

Dear Colleague,

Welcome to the HE Space intranet!

The intranet has been setup:

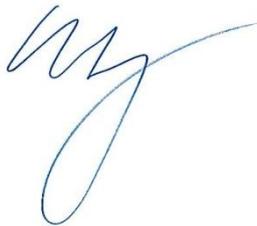
- To provide clear, accessible and accurate information for new and existing employees of the Company;
- To ensure that all employees are familiar with and understand the procedures and policies of the Company;
- As a tool for you to get to know your HE Space colleagues.

The policies, procedures and guidelines on the intranet are applicable to all employees of HE Space. Please read them carefully and remember that all information on this intranet belongs to the Company and should be treated accordingly. You should ensure that this information is not shared with any third party. Misuse of intranet information could lead to withdrawal of access to this resource.

If you are unsure about any Company policies or if you have any questions, corrections or proposed updates to the intranet, please do not hesitate to contact the HR Department.

We hope you will find this resource useful and I wish you a long and fulfilling career with the Company.

Kind regards,

A handwritten signature in blue ink, appearing to read 'KM', with a long horizontal stroke extending to the right.

Keith Muirhead
Chief Operating Officer