

ANZ  
56 St Paul Street  
Randwick 2031  
NSW, AUSTRALIA

Our Ref :

10 September 2023

Stephanie RANDY  
ANZ  
150 6<sup>th</sup> Avenue  
Andrews 2032  
NSW, AUSTRALIA

Dear Mrs RANDY,

#### WORKING FROM HOME

We are pleased to inform you that following a request from some of our colleagues, and after a successful meeting with all the executive officers of the company we have decided to encourage flexibility at work.

Therefore, we are offering our administrative assistants to work from home from one to three days a week.

All employees who may be interested are invited to a meeting that will be held by our Managing Director/Chairman on October 4, 2023 at 10 am in the conference room. You will be informed about the new work(ing) conditions.

Then, it will be up to you to decide on the number of days per week you would like to work from home. This decision must be made by 20 November 2023.

We look forward to seeing you at the meeting and we hope that these new conditions will meet your expectations.

Yours sincerely,

*Signature*

Jenny James  
Assistant to Pete Hopkins  
Human Resources Manager