

## Communication Policy

The ability to secure and complete projects to quality standards and customer standards is central to the continuing viability of Taylor as a business. Completion of projects on time and to the highest quality standards is dependent upon good planning and good communications amongst Taylor staff, stakeholders and subcontractors.

### Effective internal communications will be achieved via the following methods:

- Management debriefs to staff following monthly Management Review Meetings.
- Notifications in the form of memorandums.
- Distribution of literature to site notice boards.
- Formal planning sessions in conjunction with Tendering Process, the Project Management process, project meetings and review meetings.
- Training / information sessions to disseminate matters necessary for the operation of the business.

### Project specific communication will occur via the following methods

- Provide an environment where Aboriginal and Torres Strait Islander employees are encouraged to achieve their full potential.
- Tender review and start up meetings with prospective subcontractors.
- Site orientation meeting with staff and employees engaged on the project (site induction).
- Communication / consultation meetings with employees (tool box).
- Project meetings and review meetings.
- Distribution of literature electronically and or displayed on site notice boards.

In keeping with our Quality commitment details of meetings, training or information sessions are to be recorded in project folders in both hard copy and electronic format.

This policy will be reviewed in December 2023.



George Bardas  
Chief Executive Officer