarding the easing of restrictions for Metropolitan Melbourne, you may have noted that Premier Daniel Andrews' statement said those people who could work from home should continue to do so.

Following this advice, it is important that Metro colleagues who can perform their roles from home, continue to work from home.

I acknowledge it's challenging for colleagues to stay engaged as we clock more than six months working from home, but I encourage you to make time to stay connected, reach out to one another and look after yourself and each other as we navigate COVID-19 and a 'COVID normal' as **One Team**.

I ask that you renew your focus on one of our foundational values of Zero Harm and continue to look after your mental health and wellbeing. Maintain a routine that gives you the time to reset and focus on other aspects of your life. Practice mindfulness which can be as simple as being present in the moment. Most importantly, pull in your support system, by staying in touch with other people. The easing of restrictions in Metropolitan Melbourne will help with much of this.

Please continue to participate and access our various health and wellbeing initiatives and services available like this morning's Stay Connected virtual morning tea series. Our next morning tea event on Wednesday 25 November, focuses on team physical safety during COVID-19. I encourage you to attend this virtual event organised by our health and wellbeing team that gives you essential tools to cope with the challenges of these times.

I also urge you to use the support service that Metro offers its team and their immediate families.

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.

We will continue to provide further details and guidance on returning to corporate offices as it comes to hand.

Thank you once again for your efforts during this challenging time and please continue to look after yourselves, loved ones and colleagues.

Stay safe and well,
Rob

Robert Duvel
Acting Executive Director People

