**Automotive Manufacturing Plant Public Press Handling Policy**

**Policy Number**: AMP/PR/2024-02

**Effective Date**: 2024-01-24

**1. Policy Overview**

This policy outlines the procedures for handling inquiries and communications with the public press at [Company Name]. It ensures that all information released is accurate, consistent, and aligns with the company's values and legal obligations.

**2. Scope**

This policy applies to all employees, including full-time, part-time, contract workers, and senior management at [Company Name].

**3. Definitions**

* **Public Press**: Includes but is not limited to journalists, reporters, bloggers, and any individuals or organizations involved in the dissemination of news and information to the public.
* **Official Company Statements**: Any communication made on behalf of [Company Name] to the public press.

**4. Policy Principles**

* Protect the company's reputation and legal position.
* Ensure consistency and accuracy of information.
* Comply with confidentiality agreements and privacy laws.

**5. Responsibilities**

* **Public Relations Department** is the only authorized body to issue official company statements to the public press.
* **Employees** must direct all press inquiries to the Public Relations Department without providing comments or statements.

**6. Procedure for Handling Public Press Inquiries**

1. **Immediate Referral**:
   * All employees receiving inquiries from the public press must not engage or provide comments.
   * Inquiries should be immediately referred to the Public Relations Department.
2. **Information Gathering**:
   * The Public Relations Department will gather necessary information to respond appropriately.
   * Confidential information must not be disclosed unless legally required.
3. **Response Preparation**:
   * Responses to public press inquiries will be prepared by the Public Relations Department.
   * Drafts of official statements may be reviewed by legal counsel as needed.
4. **Official Statement Release**:
   * The Public Relations Department will release official statements to the public press.
   * All statements will align with company policies and values.
5. **Internal Communication**:
   * Key messages and official statements will be shared internally to keep employees informed.

**7. Social Media**

* Posting company-related information on personal social media accounts is subject to this policy.
* Refer to [Company Name]'s Social Media Policy for detailed guidelines.

**8. Training and Awareness**

All employees will be trained on this policy upon hire and annually. Regular updates will be provided as needed.

**9. Non-Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

**10. Policy Review and Amendments**

This policy will be reviewed annually and amended as necessary to remain effective and relevant.