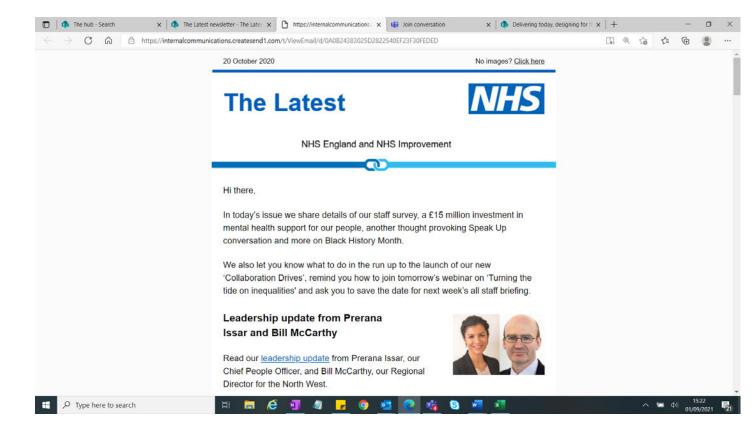
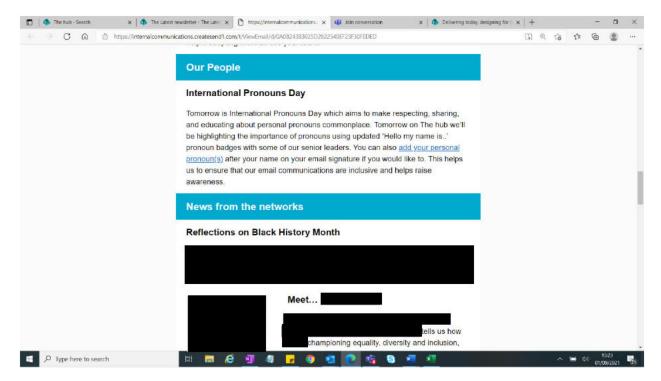
21 October 2020

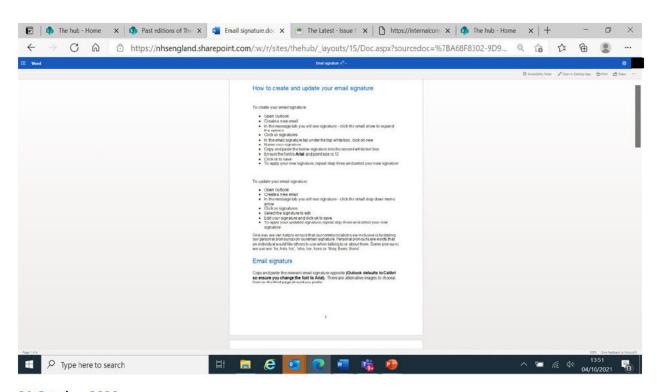
All Staff Newsletter article.

Screenshot one provides evidence for the date of the all staff newsletter. The URL provides evidence that screenshot two was in the same communication. All newsletters are archived on our intranet. The below was sent to all staff by email in the all staff newsletter.



