



COMMUNICATION POLICY

Objectives:

- 1. Hargy Oil Palms Ltd recognizes that good communication is essential to keep the organization functioning at its maximum capacity –at the local, national and international levels.**
- 2. To achieve this objective the company has procedures and systems in place to facilitate the communication process wherever necessary.**

Scope:

Communication at all levels is a two way process involving the communicator and the receiver (listener). Effective communication relies on both clear, concise messages in language understandable to the receiver being delivered and active, patient, unbiased listening on the part of the receiver.

Communication can take various forms, the most common of which are verbal, written and information posted on notice boards.

Within an organization there are five basic communication systems –downward, upward, horizontal, the grapevine and networks. The last two being informal channels of communication. Being an international company HOPL communications rely upon the ability of managers to communicate effectively bearing in mind cultural requirements.

Responsibility:

The Community Affairs Manager is the personnel responsible in communicating any internal or external affairs relating to this policy to relevant stakeholders.

Summary:

Hargy Oil Palms Ltd will actively promote effective communication at all levels within the organization, the community, with its stakeholders and all other interested parties. In pursuing this objective the company will ensure;

- Awareness of the importance of effective communication.**
- Where necessary, procedures to ensure effective communication are developed and used.**
- Use of all, or relevant communication systems wherever available. E.g. notice boards, email, newsletters etc.**
- When deemed necessary have communications translated into Tok Pisin the lingua franca of the New Guinea region.**
- Attempts are made to communicate important messages to ALL concerned parties.**
- Employees are informed and encouraged to use the proper pathways of communication, so all relevant people are aware of the message or situation.**

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Ian Winstanley
Chief Executive Officer