

# Communications Policy

## Overall Statement of Principles

Date of issue: September 2023  
Date of next review: September 2024

Communication supports clarity, certainty, understanding, co-operation, confidence and results. It confirms and develops our values and culture; it makes the wheels turn.

The Ogilvie Group is committed to effective communications throughout the organisation as it recognises that communication plays an essential role in the conduct of our business. How we communicate with people not only reflects on the individual but also on the organisation. We value the ability to communicate with colleagues, clients and business contacts and we invest substantially in information technology and communication systems which enable us to work more effectively.

Everyone in the Company must be kept informed of the opportunities available to us. They must also be aware of the risks we face. Given this information we will understand better the part we can play in making the Company successful and healthy.

The Company will communicate on issues that relate to day-to-day operations and the long-term growth of the business. It will also communicate regularly and often, formally and informally, as an organisation, in team and individually.

The Ogilvie Group strives to ensure that all employees have the information they need to do the job. The organisation is committed to communicating effectively with employees through team briefings, electronic media, the Ogilvie Outlook magazine and the annual staff briefing.

Communication is a key management function, and all managers are responsible for communicating key messages and information that cascades down from Directors. The Company recognises that good communications will help to improve both organisational and individual performance, and support the decision making process. The organisation aims to ensure that everyone:

- ▶ has the information they need to do the job
- ▶ understands our values, priorities and visions
- ▶ knows how their role can help achieve our objectives
- ▶ is informed about decisions that affect them and/or their department in a timely manner
- ▶ has the opportunity to raise concerns and issues about their jobs.

As the law demands, the Company will consult with employees or their representatives on health & safety, collective redundancies (where at least twenty employees are at risk of redundancy), business transfers and pensions. Annual results are communicated to the individuals at staff briefings and through the Ogilvie Outlook.

Face to face consultation is the primary channel for communications messages on key issues that directly affect the individuals. Other methods, such as electronic mail and the Ogilvie Outlook, are useful for making information available to employees and to supplement face to face communication.

Communication is a two way process and everyone's views are valued and should be encouraged and acted upon. Everyone at Ogilvie has a role in ensuring effective communication throughout the organisation.

By order of the Board  
**Ogilvie Group**