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**Document Dissemination and Acknowledgment Policy**

 **TEC Installations LTD**

**Effective Date: 01/09/2025
Review Date: Annually**

* **1. Introduction**

**TEC Installations LTD recognizes the importance of effectively disseminating policies, procedures, and critical information to ensure awareness, understanding, and compliance among all employees and stakeholders. This policy outlines the process for distributing documents via our online health and safety portal "Atlas" and the associated app-based acknowledgment system.**

* **2. Purpose**

**The purpose of this policy is to establish a standardized approach for the dissemination, receipt, and acknowledgment of company documents, ensuring accountability and that all personnel are informed of their responsibilities.**

* **3. Scope**

**This policy applies to all staff, contractors, and relevant stakeholders engaged with TEC Installations LTD who receive and acknowledge organizational documents through our "Atlas" portal and app system.**

* **4. Policy Statement**
* **4.1 Document Dissemination**
* **Critical documents, including policies, procedures, safety guidelines, and updates, are uploaded to the "Atlas" portal for easy access by authorized personnel.**
* **Notifications regarding new or updated documents are sent via the app-based system to ensure timely awareness.**
* **4.2 Receipt and Acknowledgment**
* **All recipients are required to review allocated documents within the "Atlas" portal.**
* **A formal acknowledgment (e.g., digital signature or checkbox) is obtained via the app-based system to confirm that the document has been reviewed, understood, and accepted.**
* **4.3 Record Keeping**
* **The system maintains records of dissemination dates, recipients, and acknowledgment statuses for audit trail purposes.**
* **Documents are stored securely within the portal, with version control to ensure access to the most current policies and procedures.**
* **4.4 Compliance and Responsibilities**
* **Managers and supervisors are responsible for ensuring that their teams review and acknowledge relevant documents.**
* **Employees and contractors are accountable for actively reviewing disseminated documents and providing acknowledgments accordingly.**
* **4.5 Updating and Communication**
* **When documents are revised, updated versions are uploaded to the portal, and notifications are sent to all relevant personnel.**
* **Recipients are encouraged to raise questions or seek clarification on any policy or procedure via designated channels.**
* **5. Monitoring and Review**
* **Regular audits will be conducted to verify compliance with acknowledgment requirements.**
* **Feedback on the dissemination process will be collected periodically to improve efficiency and clarity.**
* **6. Non-Compliance**

**Failure to review or acknowledge documents may be addressed through managerial review and, if necessary, disciplinary action, to ensure regulatory compliance and operational effectiveness.**

* **7. Review and Adjustment**

**This policy will be reviewed annually and updated as needed to incorporate new systems, processes, or feedback.**

**Dale Carroll**

**Managing Director**

**01/09/2025**