Ashford Business Services Ltd

Policy Update Memo

Document	Date	From	To
OF-MC-001	9 November 2026	James Patel, Office Manager	All staff

Subject: Policy update - Sarah Mitchell

Ashford Business Services Ltd announces a revised Sarah Mitchell. This memo supersedes Previous document title as agreed at the meeting.

Current	Revised
Previous policy summary as agreed at the meeting.	Revised policy summary as agreed at the meeting.

Effective: 9 November 2026. From that date, follow the revised policy, not the version it replaces.

What staff must do

- Read the revised Sarah Mitchell, especially Policy section, before 9 November 2026.
- Follow the revised policy from 9 November 2026.
- Direct questions to James Patel, Office Manager.

Acknowledged: _____ Name: _____ Date: _____