**INTEGRATED MANAGEMENT SYSTEM**

(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)

Policy and Procedure Communication Guide

Code: IMS/ADM/POL01.9v0

March, 2024

Amendment record  
This guideline on communication and dissemination of policy/procedures to users is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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# Approval

The signatures below certify that this guideline has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | **Name** | **Signature** | **Position** | **Date** |
| Prepared By | Sergius Katushabe |  | Lead Implementor | 15/03/2024 |
| Reviewed By | Christine Arupo-Maloba |  | Lead Implementor | 22/03/2024 |
| Approved By | Bernard Ongodia |  | Principal | 27/03/2024 |

Policy and Procedure Communication to users

New and Existing UPIK Policies and Procedures on approval by the Governing Council shall be communicated and disseminated to intended users and process owners through websites, emails, training sessions, notice board posters, and other communication tools approved by UPIK like WhatsApp.

The mode and language of communication is English. All UPIK documents have been written and shall be in English until otherwise stated.

Management shall monitor compliance with the policy/procedure document through regular audits, feedback mechanisms, and other monitoring tools established by UPIK.

Management is committed to reviewing and updating policies and procedures regularly (every after 5 years) to ensure that they remain relevant and effective. This will be done through feedback from students, employees, changes in regulatory requirements, or other relevant factors.