



5th April 2017

Notice to all staff

As of Monday 10th April there will be a new section on our website which can be found at this link:

<http://www.pugwashbay.ie/2017/03/30/staff-only-area/>

- This is a staff only area and any material shared here is strictly confidential and must not be shared elsewhere.
- You will be provided with log in details which should not be shared with anyone who does not work at Pugwash Bay Ltd.
- This page will contain the most up to date version of the staff handbook.
- You can log in using username=staff and password=staff.
- The page will act as a consultation and information forum. I will notify staff when new content is added. For example, I might add a policy and invite consultation before a certain date. Feedback should be provided by email to info@pugwashbay.ie. A date will be set for this purpose and after this the policy will be published and circulated.
- Feedback should be constructive and all feedback will be considered carefully. However not all suggestions can be taken on board and the document may be published without change. This will be after careful consideration of our legal and legislative requirements.
- Information will also be added to this page and this is to support and assist you in your role.
- We strongly advise you to make use of this page.

If you have any questions please let me know.

Kind regards,

Lorna Clarke