**VEEVE Communications Policy**

Purpose

To lay down a clear, consistent and easy process to follow regarding dealing with calls and contact from the press and other media.

Scope

All permanent and temporary employees of Veeve working under a contract of employment, agency staff, contractors and consultants.

Policy statement

No employee may respond to any enquiries from the press or other media about any matter relating to the company before following the procedure set out below, no matter whether the request is received verbally or in writing.

Any employee who knowingly ignores this policy may be subject to the Company’s Disciplinary Procedure.

Procedure

* Any communication request, either on or off the record, including those from PR Agencies, 3rd party suppliers and event partners must be forwarded in writing to a member of Veeve’s Executive team;
* This request must include a full brief, including any history to be aware of and, in the case of 3rd party supplier stories, the details of the project/agreement and whether it is in our interests for our competitors to know this is something we are working on;
* The Executive team will assess the opportunity and, if deemed something appropriate to contribute towards, prepare a proposed response;
* The proposed response will be forwarded to Smedvig for final sign off, if required;
* The Executive team will then arrange communication via the appropriate channels.