**SOP Document Tracker**

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| 1 | SOP No. | S00023 | | |
| 2 | Doc. ID\* | S00023ADMIN 01/03/2018 | | |
| 3 | Title | **PnP’s Communication Policy** | | |
| 4 | E-file name |  | | |
| 5 | Date of Issue | 1/04/2019 | | |
| 6 | Date of Expiry | Until notified | | |
| 7 | Dates Previous version | nil |  | |
| 8 | Date of withdrawal |  |  | |
| 9 | Holder Name and Designation | Communications Coordinator | | |
| 10 | Authorized Issuer | Mr. Manab Chakraborty, CEO | | |
| 11 | Signature of the issuer |  | | |
| 12 | Place and Date of Signature | Place: Hyderabad | | Date: 01/04/2019 |

PS: \*This document replaces all previous versions, if any

**COMMUNICATION POLICY**

Partners in Prosperity (PnP) is committed to a productive and satisfying environment that operates efficiently and effectively. The organization believes clear, respectful, accurate, coordinated and timely workplace communication internally and externally. The principle of a two way flow of information and discussion will be incorporated in communication procedures, providing for feedback and sharing of opinions.

Internal and external communication will be conducted free of discrimination, harassment and bullying at the same time respectful of confidentiality and privacy.

**Internal Communication:**

It is important to ensure that Management Committee Members, Coordinators and Staff are informed of the current strategic plan and its key objectives.

Information will be shared through the means mentioned below, but not necessarily limited to:

* Emails and phone calls
* Notice boards
* Coordinator’s Report
* Regular staff meetings/Minutes report
* One-to-one meetings
* Policy documents
* Handbooks and Instruction Manuals
* Forums and retreats

PnP operates a formal policy for staff to raise issues of concern at work. PnP’s *Anti-Corruption Policy* will help employees to quickly and appropriately raise concerns regarding any unlawful conduct, financial malpractice or any danger to the staff.

**External Communication:**

PnP recognises the importance of engaging with key stakeholders in a timely manner. All external communications by the Company will:

* Be factual and subject to internal review and authorisation before issue
* Not omit material information

PnP will achieve this through:

* Website content
* Social media content(*Refer to the Social Media Policy on the use of social media*)
* Annual reports
* Conferences/Workshops
* Preparation of IEC material (In English and Hindi): Brochures, posters, leaflets, banners, flexies, video films etc will be prepared by the Communication Coordinator after coordinating with the domain heads and seeking their approval. Though the final approval will have to be sought from the CEO.
* Media relations:Only the CEO is authorized to make or approve public statements pertaining to PnP or its employees. CEO is the final authority on all communications.

A regular review of communications strategies, activities and materials will be undertaken to ensure compatibility with organizational reviews or service developments that may be taking place and to monitor effectiveness.