****

**Workplace Transformation Program**

**COMMUNIQUE for Retrieval of Personal and Business Assets to EMPLOYEES**

**VERSION 1**

**Date:** MAy 26, 2022

 COMMUNIQUE - Retrieval of Personal and Business Assets to Employees

***To be removed before sending***

**Objectives:** understand why the retrieval of personal and business assets needs to take place and how to do it

**Whom should this be sent to:** all employees who have personal and/or business assets in the location of the future space.

**When to send the** **communiqué** : To be sent after the ***COMMUNIQUE - Retrieval of Personal and Business Assets to Leadership and managers*** has been sent.

**Who should send the communiqué**: Executive Sponsor in collaboration with the Project Sponsor

**Expected outcome**: All employees participate in the retrieval of personal and business assets.

The proposed message below must be adapted by respective clients to ensure the message follows internal cultural attributes, organizational vision, name of the project, and any specifics details.

**TO:** All impacted [NAME OF ORGANIZATION] employees located at [LOCATION]

**CC:** All [NAME OF ORGANIZATION] directly and indirectly impacted people managers

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** [NAME OF ORGANIZATION] [LOCATION] [NAME OF PROJECT] – Retrieval of Personal and Business Assets Announcement

As part of [NAME OF ORGANIZATION]’s upcoming [NAME OF PROJECT] at [LOCATION] the retrieval of personal belongings and the clean up and securing of documents and business assets between [DATES] is a necessary step.

Why are we doing this?

* To transition to a hybrid workplace where employees will have the option to work from a selection of [NAME OF ORGANIZATION] modern office environments, GCcoworking locations, or from home
* To modernize [LOCATION] spaces to give employees more choice over where they choose to work
* To support a digital-first approach, prioritizing paperless filing, note taking and signature tools

What needs to be done?

* Choose a time slot in the [BOOKING SHEET OR RESERVATION SYSTEM] to collect belongings and package business assets. Before coming on site ensure that your access card is not expired [AND COMPLETE A SHORT MANDATORY TRAINING ON SAFETY PROCEDURES]. If your access card is expired, please contact [CONTACT NAME].
* All personal belongings need to be removed from workstations, lockers, cabinets, and common areas, including the kitchen and coat room. There will be cardboard boxes on site as well as recycling and garbage bins.
* Business assets such as label makers, hole punches, office supplies, stationery, etc. must also be removed and placed in one common cardboard box which will be left on the floor for now.
* All documents need to be properly stored or disposed of (either digitized, filed in secure bins, shredded, or recycled as per the proper security protocols).
* Cabinets should be empty, unlocked and all keys left in the lock. All codes and combinations for lockers, drawers and cabinets will need to be reset.
* IT equipment (i.e. monitors, printers, cords, and adapters) should be left in the office, but you can take your mouse, keyboard, memory stick, or other personal equipment with you.
* You will find more detailed information in the **Guide for the Retrieval of Personal Belongings and Business Assets** attached to this email. [INCLUDE LINK TO DOCUMENT]

I work from home, what should I do?

* If you have permanently shifted to working from home or were onboarded from home and have no personal assets in the office, please disregard the need to book a timeslot to visit the office.
* Work with your manager to assist with the clean-up of business assets where required.

If you are unable to go to the office or do not feel comfortable doing so, please speak with your manager first. Another colleague can retrieve your belongings, or we can store them somewhere for you to pick up. In exceptional circumstances, mailing options can be arranged.

Your Senior Leaders and Managers have been notified of this important first step to creating our future workplace and are available to support you through this initiative—including materials to help guide you through the procedure to collect belongings and assets.

I extend my thanks as we embark on this journey together. If you have concerns or questions please speak to your manager first, but do not hesitate to contact [NAME OF GROUP LEADING THE RETRIEVAL INITIATIVE] as well.

Thank you,

[Executive Signature]