



Title	External Communication Policy
Department	Human Resources
Effective Date	6/2023
Review Date(s)	5/2024
Revision Date	

### **REQUESTS FOR INFORMATION**

Information includes written, pictorial, electronic, verbal, and all other forms of transmittal.

Requests for information about business operations of Enchanted Fairies should be referred to the CEO/CRO/COO. Because much information is proprietary, competitive, or confidential, employees should not provide company data to the media, clients, vendors, government officials, or private individuals without authorization.

### **CONFIDENTIAL INFORMATION**

Financial data, marketing analyses, projections, and demographics, planning documents, research and technical data, employee rosters, records, and files, and information concerning clients are confidential. Employees questioned on these matters should contact their supervisors or operations.

### **OFFICIAL STATEMENTS / PRESS RELEASES**

No employee may speak for the Company unless authorized. Official statements and press releases are to be reviewed by the CEO or their designee. When these address information of a critical nature, such as during a disaster, the CEO, or their designee must also review them prior to publication.