

Company Communication Policy

Policy brief & purpose

Our communication policy is to ensure the correct actions are followed when dealing with internal and/or external communication.

Scope

This Communication policy refers to everyone in the company regardless of position or status.

Policy elements

Our Communication policy refers to any communication between employees, managers, senior management, customers/clients, or vendors and may refer to the use of the following to communicate:

- Phone Conversations
- Emails
- Internal Memos
- External Conferences

What is the communication policy?

Our communication policy refers to the passing of information relating to day-to-day operations, meetings, conferences, as well as changes in policy and/or procedures. The following should be observed in relation to communication:

- Production planning
 - Employee status changes
 - Notes from internal meetings
 - Emails concerning information pertinent to daily operations
 - Written changes to policy
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In order to maintain awareness throughout the company we must observe proper communication standards. Information should be passed in writing in order to maintain continuity. For senior management email and email chains should be utilized for communication and archived when no longer in use. This ensures that information passed within these emails can be drawn from at a later date if needed for review or changes.

Our management team should also utilize email for communication with senior management, as well as other members of management. Information passed in these emails should be kept to the purview of the relative individuals within the email chain. All information that should be passed on to employees should be extrapolated from the email chain and inserted into an internal electronic memo. This memo should be saved for audit and review then printed for all necessary employees. If the memo refers to production changes, day-to-day operational changes, or policy changes then it should be accompanied with a sign sheet so that all relative employees can state they received the information via signature and date.

All meetings held within our company that result in changes to policy, procedures, day-to-day operations or production standards should be well documented. After each meeting documentation should be reviewed and all information involving changes will be passed on to the appropriate managers so they can produce the proper internal memo and relay changes and information to their teams.

Failure to follow guidelines within this policy will result in progressive disciplinary actions. For information concerning disciplinary action please see our progressive disciplinary action policy.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Innevepe will assume any legal liability that may arise from the use of this policy.
