

> Home

Introduction

Our Channels

Section One
– Keeping You Up to Date

Section Two
– Collaborating and Keeping
Each Other Updated

Section Three
– External Channels

Frequently Asked Questions

How to keep updated on all things Fujitsu

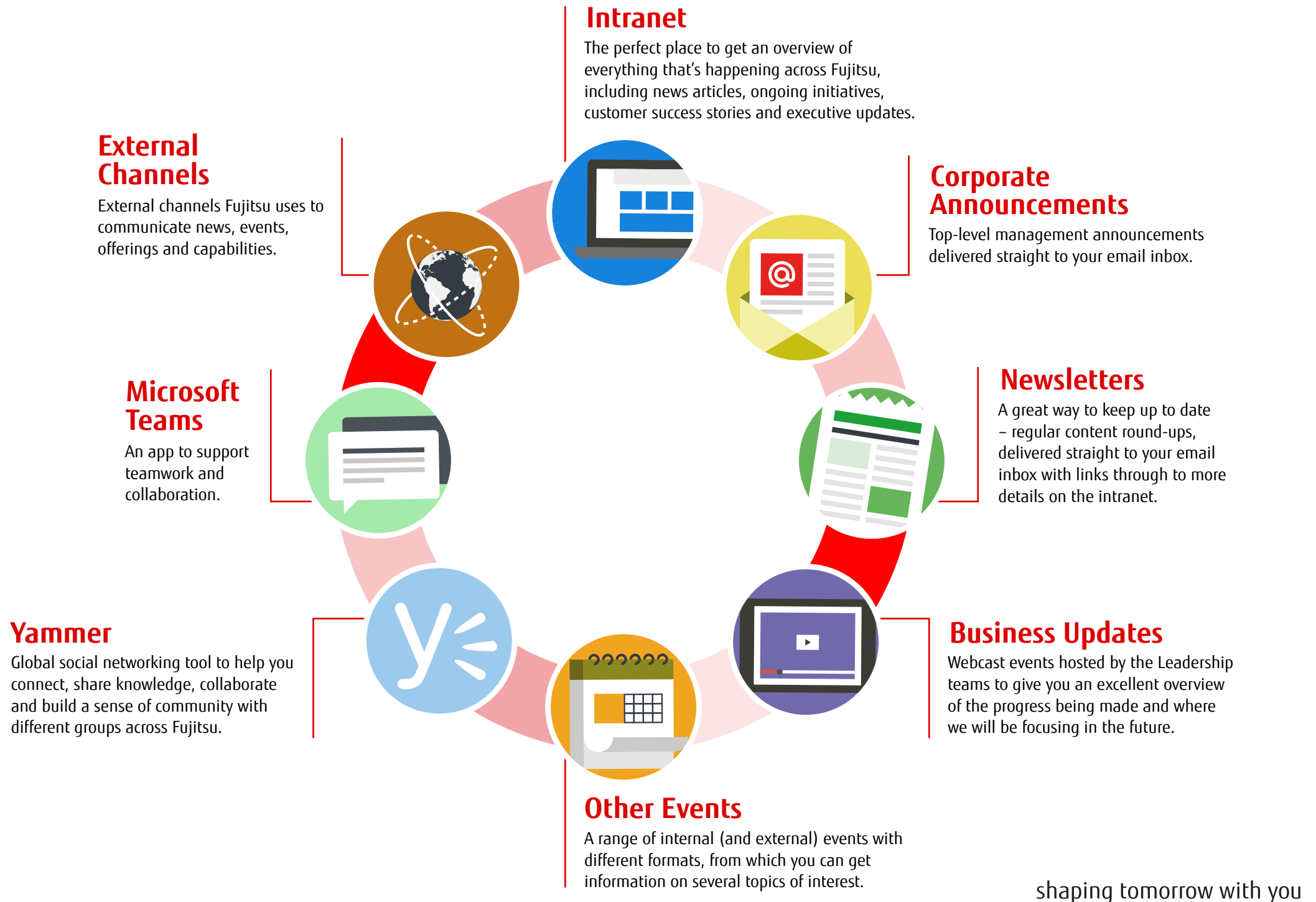
A guide to our
communications and
collaboration channels



This short guide lets you know all the ways you can keep up to date with what's happening in Fujitsu.

