

INTEGRATED SUMMATIVE TASK 1

COMMUNICATION POLICIES AND REPORTS



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# Summary

The Remote Work Policy is an internal written policy, which has been compiled by the human resources department at BET Software. The purpose of the remote work policy is to provide guidelines and standards for Team Members who work from a location other than company offices. In this report we will highlight findings from our analysis of the policy.

# Introduction

BET Software is one of the most diverse betting software providers in Sub-Saharan Africa. We provide reliable, and user-friendly betting software on a global scale, whilst supporting incredibly large transactional volumes in a fast-paced industry.

Our talented Team is disrupting the industry. We’re pushing technological boundaries to create world-class online and retail betting solutions, and other pioneering software solutions and systems. Our vision is to be the most innovative, leading software provider in Africa, and a front-runner in global markets.

By permitting remote working courses of action and giving the chance to telecommute, the point is to improve our worker incentive and the Team Member's work insight. In doing as such, effective degrees of correspondence and execution should be kept up with as per this approach. Utilizing the five business composing procedures we have investigated the current strategy and have distinguished specific regions in which this approach can be gotten to the next level.



# Findings

While the motivation behind the strategy was illuminated plainly, we tracked down various issues concerning the arranging of the actual approach. The record has no page numbers, chapter by chapter guide or sub-headings. We felt that the mark of the strategy isn't made forthright, and the peruser should add well to the record to get to its core.

There is a considerable amount of language to get past, which the peruser might have skipped by and large assuming a list of chapters was given. Reference is made to "telecommuting" and "working from anyplace". It's hence hazy regarding what the colleague is administered by.

The archive has an extremely clinical feel (inside the reason articulation), it is expressed that break of trust will lead in excusal. The tone is in this manner very harsh from the beginning.

Finally, we have seen numerous linguistic mistakes and utilization of words and models, that are not suggested for proficient use, for example, "ping" and "or potentially"

# Conclusion

The fundamental issues that we found were:

1. Designing / Formatting issues
2. Strategy isn't clear and succinct enough toward the start
3. Linguistic blunders tracked down while editing



# Recommendations

1. Fix every grammatical mistake and use words or models that are suggested for proficient use.
2. Explain references made to "telecommuting" and "working from anyplace".
3. Include page numbers and a chapter by chapter list for usability and understanding.
4. Eliminate any harsh remarks implying absence of trust and rather disclose why sticking to this is so significant.

# Appendix or Appendices

Appendix A: Remote Work Policy (BET Software)

Link: <https://learning.hollywoodbets.net/course/view.php?id=894>

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