

Communication and dissemination of information and policies
within the organization

1. To use internal communication channels for maximum benefits and efficiency and able to convey various policies to personnel within the organization for acknowledgment and implementation through internal communication channels as follows:
 - 1.1 Public Relations Board
 - 1.2 Employee handbook
 - 1.3 Leaflets
 - 1.4 Group activities
 - 1.5 Internal mail circulation
 - 1.6 Computer network within the organization (Intranet)
2. Organize training for employees to create knowledge and understanding.
3. To transfer of information through supervisors in order to pass on to the subordinates as well supervisors can apply various policies by stipulating work practices until becoming a standard in work which will reinforce understanding for employees to implement and operating under the same standards throughout The organization will lead to the organizational culture and develop into a sustainable organization.