There's also helpful information about how you can collaborate with colleagues and share what you're up to with everyone else. And, if you need any further help, feel free to get in touch with your Internal Communications team, who will be happy to point you in the right direction and advise on the best way to access and share content.





Section One

Keeping You Up to Date

This section tells you about all the ways we share corporate news and keep everyone updated on what's happening around the business both on and offline. There are channels that you can use to keep people informed on key activities you're developing too.



Your Intranet

GD Connect is the perfect place to get an overview of everything that's happening across Fujitsu. The front page offers a hub of information, with a nice mix of global, regional and local updates, through a drumbeat of news articles, ongoing initiatives, customer success stories and executive updates.

Explore the top and bottom sections to find corporate portals and much more. Depending on the topic, content is shared using a variety of formats including text, video, presentations, images, animations and infographics, to get the information to you in the best way possible.



What does this cover?

On the homepage, you can:

- Access our **Top Stories**, a scrolling selection of our highest priority global news such as employee initiatives, strategy and business updates, industry recognition, key events, important campaigns, and strategic announcements.
- Get more in-depth information on global topics by clicking through via the **Focus On** part.
- Keep up to date with the latest happenings in other parts of Fujitsu's business via the **Fujitsu news** section.
- Find out what's happening in Global Delivery, the Clusters or in the various GDCs through the **GD Highlights** section.
- View updates from our GD leadership team in the **Leadership Updates** section.



What does this cover?

Through the homepage:

- On the top navigation and footer, you can find **dedicated portals** that bring to life information about a particular strategic topic, central function or business area. You'll find out who they are, what they do, how they contribute to the business, their practices, and be able to access important documents, related updates and announcements.
- On the **I'm looking for** area, you'll find quick links to access key pages, resources and apps.
- Explore your own **GDC local page** to find everything you need to know about what's happening in your GDC. You'll also be able to find dedicated pages for local functions for additional information and documents that will help your day-to-day.

Current intranet features and functionalities might change slightly with the migration to SharePoint Online later in the year. We will keep you updated on the awesome things to come.



Get involved...

Visit your **global** and local intranet homepages regularly to see what's happening.

- **Submit your news and stories** to your Internal Communications team so we can keep content fresh and relevant.
- Explore the portals to access all the materials you need.
- 'Like' content or share your views via the commenting facility.

Corporate Announcements

Top-level management announcements sent directly to your email inbox for convenience.

EMAIL



What does this cover?

We don't want to inundate your inbox so you will only receive corporate announcements via email if there is news to share on strategic company topics, an emergency or when there is something important you need to act on in the short term.



Get involved...

- Regularly check your inbox for corporate announcements.
- Make sure you read these emails carefully and complete any actions promptly.
- Visit the **announcements page** to see if you missed something.
- Ask your manager if there is anything you are unsure about.

shaping tomorrow with you



Newsletters

Regular content updates, delivered straight to your email inbox. They typically contain links through to more content on the intranet.



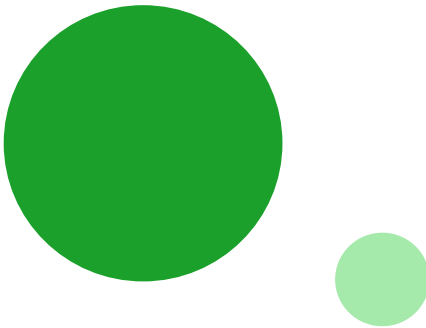
What does this cover?

These bring new information (like the Security Ninja) or offer a round-up of the highlights from across the organization (like Hashi, the managers newsletter, or the GD Sales Enablement newsletter). It's a really useful way of getting up to date, and to have everything you need compiled in a single place and delivered directly to you.

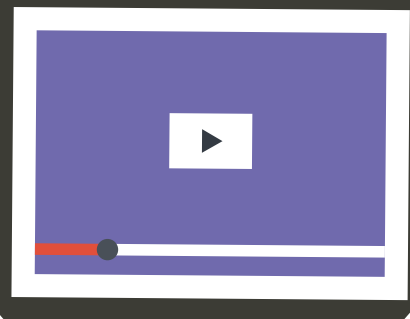


Get involved...

Read the newsletters as they land and click through the links to view additional content.



