

Memorandum

To: All Employees Working for The Loaded Spud

From: Abigail J. McQuiston

Subject: Professional Communication Within the Workplace

Date: 3rd of December 2023

The purpose of this memo is to talk about and remind everyone of the expectations of our company's anti bullying policy and resolve any concerns with a proper communication style for each individual employee.

Problem Statement

It has been brought to management's attention that there have recently been complaints from a few staff members that communication amongst the staff has been hostile and raises concerns about the positive work environment The Loaded Spud works hard to promote.

Recommendations

Clear and direct communication between staff members and management, backed with a positive tone, will result in synchronizing a stronger and healthier work environment through daily and monthly meetings with all staff and management, respectfully.

Daily Shift Meetings

To create thriving and healthy communication between all staff. Daily meetings will now be held for a short period of time after each dinner shift to discuss and solve issues from the shift worked that same day.

1. Everyone must speak to one another with respect, no matter what.
2. Any bullying comments or behavior will not be tolerated within the company and staff.
3. Failure to show respect for other staff members will result in disciplinary consequences if necessary.
4. Different solutions will be discussed and shared amongst management if the issue at hand is not able to be resolved within the daily meeting.

Monthly One-On-One's

To improve and effectively bring possible overlooked internal concerns or issues within the company. Management will have monthly one-on-one meetings with each staff member to provide a safe and open environment for all staff to communicate any concerns or areas of improvement.

1. Each staff member will have a scheduled set time with management to express their concerns that may be affecting them in their current position.
2. These monthly meetings are also a chance for management to evaluate all aspects of the workload given to every staff member, while making new goals or changes for the following month.
3. All concerns and upcoming goals will be recorded by management and signed by both parties, and re-evaluated at the next one-on-one meeting in order to be proactive in creating a successful work environment for all employees.
4. Any questions, or concerns during the one-on-one meeting is expected to be held and communicated in a professional manner by both parties and bullying will not be tolerated.

Implementing these changes will give each staff member a chance to express any type of concern they have within the company in a healthy manner by creating a safe work environment. The Loaded Spud wants to build a strong team, and that starts with every staff member professionally and respectfully communicating any issues that need to be improved by not letting frustrations linger. A great company starts from working with one another to amplify a positive experience for everyone within the company.