



COMMUNICATION POLICY STATEMENT

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The ability to secure and complete projects to quality standards and customer requirements is central to the continuing viability of DMB Engineering as a business. Completion of projects on time and to the highest quality standards is dependent upon good planning and good communication amongst DMB Engineering staff.

Effective internal communications will be achieved via the following methods:

- Management debriefs to staff following monthly Management Review Meetings.
- Notifications in the form of Memorandums.
- Distribution of literature to site notice boards.
- Formal planning sessions in conjunction with the Tendering Process, the Project Management Process, weekly project meetings, and monthly review meetings.
- Training/information sessions to disseminate matters necessary for the operation of the business.

In keeping with our Quality commitment, details of meetings, training or information sessions are to be recorded in project folders in both hard copy and electronic format.

IMPLEMENTATION and REVIEW

Policy to be fully implemented by 07 February 2021.

Policy to be reviewed on or by February 2022.

A handwritten signature in black ink, appearing to be 'J. Smith', is written over a horizontal line.

(Signature)

AUTHORISED BY

Managing Director
(Position)

07/02/2021
(Date)