

# **1. COMMUNICATION POLICY**

## **12.1 Objective:**

The Communication policy facilitates all official communication requirements of TSPL employees. Employees are encouraged to use the modes of communication and official information ethically and responsibly both for internal and external communication.

All communication shall be conducted via written or electronic mediums, resulting in supporting evidence. Following modes of communication are acceptable;

- Email
- Letter
- Pre-printed form
- Fax
- Staff posted out-of-office may Message from own registered cell number for marking their attendance.

## **12.2 Official Notices**

Official notices are posted on the notice boards in all Multiline Securities Limited offices for employees to read. Notices must be posted at branch offices with the permission of the Branch head and at Head Office with the permission of Head of Administration.