

# Employee Communication Policy



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

**'Tell me and I'll forget;  
show me and I may remember;  
involve me and I'll understand.'**

***Chinese Proverb***

## **Policy Statement:**

Effective communication is fundamental to the success of any organisation.

Communication takes many forms, and it is our policy that every employee of Buckinghamshire Fire & Rescue Service has responsibility for effective communication, and for participating in the delivery of the organisation's communication strategy through the use of the communication tools available.

## **Statement of principles:**

The organisation strives to:

- Continually improve and develop employee communication.
- Identify and eliminate barriers or blockages to effective employee communication.
- Ensure the release, circulation and availability of timely and appropriate information.
- Recognise, share and celebrate employee achievement.
- Ensure employees understand how their actions contribute to the overall achievement of the organisation's priorities.
- Use appropriate tools to promote, share and deliver essential, and general interest, information and updates.
- Encourage and empower employees to become involved and engaged in their future, and in the ongoing direction of the organisation.
- Enable all employees to be confident advocates of the organisation.