EVENT



Business Update

Webcasts led by your Head of Global Delivery, Cluster or GDC, which are essential parts of your calendar. These will give you an excellent overview of the progress being made and where we will be focusing in the future.

What does this cover?

These business updates cover our strategy and key corporate topics, financial performance to date, major deals and ongoing employee-related initiatives. After the live event, lots of material including slides, recording, and Q&A if relevant, is shared on the intranet or via email channels.

Get involved...

- If you get an invite, register to attend and join the event.
- Make sure you check out the post-event content on the intranet.
- Talk to your manager if you have any questions about what you see or hear.



Other Events

Townhalls

Face-to-face group sessions with members of the Executive team, when they visit your office. These can be held online, as e-Townhalls, when relevant.

EVENT



Get involved...

- Register to attend once you receive an invite.
- Come along and participate!



What does this cover?

These ad-hoc events are a great opportunity for you to meet Executive Team members, ask questions and share your views directly to them. You'll catch up on our corporate performance, programs and initiatives, as well as topics specific to your location. Where a full Townhall isn't possible, Exec members often invite smaller groups or hold Roundtables or drop-in sessions. Online versions of these events keep the location-based invitee list, so topics can be adapted to your local reality.

Coffee Talks

The opportunity to have a 'virtual' cup of coffee with a senior leader.

EVENT



What does this cover?

These informal, online sessions cover a rich and varied range of topics, giving you the opportunity to get to know your leaders better and to put your burning questions forward.



Get involved...

- Register to attend once you receive an invite.
- Come along with any questions and participate!

Internal Webinars

Informative or training-like sessions covering a wide variety of topics. According to topic, they can be promoted on the intranet or via email.



Get involved...

Keep an eye on the intranet or your inbox, to find more about these type of sessions and how to join.

EVENT



What does this cover?

In this fast-paced environment, there is always a lot going on. You'll be able to find open sessions on various topics like Sales Enablement, Learning and Development, Diversity and Inclusion, People Manager information, demos and training sessions and many more.

Team Meetings

Regular sessions hosted by your manager, either face-to-face or virtually.

EVENT



What does this cover?

These meetings are an opportunity for discussion and for your manager to keep you updated with what's going on across your team and talk through any important corporate updates. They are also the chance for you to ask any questions you might have.



Get involved...

Make every effort to attend your team meetings to get the information you need to do your job effectively.

Fujitsu External Events

These are Fujitsu's flagship events for customers, partners and other external parties.

EVENT



What does this cover?

These events are designed to showcase what Fujitsu has to offer, ranging from new services, products, demos... While the event is focused on our external audiences, key content will be shared internally via the intranet. You can also watch various talks, interviews and demonstrations of the amazing stuff Fujitsu has to offer, valuable insights from experts and thought leadership.



Get involved...

Follow the events online and check out all available materials via our YouTube channel and on the intranet.

Office Media

We use a range of materials on Fujitsu premises to pass on key corporate messages. In line with our Responsible Business commitments, we tend to favor online materials to printing materials, and reserve the latter for long standing campaigns.

When you're onsite, you'll see TV screens showing updates on our business and customers, and office branding carrying our corporate messages. Posters and goodies are also sometimes used to support global or local campaigns, namely from HR, Health and Safety or Information Security.



Get involved...

When you're onsite or visiting an office, check out the latest materials as you move around the buildings.

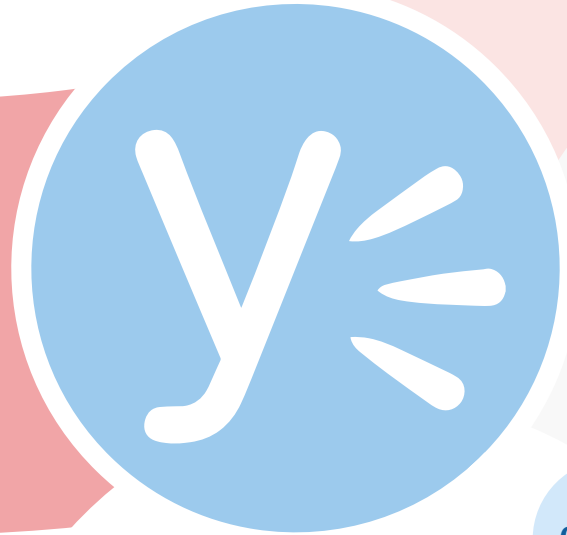


Section Two

Collaborating and Keeping Each Other Updated

In this section, we cover all the different channels you can use to interact and collaborate with members of your team, and other employees across Fujitsu.





