	Bellissimo Ventures			
	Title:	Communication Matrix	DOC #:	28
	Revision #	1.1	Date:	25.04.2022

DOCUMENT INFORMATION	
Revision Number	Version 1.1
Document Name	Communication Matrix
Document ID	28
Issued Date	25, April 2022
Effective Date	25, April 2022
Owner	Mahima Shrivastava
Reviewed By	Brajesh Shrivastava
Approved By	Brajesh Shrivastava
Document Status	Released
Document Classification	Private

DOCUMENT HISTORY				
Version Number	Approved Date	Type of Change	Author	Reviewed By
1.0	18, September 2021	Baseline	Sudha G Rao	Mahima Shrivastava
1.1	25, April 2022	Addition of Serial Nos. 14 & 15	Sudha G Rao	Mahima Shrivastava

DOCUMENT DISTRIBUTION				
Recipient's name	Designation	Organization	Version #	Purpose
Sudha G Rao	HR Manager	Deduce Technologies	1.0	Review and Maintenance
Sudha G Rao	HR Manager	Deduce Technologies	1.1	Review and Maintenance



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SL.No	Information Type to Be Communicated	Communication Mechanism / Action	From Whom?	To whom?	When planned?
1	POSH Training	Email	HR Manager / Team	All Associates	Jul-21
2	Quality Policy	Email	Mahima Shrivastava Director Corporate	All Associates	1 st Week of September, 2021
3	Quality Policy	Screensaver on Desktops	To be facilitated by Admin Teams	All Associates	2 nd Week of September, 2021
4	Foundation Training for ISO 9001: 2015	Email	Barun Sanyal	All Associates	Ongoing
5	Fire Drill	Email	Admin Department	All Associates	1 st Week of October, 2021
6	Legal Communication	Email	Director Corporate Affairs / HR Manager	All Associates	On need basis
7	Statutory Communication	During Induction / On-boarding mail	HR Manager	All Associates	On on-boarding
8	Covid Notifications	Email	Director Corporate Affairs / HR Manager	All Associates	On need basis
9	Vaccination Notifications	Email	HR Manager / Team	All Associates	On need basis
10	Appraisal Notifications	Email	HR Manager	All Associates	Last week of August 2021 and February 2022

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11	Salary Account Opening Notifications	Email	HR Manager	New joiners	After On-boarding
12	ESIC E-Pehcchan Cards release notification	Email	HR Manager	New joiners	After On-boarding
13	Soft skills Training Notifications	Email	HR Manager	Team of Associates	On need basis
14	External Communication	Email	CEO	Customers / Partners	On need basis
15	Incident Reporting	Email	All Associates	Info Sec Steering Committee	On need basis