AXIOM ONE LTD
Communications Policy

1. PURPOSE

The purpose of this Communications Policy is to establish guidelines and expectations for effective and professional communication within Axiom One Ltd. Clear and efficient communication is essential for the success of our projects, collaboration among team members, and maintaining positive relationships with clients and stakeholders.

2. Scope

This policy applies to all employees, contractors, and third parties representing Axiom One Ltd.

3. Communication Channels

Email: Use official email addresses for all business-related communication. Emails should be clear, concise, and professional in tone. Confidential information should be sent through secure channels.

Phone: Use company-issued phones for official communication. Respect designated business hours when making or receiving business calls. Provide a clear and professional voicemail if unable to answer.

Meetings: Schedule and attend meetings as needed. Agendas and relevant documents should be circulated in advance. Virtual meetings should be conducted via approved platforms.

Messaging Platforms: Use designated messaging platforms for quick, non-formal communication within the company. However, exercise discretion and professionalism even in informal communication.

4. Confidentiality

Respect the confidentiality of sensitive information. Do not share proprietary or confidential information outside the company without proper authorization.

Be cautious when discussing work-related matters in public places or on unsecured communication channels.

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Author: Michelle Carr

5. Professionalism

All communication should reflect professionalism. Avoid the use of inappropriate language, discriminatory remarks, or offensive content.

Respond promptly to emails and messages during business hours, acknowledging receipt and providing necessary information.

6. Social Media

Exercise caution when discussing company matters on personal social media accounts. Do not disclose confidential information or make derogatory statements about the company, colleagues, clients, or stakeholders.

7. Use of Company Resources

Use company communication tools and resources responsibly. Do not use them for personal business, and refrain from excessive personal use during working hours.

8. Emergency Communication

Follow established protocols for emergency communication. In the event of an emergency, use designated channels to convey critical information promptly.

9. Compliance and Enforcement

Failure to comply with this Communications Policy may result in disciplinary action, up to and including termination of employment.

Employees are encouraged to seek clarification or report any concerns related to this policy to the Human Resources Department.

10. Policy Review

This Communications Policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as needed, and employees will be informed of any updates.

By adhering to the guidelines outlined in this policy, Axiom One Ltd aims to foster a culture of effective communication, collaboration, and professionalism within the organization.

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