



Communications Policy

McArdles Test Centre Ltd. is fully committed to ensuring transparent and ongoing communications to our staff, customers and suppliers.

We commit to always acting in the best interest of our customers, staff and regulatory bodies.

We will the management commit to informing all interested parties of all amendments or changes that will impact upon them in a time sensitive manner.

Customers: Will be updated through the posting of relevant information in the customer waiting area.

Staff: Bulletin and Communication Boards are provided to assist in our communications with our staff. We will have periodic update discussions with staff, where informal discussions can occur in regard to updating and improving our service provision. Formal meetings will be held with all staff and management on an annual basis, a formal agenda will be used and previous minutes referenced, action points will be allocated, with agreed time scales for implementation.

Our communication policy will be reviewed and amended to improve communication to all interested parties.

General Manager

Date: