

## **Communication, Information and Consultation Policy**

### **Communication**

Lift Specialists Ltd promote open communication with all staff as a way of creating efficiencies, facilitating Staff Development and Company Growth. Communication is encouraged within the following formats:

- Open Dialogue
- Formal Minuted Meetings
- Telephone Discussion
- Email
- Formal Letters

### **Information**

Lift Specialists Ltd view the sharing of information as integral to their company-wide performance, reputation, staff retention and employee satisfaction. To this end, Lift Specialists Ltd disseminate all relevant information to all staff in a variety of formats, including written memos, company progress meetings with all staff and the 'updates board' within the Company's website.

Information generally circulated includes:

- General Company Progress Updates
- New Employees
- Company achievements
- Changes in Legislation, Policies and Procedures

### **Consultation**

Lift Specialists Ltd are dedicated to involving their staff in the Company's business activities and decisions. To this end, the Company actively promotes innovation and involvement, by way of the following:

- Quarterly Staff Consultation Meetings
- Running an 'ideas box' in order to promote innovation
- Awards for best staff innovation