

<b>Policy Name:</b>	<b>Employee Communication</b>
<b>Policy Number:</b>	<b>3.06</b>
<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

It is the policy of JC Steele to provide channels of communication that are easily accessible for all employees both on site and off site, to ensure that all employees are kept up to date with any important company news, including but not limited to:

- career opportunities;
- general business; and
- changes / updates to policy or procedure, etc.

It will always be the policy of JC Steele to encourage its employees to actively use these established communication forums both to stay up to date and learn company news as well as to participate and communicate with other employees at JC Steele.

Current employee communication channels are the company toolbox talks, staff meetings, Microsoft Teams for office-based employees, the company WhatsApp group (only for information regarding after hours work) as well as the company notice boards located within the two JC Steele lunchrooms.

## **PROCEDURES:**

- a) All employees are encouraged to check and read messages on the relevant communication channels and the notice boards on a regular basis.
- b) All employees are encouraged to contribute to these communications channels and notice boards. Any contribution to these sections will be made live once an administrator has approved the contribution.
- c) All employees are encouraged to join the company's WhatsApp group for information regarding after hours work.