# Policy: HR – Bulletin Boards/Intranet/Email Employee Notifications

**Purpose: To make employees aware of information relating to [Company Name] channels of communication.**

## Policy:

[Company Name] may notify employees of any information relating to their work by using bulletin boards, the company newsletter or company employee emails or posting through the employee portion of the company’s website.

### Procedural Guidelines:

[Company Name] maintains bulletin boards within its facilities to provide employees with information about topics of interest, events, continuing education, and legal information. All bulletin boards are the property of [Company Name]. It is the employee’s responsibility to check the bulletin board in his/her assigned location on a regular basis. The information posted is for the employee’s review and will not be removed by anyone other than an authorized manager or management representative.

The company provides a newsletter to its employees. The newsletter may present topics of interest, information, or activities and events that employees may be involved in, and may recognize employees for outstanding performance. Employee input is encouraged.

The company maintains an intranet system, which can be accessed via the company website. The topics on the intranet are the same information posted on company bulletin boards. To access the intranet, employees need an I.D. and password. Only employees have access to the intranet. To obtain an I.D. and password, contact Human Resources.

The company also maintains company emails, which can be accessed by all employees. The main purpose of maintaining company employee emails is to maintain an additional means of communication with employees. To access their email, employees need an I.D. and password. Only employees have access to company employee emails. To obtain an I.D. and password, contact Human Resources.

A senior management member, prior to posting or publication, must approve any noncompany notices, memos or solicitations.

In addition, management may authorize the attachment of notices to employee’s paychecks if deadlines must be met or the information must be relayed in a time-sensitive fashion. Management may also authorize individual mailings to employees for the same rationale.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_