



Environmental Communication





Purpose

This procedure describes how WETAC ensures that information related to our CSR Management System (MS) and our environmental performance is effectively disseminated and managed. This relates to communication within Wetac (internal) and between Wetac and any interested third party (external).

Responsibilities

Internal Communications

The Management System Manager (MSM) and Audit Manager (AM) are responsible for ensuring that the communications procedure operates effectively.

CSR Team members are responsible for continued communication amongst their colleagues.

Procedure Internal Communications

The MSM will ensure that relevant information is disseminated to ensure the effective communication of issues relating to the MS.

The content of the CSR Plan shall be reviewed at each CSR Team meeting and new content added as agreed.

Minutes and actions of the CSR Team shall be documented.

Procedure External Communications

Communication received by any member of staff (documented or verbal) from external parties relating to MS.

All such communications relating shall be referred to the MSM.

Details of the communication should be recorded in WR-04; CSR Issues Log. All enquiries must be responded to within one month.

On www.wetac.com is our CSR Policy public. When interested, everyone can ask more specified information. We can provide more detailed documents on request.