

COMMUNICATION POLICY

This policy deals with channels of communication within Vamani Overseas Pvt Ltd.

Policy Purpose

The purpose of this policy is to identify the various channels of communication within Vamani Overseas Pvt Ltd, their intended purpose and the roles and responsibilities of staff in accessing and using them.

Policy Statement

- Vamani Overseas pvt ltd, has the objective of enhancing and streamlining internal communications to reinforce Vamani's vision and strategic priorities. This involves ensuring that, information disseminated to staff is relevant, easy to access, accurate, and appropriate in both content and quantity.
- Vamani will continue to develop and trial new communication platforms, channels, and tools to improve information sharing and collaboration between VAMANI employees.
- This policy is to be implemented in a way that ensures compliance with relevant legislative requirements and standards of best practice.
- Employees are encouraged to share information with their peers and seniors about activities and events which have an association with Vamani. Company expects that employees will use the channels and associated tools in compliance with this and other relevant policies and procedures.
- Users of these and other VAMANI communication channels are expected to use them for company purposes, and comply with this policy, the Code of Conduct and other applicable policies and legislation. Failure to do so may result in disciplinary action.

Means of communication

Display Boards: Various notice, circulars and other information are communicated through display boards which are at all the floor in the company.

PA system: Time to time, PAS (Personal announcement system) is used to informed the employees about information.

E-Mails: All the staff/department are provided with mail ids which are used to communicate any information among them.

Meetings with employees: Sometimes, meetings are conducted with the employees to provide them information and to get their feedback regarding misc topic within the company.

Application of Policy

This policy applies to all employees (staff and worker)

Roles and Responsibilities

It is the duty of every employee to comply with this policy in order to mutually achieve the organization objectives.

Policy Review

This policy will be reviewed and updated at least every year from the approval date, or more frequently if appropriate.

Further Assistance

Enquiries about this policy should be directed to the HR Department.