



COMMUNICATIONS POLICY

Policy number	4	Version	JULY 2021
Drafted by	PIGC BOARD	Approved by Board on	16 AUGUST 2021
Responsible person	BOARD CHAIR	Scheduled review date	AUGUST 2024

Effective communication within and beyond the Phillip Island Golf Club should foster positive relationships and inherently respect the rights of each member to be fully informed about all facets of the running of the Club. We recognise that effective communication promotes a safe and healthy environment and facilitates the effective operation of the Club to enable the full flourishing of all members.

Principles

- Effective communication is central to the daily life of the Club
- The Club recognises the right of all members to be heard
- All members, employees, volunteers, contractors, will work within the expectations set out in the Club's Policies and Code of Conduct
- Appropriate structures will be maintained to ensure that effective avenues of communication are available
- Feedback is recognised as an important factor in the Club's ongoing improvement
- All members of the Club are responsible for communicating respectfully and effectively
- Effective communication requires a commitment to being informed, constructive and considerate of the potential impact on others
- All members of the Club have legal and social obligations with regards to communication
- Board members have professional, legal and social obligations with regards to the communication of information
- Depending on the circumstance, the most appropriate form of communication should be employed

ASSOCIATED POLICIES/DOCUMENTS

1. Code of Conduct
2. Zero Tolerance Policy
3. Grievance Resolution Policy
4. Social Media Policy
5. Privacy Policy