

## COMMUNICATION

ConvaTech employs a range of methods for ensuring that communication is undertaken in a formal and structured manner.

This policy ensures that information relevant to the safe and efficient running of the organisation is communicated in a timely, consistent and unambiguous manner.

ConvaTech also endeavours to communicate information by the use of business planning documents, performance graphs, safety alerts, communiqué, toolbox meetings, structured training programs, specially convened information sessions, and a comprehensive range of business reports as defined in procedure QP 24.

ConvaTech also undertakes formal functional group meetings as defined in the ConvaTech meeting protocols procedure QP 25, which is updated, controlled and enforced.

ConvaTech encourages all employees to raise issues with their direct line supervisor or manager through these avenues provide.



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