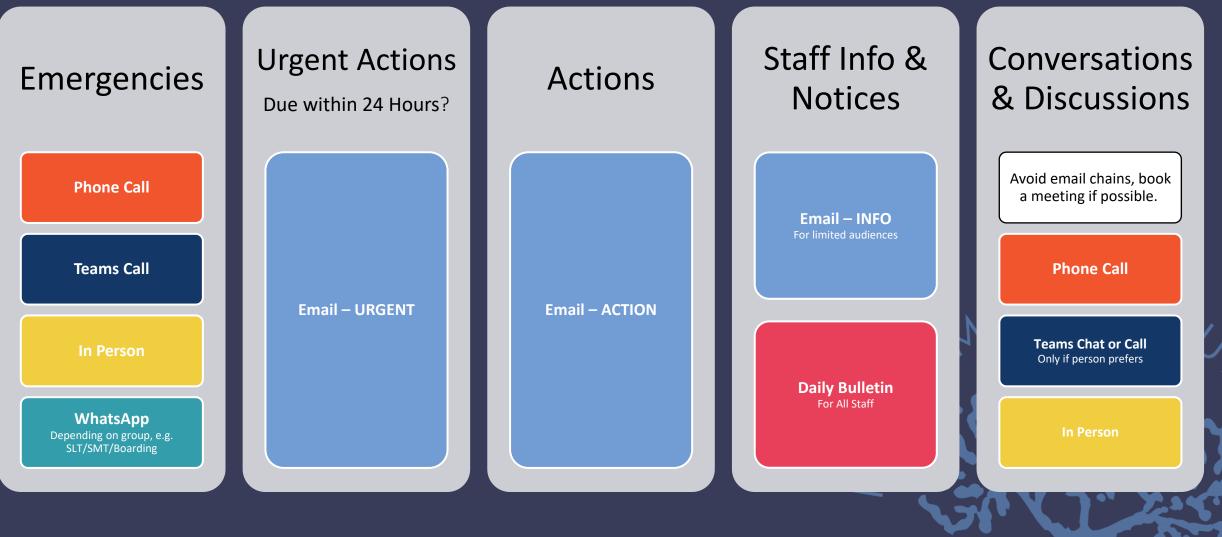
## Staff Communication Guidelines



- In Person/Phone Call be aware of the interruption to the person, respect their time and the disruption this can cause
- Email INFO/ACTION/URGENT Allows staff to respond when it suits them best to manage their time
- A Teams video call un-announced has the same urgency as a phone call or in person interruption so should be used sparingly
- Daily bulletin should be information only, actions should be via email