



Government of Sindh
Sindh Peoples Housing for Flood Affectees
(SPHF)



COMMUNICATION POLICY

1. Purpose:

The purpose of this Communication Policy is to establish guidelines for effective and transparent communication within SPHF. This policy aims to foster a collaborative and inclusive work environment, enhance productivity, and ensure that information is disseminated in a consistent and timely manner.

Internal Communication:

Emails:

- For internal communications within the department or team, the sender must include their immediate supervisor in the CC field
- When addressing matters involving multiple departments or teams, relevant supervisors or managers should also be CC'd.

External Communication

1. *Emails:*

- All external emails must include the CEO in the CC.
- When communicating with external partners, clients, or stakeholders, ensure relevant supervisors or managers are copied as needed.

2. *Meetings and Presentations: *

- External meetings or presentations should be communicated to the CEO and relevant supervisors or managers.
- Establish clear communication channels for feedback or follow-up discussions after external engagements.

3. *Official Spokesperson: *

- Communication specialist should be the official spokesperson of the SPHF or any other senior employee nominated by the CEO, SPHF as per matter.

General Guidelines:

1. *Transparency:*

- Transparency should be maintained in all communications, both internal and external, to foster trust and collaboration within the organization.

2. *Clarity and Conciseness:*

- Ensure all communications are clear, concise, and convey the intended message effectively to avoid misunderstandings.

3. *Timeliness:*

- Respond promptly to emails and messages, both internally and externally, to maintain efficient communication flow within the organization and with external stakeholders.

4. *Confidentiality:*

JAMIL AHMED
Company Secretary
Sindh Peoples Housing For
Flood Affectees
Government of Sindh

Bungalow No.20, Block 7/8, Modern Cooperative Housing Society, Tipu Sultan Road, Karachi

Ph: + 92 99334120, 99334119, 34300117

A company setup under section 42 of Companies Act, 2017



**Government of Sindh
Sindh Peoples Housing for Flood Affectees
(SPHF)**



- Respect confidentiality agreements and handle sensitive information with discretion, sharing it only with authorized individuals.

5. ***Professionalism:***

- Maintain a professional tone and demeanor in all communications, representing the organization positively at all times.

6. ***Feedback and Improvement:***

- Encourage feedback from team members and stakeholders to continuously improve communication processes and ensure effectiveness in achieving organizational objectives.

This communication policy aims to streamline communication channels, promote transparency, and facilitate effective collaboration both internally and externally.

Review and Updates:

This policy will be reviewed periodically to ensure relevance and effectiveness. Updates will be communicated through official channels.

By adhering to this Communication Policy, employees contribute to a harmonious and productive workplace.

JAMIL AHMED
Company Secretary
Sindh Peoples Housing For
Flood Affectees (SPHF)
Government of Sindh