



Internal Communication Procedure

1.0 Purpose

This procedure will ensure the internal communication of environmental issues, performance and procedures to all staff and students

2.0 Responsibility

2.1 *The Environmental Manager is responsible for ensuring that the communications procedure operates effectively.*

2.2 *The Environmental Manager is responsible for the management internal environmental communications.*

3.0 Scope

All internal communications relating to the environment.

4.0 Procedure

NPTC Group's environmental performance, aspects, procedures and relevant environmental issues are to be communicated internally through:

- *Meetings*
- *Environmental Tool Box Talks*
- *Environmental training*
- *Inductions*
- *Environmental emails, notices and displays*
- *ESDGC*
- *Course specific curriculum*