










# Internal communications strategy

 <p><b>KEY STAKEHOLDERS / PARTNERS</b></p> <p>Communications Team: Produce a strategic fast response model, manage and track all internal communications activities (newsletters, celebrations, health and safety, events etc.) and create a structured feedback mechanism.</p> <p>Finance Team: Create a brief and budget for communication tools.</p> <p>HR: Develop a template describing communication hierarchy for team-wide adaptation.</p>	 <p><b>KEY COMMUNICATION ACTIVITIES</b></p> <p>Monday &amp; Wednesday at 10:00am daily. Weekly Debrief every Thursday from 12:30PM to 1:30PM, OKR check-ins monthly, Virtual town hall meetings every quarter and Team-building activities bi-monthly.</p>	 <p><b>VALUE PROPOSITION AND COMMUNICATION GOALS</b></p> <p>Our primary goals include:</p> <p>Make employees feel confident enough to discuss factors that influence their output.</p> <p>Create an atmosphere where mutual respect thrives and colleagues look out for each other.</p> <p>Achieve a non-competitive, non-discriminatory, harmonious working environment.</p> <p>Accommodate individual differences with kindness and consideration.</p>	 <p><b>EMPLOYEE RELATIONSHIPS</b></p> <p>All employees are expected to communicate with their colleagues with respect. We do not tolerate snide remarks, derogatory comments or hostility. Staff are expected to work collaboratively, without interference to one's personal boundaries.</p>	 <p><b>EMPLOYEE SEGMENTS</b></p> <p>Engineering team: Must be actively involved in the sprint process and informed of new updates and changes on time to enable adequate response and avoid pressure from urgent dependencies.</p> <p>Finance team: All company expenses must be documented with invoices and receipts before the end of the month for the dispensation of funds.</p>
<p><b>COMMUNICATION TEAM RESOURCES</b></p>  <p>Software for chat, voice, video call: Microsoft Teams, Slack.</p> <p>Weekly newsletter: Updates, company events, employee spotlight, new tools, mental health activities.</p>	 <p><b>COMMUNICATION CHANNELS</b></p> <p>Slack is the medium of communication during working hours and all employees are expected to be reachable within this time. If unresponsive for over 45mins, they must provide a viable reason for their absence and acknowledge all emails received.</p>			
 <p><b>COMMUNICATION COST STRUCTURE</b></p> <p>Prioritize urgent activities, retire slow communication channels, introduce improved communication channels.</p>		 <p><b>ADDED VALUE</b></p> <p>Harness a responsive, collaborative workplace where employees' needs are prioritized, skill sets are put to good use to achieve the goals of the organization.</p>		