

Unidentified Addressee Procedure

The following procedure will be used when unidentified mail is received.

1. If the envelope is not addressed to a named individual or department it is opened and the contents examined to see if the recipient can be identified. If the contents and or name in the letter are not recognised then action points 2 to 5 are undertaken. Failing any positive response the letter & contents are then passed on to the Facilities Manager for action as per point 6.
2. If the envelope contains an unrecognised name, the first action will be to check the internal telephone list to see if the addressee is a new member of staff.
3. Failing this, the name will be checked against those of committee members listed in the current edition of the Law Directory.
4. Failing this, the name will be checked against the list of members of the Law Library (all listed in the Law Directory).
5. Failing this, an email will be sent to Human Resources and Career Support to see if they recognise the name, i.e. on the basis that it is someone due to start at the Law Society or a client of Career Support. If they are unable to identify the recipient then action point 6 will be taken.
6. Having exhausted all of the options in 2 to 5 above, Post Room staff will pass the letter and contents to the Facilities Manager for review.
7. The Facilities Manager will draft a memo and send it to a list of possible recipients, placing the most likely person at the top to be followed by the next most likely recipient and so on and having himself as the last person on the list. The memo will be sent to the first person on the list to see if it refers to them. If not, that person will send it to the next person on the list and so on until someone claims the letter or it is returned to the Facilities Manger, (being the last person on the list)
8. In the event that a member of staff receives a letter which is not for them, they should forward it to the correct person within the Society, if they know who that person is. Otherwise they should return it to the Post Room advising it is not for them and the procedure listed above is followed.