

FROM : JAMES MEREDITH

TO : ALL STAFF

March 27th, 2014 or 2014/03/27

Note number : 01a/BL

RE : NEW INNOVATION POLICY

As you already know, new technologies will have a key role to play in our company in the forthcoming years.

A lot of improvements and benefits such as better productivity, better internal and external flow of information and communication, availability and implementation of new innovating products and devices for remote conferencing and meeting. Thus, up to 20 people could be connected at the same time in different places !

It will be easier and faster to fill in paper forms because people will be able to write directly the data on their tablets or laptops and the content will be linked and transferred to the other computers in the meantime.

To abate the involved and understandable reluctance or fear which could be felt from some of you about these future changes, an external consultant will come and make an assessment of the advantages brought by this new innovation policy to improve efficiency and productivity .

Therefore, we ask you to host him on a friendly way with all your cooperation.

Your suggestions for implementing improvements or any other ideas are required.

Don't forget to report any application for a potential need of training in accordance with our project. And don't forget :

"new technology is the gate to our future success"

Thanks to all - Regards

B.L. Managing Assistant

on behalf of James Meredith - Administrative Manager