Staff Communication Rules

Dear Team,

As we strive to maintain a collaborative and respectful workplace, please adhere to the following communication rules:

1. Always use respectful language when communicating with colleagues.
2. Be concise and clear in your messages; avoid unnecessary jargon.
3. Respond to emails and messages in a timely manner, ideally within 24 hours.
4. Use appropriate channels for different types of communication (e.g., email for formal communication, chat for quick questions).
5. Keep sensitive information confidential and share it only with authorized personnel.
6. Practice active listening during conversations and meetings.
7. Be open to feedback and constructive criticism.

Thank you for your cooperation in creating a positive communication environment.

Sincerely,
[Your Name]
[Your Position]