

COMMUNICATIONS POLICY

COMPLETE AVIATION

Communication plays an essential role in the conduct of our business. How we communicate with people not only reflects on us as an organization but also on us as individuals.

- Complete Aviation values the ability to communicate with colleagues, clients, customers and all business contacts.
- We invest substantially in information technology and communications systems which enable us to work more efficiently and trust in our Team to use them responsibly.
- Complete Aviation's communications equipment and facilities are made available to our registered users for the purposes of the business. All use of our communications equipment and facilities is governed by the terms of this policy, and if our rules and procedures are not adhered to, then use of our facilities may be curtailed or withdrawn and disciplinary action and summary dismissal may follow thereafter.
- This policy applies to all individuals and companies or contractors working for Complete Aviation who use our communications facilities. Whether directors, departmental heads, partners, consultants, full-time, part-time or fixed-term employees, trainees, contract staff, temporary staff, agency or home workers.
- A certain amount of limited and responsible personal use by our registered users is permitted when carried out as per our Work Instruction "Communications, Guidelines for Use WI 905" document.
- The use of PEDs (Personal Electronic Devices) will also be controlled within the Active Hanger and Airside sections due to the severe Safety Implications involved when focusing on Safety Sensitive Aviation Activities.



Stuart Burns
Chief Executive Officer
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