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Subject: Internal Communications	Effective Date: Feb. 13, 2015	Initiated by: Kitta MacPherson Head, Office of Communications	
	Revision 0, dated 5/8/01 and TCRs 001-004	Approved: Stewart Prager Director	

Effective communication with, and among, employees is critical to attain programmatic and organizational objectives. Informed employees, at all levels in the Laboratory's work force, can best respond to the challenges of a dynamic environment. Effective communications to employees fosters a better understanding of issues as they affect the Laboratory, enabling employees to become more involved and informed and better able to support the Laboratory's objectives. The purpose of this policy is to define the actions and the responsibilities necessary to insure the open and frequent flow of information to and from employees at the Plasma Physics Laboratory and to foster more effective and harmonious relationships. To this end, the management of the Laboratory makes a commitment to ensure that all employees are informed about matters of importance to the Laboratory and to them.

The Laboratory's employee communication program is based on the following principles:

It is important employees be informed about developments which impact on the work they do, and their opportunity to contribute to the attainment of Laboratory objectives and grow in skill and knowledge.

It is the responsibility of management to establish, support, and facilitate the use of communication vehicles, techniques and programs to insure that essential information flows downward from management, upward from subordinates, and laterally, among different work groups.

Laboratory managers and supervisors are key to the successful implementation of the organization's communications objectives, serve as a communication link with employees, and demonstrate the Laboratory's responsiveness to needs and concerns.

The Laboratory should employ techniques that emphasize the importance of two-way communications; communicate frequently and regularly in an open and timely manner; keep employees abreast of Laboratory objectives, plans, and policies which impact them; ensure employees have a clear understanding of the conditions of their employment including information about the responsibilities of their jobs and their performance; and periodically assess communication needs of the organization and the effectiveness of the communications program.

Each Laboratory employee is responsible for promoting effective and responsible communications and must actively do their part to be informed. The Director of the Laboratory has the responsibility to promulgate this policy and to nurture a proactive environment in which this policy is implemented by line management.

The Director of Communications is responsible for developing a communication strategy in support of Laboratory objectives, providing communications skill training to managers and supervisors, where applicable and establishing priorities to accomplish these objectives. The Department Heads are responsible for implementing this policy and assigning the resources required. Managers and Supervisors are responsible for carrying out the Laboratory's communication policy, through day-to-day interaction and direct exchanges with employees.