



COVID-19 update

The health and safety of staff and clients is our top priority

26 June 2020

AGILE WEEK – GREEN TEAM

Suspicious and unsolicited emails

A reminder for staff to have a heightened awareness of suspicious and unsolicited emails, particularly emails that appear to have been sent by someone by else. This is either done so that the entire name and email address of the sender is a forgery, or in more straightforward cases, just the name of the sender. Emails typically pose as coming from someone in positions of authority (Manager, Executives) asking you to perform money transfers, pay invoices, click on hyperlinks or to send sensitive data.

If you receive any suspicious emails:

- **Do not** open, reply or forward the email.
- **Do not** click on hyperlinks or open attachments unless you are confident about the sender and information the email contains.

Delete the email by:

- Highlighting the email
- Hold down the Shift key while pressing Delete
- Click Yes

If you are uncertain about the origin of any email, always cross check the information by going independently to the company's website, or by calling the sender directly.

Chit chat with the CEO

Join me on Tuesday 30 June 1-1.30pm for *Chit Chat with the CEO*.

You are welcome to join the zoom call and ask me about anything. Hopefully I will have a ready response - if not, I can follow up for you.

Zoom Meeting

<https://zoom.us/j/95813089108?pwd=bIF2T3VYeVR5aFIDbFNjSjRCNEZldz09>

ID: 958 1308 9108

Password: 117438

Vicki

Enjoy your weekend!