|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **COMMUNICATIONS** | Doc: SH-009 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 16 of 45 |

There is a document called the Operations Manual. It is available in hard copy and electronically via our ***SiteMap***. You will be trained using the relevant procedures and forms in the Operations Manual. All procedures and forms are to be accessed from the ***SiteMap*** to ensure you are using current, authorised versions.

***SiteMap*, Staff Handbook, Operations Manual, Work Instructions**

These are made available to all staff, and remain the property of the company. During your induction training, we will refer to relevant procedures and forms from these manuals, and from the electronic ***SiteMap***.

You are free to access and read them at any time.

The quality of our services depends on your following our corporate requirements.

These handbooks and manuals are not to be removed from company premises.

When you have read the Staff Handbook, discussed its contents with your Supervisor and understood its contents, you are required to sign the acknowledgement form on the [*Staff Induction Record.*](file:///I:\Master%20Forms\Human%20Resources\Staff%20Induction%20Record.doc)

**bs01580_Document Control**

Our procedures, master forms, letter templates, etc., are “controlled documents”, and can only be changed by management. This is to ensure that all staff are working from the same, current versions.

If you can suggest a change or improvement, contact your supervisor, or management.

Do **not** make any changes yourself.

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

Do **not** copy documents onto your computer C:\ drive. Always access documents and forms from the ***SiteMap***.

**Staff Meetings**

Staff Meetings are held as required. All staff are required to attend meetings as per the [*Management and Staff Meetings*](file:///C:\Users\Tomlamont\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Procedures\Meetings\Management%20and%20Staff%20Meetings.doc) procedure.

**bd10499_Keeping Us Informed**

To help us with good communications please keep us informed of changes in address, phone number and other details.