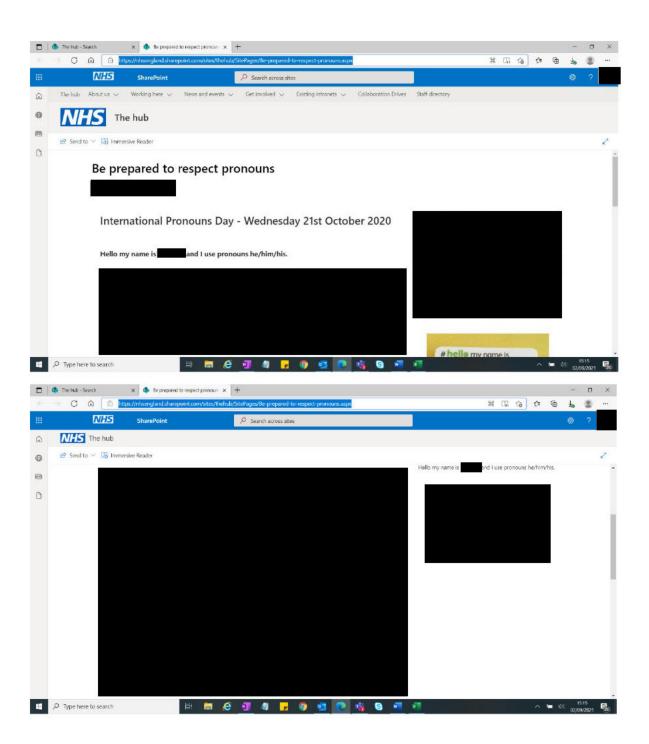


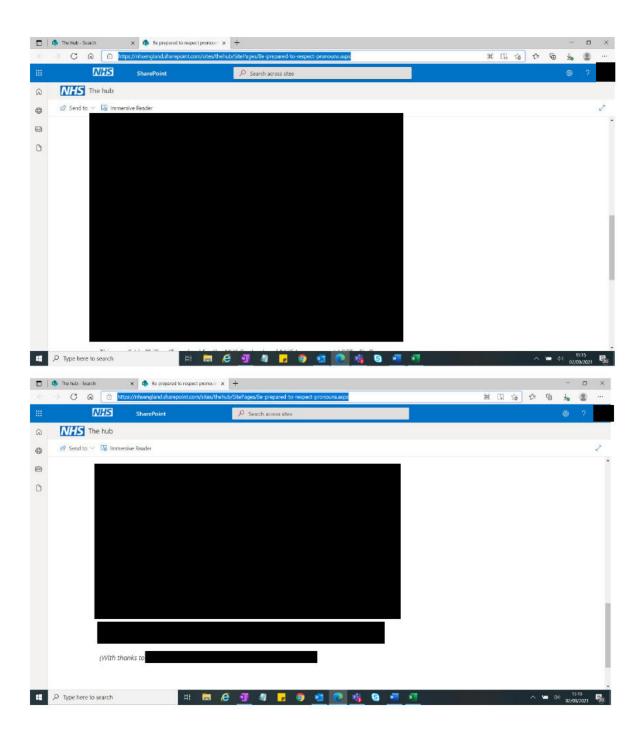
The article linked to the below: on how to change your signature:



21 October 2020

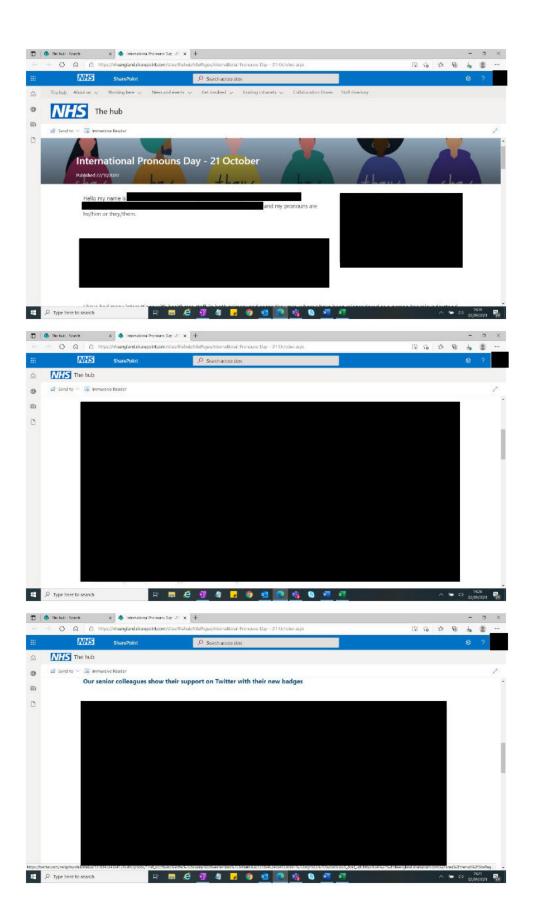
As part of the same awareness day the below article was shared on our staff Intranet homepage which all staff have access to.

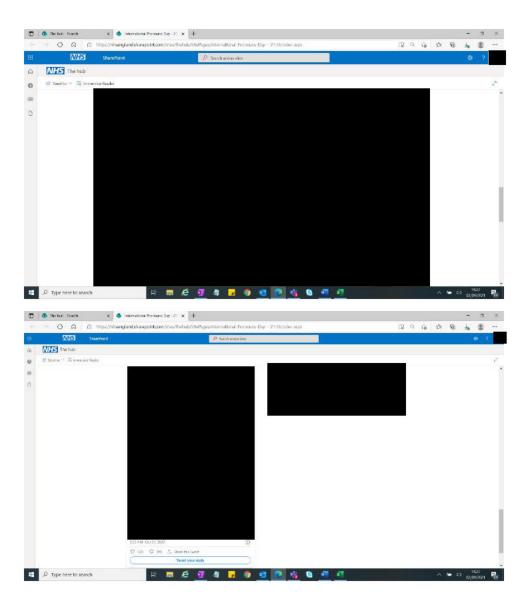




22 October 2020

Article on the Intranet promoting the same event.





2 February 2021

Article in the all staff newsletter about including pronouns on emails.

