



## **Memorandum**

**To: GSM/TOM**

**Location:**

**From:**

**Staff number:**

**Date:**

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**Subject: PERSONAL CONTACT DETAILS**

I am concerned to hear that some Managers have been using the personal contact details of staff to make unsolicited contact with them or their family members.

I wish to inform you that the details I have provided are for use only in an **EMERGENCY**, any unsolicited contact by email or telephone from a Manager or anyone acting the behalf of LUL management will be viewed as harassment and/or bullying.

Please advise your management team that I do not wish to be contacted at home by telephone or email without my express permission, please place a copy of this memorandum in my personnel file.

Please send me a letter acknowledging receipt of this memorandum.

**Signed**