Yammer

A global social networking tool to help you connect, share knowledge, collaborate and build a sense of community with different groups across Fujitsu, about a particular area of interest.

ONLINE



What does this cover?

There is a wide selection of interest groups focusing on everything from lines of business to specific projects, countries or topics.



Get involved...

- Search for existing communities and follow groups that interest you so that you see all their updated content as it gets published.
- Comment and 'like' content to get your own thoughts across to others.
- Set up your own groups and communities around the things that matter to you.

Microsoft Teams

An app for teamwork and collaboration, enabling you to chat, conference and exchange with your colleagues.

ONLINE



Get involved...

- Request your own Teams group focused on specific projects or activities.
- Check out the Teams tutorials on the intranet to help you find your way around this app.
- **Learn more** and try out the different Microsoft 365 apps available for you.

What does this cover?

It can be used as a single place for team collaboration, allowing you to do a range of things from a single location, such as chatting, presenting materials, file sharing, and discussion. You can also request your team site, where you'll be able to centralise all information regarding your team, and share it with your key stakeholders. Video and voice calls and meetings are being enabled for Teams, just like on Skype.



Skype

Skype enables you to video chat and make voice calls. The additional functionality of Microsoft Teams makes it preferable to Skype and will replace it in time.

Section Three

External Channels



External Channels

Keep in touch with what we're sharing with our external audiences and the feedback we are getting by **visiting our websites** and signing up to our social media channels. And don't forget, you too are an important ambassador for Fujitsu!

ONLINE

WhatsApp

An app for you to chat and message colleagues from your mobile device. Please be aware that it's not been adopted as a communications channel for Fujitsu as a business, so you should not use it to share Fujitsu business materials nor to discuss or share confidential information.

Frequently Asked Questions



Home

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Section Three

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? We now have the Intranet, Skype, Teams, Yammer and SharePoint communities. How am I supposed to know my way around them, and which one do I use and when?

Use the Intranet to find all the latest corporate news across Fujitsu. This is our main corporate channel and the main official source for news about Fujitsu.

Fujitsu is in the process of migrating to Microsoft 365, which is being done in waves, across teams, countries and regions. While this migration is ongoing, tools with the same purpose will overlap, to ensure no one is left out. Skype will eventually be replaced by Teams and SharePoint Communities will be replaced by Yammer.

Use Yammer to keep up with your communities across a given topic, business area, project or geography. Use Teams to stay connected to your team, or other key groups you need to engage with. Once we have full functionality on Teams, this will make your life easier, since you'll be able to access everything in a single place.

? I'm following Yammer groups where the admins share announcements. I also have Teams groups where people share the latest news and ask for my feedback. Does that mean I won't receive any more emails and that Yammer and Teams will replace Email?

No. Our ways of working continuously evolve and adapt to the capabilities that new tools and technology bring to our doorstep. If you, your team and the colleagues you usually work with adopt the new tools for collaboration, you may find a reduction in email traffic.

For corporate announcements, however, email will continue to be used for strategic or urgent topics, or topics that require action. Everyone consumes information differently and have their preferences on how they want to receive information. A more comprehensive mix of channels will therefore result in more employees being properly informed.

? I work away from my laptop a great part of my day. When will I be able to access information through my Fujitsu mobile?

You should already be able to access emails and online events through your phone. With the full deployment of Microsoft 365, Fujitsu will adopt SharePoint online, which will enable you to access a more user-friendly intranet through your mobile. Watch this space!

? The new features are all very nice, but this is all a bit overwhelming. How do I get more information?

A range of resources, from guides to trainings to live sessions, are available to help you make the most of all the existing Microsoft 365 applications.

You can find out more by visiting the **Learning and Adoption Resource site** – here you are able to register your interest in attending training programs, or you can go to the dedicated community group on Yammer.

If you have any additional questions, feel free to get in touch with your **Internal Communications team**, who will be happy to point you in the right direction and advise on the best way to access and share content.