



Do's & Dont's of HR Newsletter

- ⇒ HR Head of any establishments shall initiate preparation and circulation
- ⇒ If an establishment has a common Newsletter, an HR page shall be included
- ⇒ The periodicity can be weekly or fortnightly or monthly.
- ⇒ Objective of an HR Newsletter shall be to spread the HR policy & concepts, particularly.
- ⇒ Though it is a tool for Employee Engagement, Rewards and Recognition can also be considered for those individual employees, who gives his/her thoughts / suggestions on improvement in Productivity or Quality concepts in the Workplace.
- ⇒ Larger organizations can carry specific case studies which can enhance the skills and competencies of the employees.

As the copies are being circulated to all, including top management team and the worker groups, effort shall be taken to restrict few news items in the Newsletter:

- ⇒ Matters or happenings which has sensitive or confidential IR issues be neither published nor even referred
- ⇒ No negative information or critical news of any worker or Team shall be carried out
- ⇒ If there is no relevance to the Process or Work atmosphere, no reference shall be made to any news items of any other organization
- ⇒ A news item to be published shall be proof-read and verified with authenticity, before being circulated