BLACK WOLF
COMMUNICATIONS POLICY

Document Name:	Communications Policy
Document Number:	BW-P2402
Number of Pages:	1 Page
Version:	V1
Version Release Date:	20.11.2024
Reference:	*New*
Prepared by:	HR manager
Revised by:	
Approved by:	Yad Mohammed - General Manager

COMMUNICATIONS POLICY

BW-P2402

Abstract

This Document must be read only by all involved parties and implement its Protocols & Procedures accordingly

General Manager

gm@bw-security,com

20.11.2024

BW-P2402

Communications Policy

This policy applies to all Black Wolf employees

This policy applies to all Black Wolf staff, regardless of position. Compliance to this policy is mandatory.

Corporate Culture

In order to preserve a positive corporate culture, your only communication channel is with your direct head of department. This is tailored to your roles and responsibilities which are assigned to you on a contractual basis.

Confidentiality & Information Protection

Employees must not disclose any confidential information, company operations, or proprietary data to external parties without explicit authorization. No employee may connect with any external party without approval from their head of department.

Communication Channels

Employees are only permitted to use company official emails and channels provisioned by BW for any communication related to BW. Any communication outside of this scope is considered as policy breaking.

Communication Hierarchy

All staff members must align their communications with their head of departments. Any queries from external parties should be directed to the line manager before a response is made.

Handling Rumors and Leaks

Employees should report any rumors or leaks of confidential information to their immediate line managers promptly.

Tone of Communication

All communication shall be directed in a positive & professional manner that aligns with the company code of conduct.

Breach of Policy

Any breaches of this policy should be reported immediately to a line manager or the HR department. A breach of this policy may include termination or influence negative effects on performance evaluation.

Yad Mohammed Rashid

General Manager