

Communication policy

During all communication on behalf of Flight horizons you must act in a professional and polite manner. You must also keep accurate records of the conversation detailing what was discussed and pass these to the chairman of the governing committee. The information should be passed within an adequate time scale for the information within it to still be relevant.

Flight horizons employees and volunteers should make every effort to be effective communicators.

Written: 31.1.07

By Shane Touhey (Chairman of the governing committee)

To be updated on: 31.1.08