

Message

From: mark.dinsdale [GRO]
Sent: 03/08/2010 16:23:10
To: christina.wood [GRO]; maureen.moors [GRO]; jacqueline.morris [GRO]
CC: jane.m.owen [GRO]
Subject: RE: Employee Confidential Disclosures (Operational, Other HR, Theft Fraud) - Test Email with Confirmation of Email Escalation Routes - Please Respond ASAP

Chris, it means if we ever get anybody send in an email where they are reporting possible theft or fraud etc by a fellow work colleague, then it will come to us rather than Grapevine. If we ever get any, then make either myself or Jane aware to deal, but it will be in confidence. There is no process for this for us to deal, we will take each one on its individual merits.

Cheers
Mark

----- Forwarded by Mark Dinsdale/e/POSTOFFICE on 03/08/2010
17:20:31 -----

Post Office Security
Sent by: John M Scott
02/08/2010 19:40

To: "rmgspeakupdisclosures [GRO]"
<rmgspeakupdisclosures [GRO]>, David A Noble/e/POSTOFFICE, Peter
Tansley/e/POSTOFFICE, Chetna Brandwood/e/POSTOFFICE
cc: Dave S Pettitt/e/POSTOFFICE, Mark Dinsdale/e/POSTOFFICE, Post
Office Security <Post_Office_Security%POSTOFFICE [GRO]>
Subject: RE: Employee Confidential Disclosures (Operational, Other HR,
Theft Fraud) - Test Email with Confirmation of Email Escalation Routes - Please
Respond ASAP

Mark
Is this for information only, if not, can you explain what it all means please.
Cheers Chris.

Hello All.

In regards to the reporting of POL security issues, can you please have them directed to a group email address of 'Post Office Security'. They are not to go to intel@grapevine, this is a call handling facility similar to the Confidential Disclosure hotline itself which does have some parameters in terms of responses, however would be totally unsuitable for receiving this type of information. It needs to go direct to POL Security hence the email address given.

Cheers.

John.

From: David A Noble On Behalf Of rmgspeakupdisclosures [GRO]
Sent: 30 July 2010 18:07
To: Ops_Compliance_Risk [GRO]; Terry Mason; Fay Healey; Benjamin M Boyce; Keith Woollard; Dave Pardoe; securityhelpdesk; Lynn Hobbs
Cc: Chetna Brandwood; Paul Beeson; Derek C Pratt; John M Scott; Benjamin M Boyce
Subject: Employee Confidential Disclosures (Operational, Other HR, Theft Fraud)
- Test Email with Confirmation of Email Escalation Routes - Please Respond ASAP

Re: Operational disclosures, Other HR disclosures & Theft/Fraud disclosures

Please confirm by return to this email address that you are content with arrangements below. This will enable IA&RM to commence communication of relevant employee disclosures as from 2nd August 2010. Any required changes or queries please contact Chetna Brandwood or Paul Beeson in the first instance.

n.b. I realise that we are yet to confirm arrangements with Lynn for POL Operational related disclosures. In addition I need to confirm with Dave that the intel [GRO] email address is fully appropriate for POL theft/fraud type disclosures. I will ask Chetna Brandwood to speak to you both early next week to this end!.

All

You will be aware we have been looking to finalise arrangements relating to the treatment of employee confidential disclosures received via the new Speak Up Hotline being run by InTouch MCS Ltd on behalf of RMG.

As far as I am aware the escalation to BUs should be as follows - can you please confirm these as correct.

Operational issues (including Compliance)

RML Retail To: Ops_Compliance_Risk [GRO] (Jane Hooper's dedicated inbox for disclosures)

RML Wholesale To: Terry Mason

Parcelforce To: Benjamin M Boyce

Post Office Limited Operational disclosures to Lynn Hobbs
Compliance disclosures to Keith Woollard

Other HR

Group HRSC Gateway [GRO]

RML Retail HRSC Gateway [GRO]

RML Wholesale Terry Mason

Parcelforce Benjamin M Boyce

Post Office Limited Fay Healey

Theft / Fraud

Group securityhelpdesk [GRO]

RML Retail securityhelpdesk [GRO]

RML Wholesale securityhelpdesk [GRO]

Parcelforce securityhelpdesk [GRO]

Post Office Limited intel [GRO]

Attached below are updated documents that may be of use / interest.

Policy

(See attached file: Employee Confidential Disclosures Policy - Final 30th July 2010.doc)

FAQs

(See attached file: Speak Up Hotline - FAQs and Scenarios - Final 30th July 2010.doc)

Process (high level explanation)

(See attached file: Employee Confidential Disclosures - High level process.doc)

Example of a Disclosure Form that will be received by yourselves for review and appropriate action to be taken.

(See attached file: 12345 - Individual Disclosure Record - Confidential Example.doc)

Regards

David