

IT Internal Communication Policy

Policy Name: Official Communication Tools Policy

Policy Number: IT0001

Policy Location: https://sucro.us/it/communication_policy

Effective Date: [June-26-2024]

Last Reviewed: [June-26-2025]

Next Review Date: [June-26-2026]

Purpose:

To establish a clear policy on the use of communication tools within the company to ensure consistency, security, and efficiency.

Scope:

This policy applies to all employees, contractors, and third-party collaborators who are engaged with Sucro Sourcing LLC.

Policy:

1. Official Communication Tools:

- The official communication tools for internal communication are **Google Chat**, **Google Meet** and **Gmail**.
- All internal messages, meetings, and communications should be conducted using these tools to ensure consistency and security.

2. Use of Other Communication Tools:

- While we understand that some of you may have access to other communication tools like Microsoft Teams, RingCentral, WhatsApp, Skype, and Messenger, please note that these are not our official means of communication for internal use. These tools can still be used for external communications when necessary.
- Managers are encouraged to lead by example by using Google Chat and Google Meet and assisting their team members in adopting these tools.

3. Advantages of Using Official Communication Tools:

- **Integration:** Google Chat and Google Meet integrate seamlessly with other Google Workspace applications such as Gmail, Google Calendar, and Google Drive, enhancing productivity and collaboration.
- **Security:** These tools provide enterprise-level security features that help protect company information and communications. Recording, transcription, and the use of AI features during meetings or calls are strictly prohibited to protect confidentiality and prevent unauthorized data capture.
- **Consistency:** Using standardized tools helps maintain a unified communication environment, reducing confusion and improving efficiency.

- **Support:** The IT department provides full support for Google Chat, Google Meet, Gmail ensuring any issues can be resolved quickly.

4. Google Calendar for Scheduling Meetings:

- Employees are encouraged to use **Google Calendar** to schedule meetings, which automatically creates Google Meet links for virtual meetings.
- This integration helps manage schedules more effectively and ensures all participants have the correct meeting details.

Compliance:

- Non-compliance with this policy may result in disciplinary actions as per company regulations.

Review and Amendments:

- This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

Contact Information:

- For any questions or support, please contact the IT department by visiting <https://sucro.us/it> or email it@sucro.us.

This organizational announcement has been circulated to all Sucro employees.