



Official Communication and Document Management Policy

Purpose:

To ensure clear, secure, and efficient communication within SlavkaSk n.o. and with external partners. It establishes standardized guidelines for official correspondence, document handling, and data protection to maintain professionalism, compliance with legal and regulatory requirements, and the confidentiality of sensitive information.

1. Communication

- All official correspondence must be conducted exclusively via company email addresses.
- For internal communication, predetermined channels (e.g. Slack or Microsoft Teams) must be used.
- Managerial instructions must be documented in writing; verbal instructions are not considered valid except in emergencies.

2. Document Management

- All generated documents (contracts, permits, receipts, reports, maintenance logs, etc.) must be archived electronically.
- Documents must be uploaded to the designated central cloud-based system, organized and named according to document type.
- Paper documents must be stored in fireproof filing cabinets in accordance with applicable regulations.

3. Forwarding Documentation to Headquarters

- Written records must be made for all daily maintenance, periodic servicing, accident prevention inspections, energy consumption, and event logs.
- Maintenance documentation must always be promptly forwarded to headquarters to ensure effective joint monitoring and evaluation.

4. Uniform Language Use and Translation

- The primary language of official documentation is English.
- Documents required for communication with local authorities must also be prepared in the local language.
- All internal protocols and regulations must be translated into the local language and made accessible to employees.

5. Archiving and Data Security

- Automatic daily backups are required in the central system.
- Employees may only access documents related to their own work area.
- IT access and permissions are strictly regulated.

6. Confidentiality Obligations

- All employees must sign a confidentiality agreement before commencing employment.
- Sharing any internal documents, data, technical information, or business secrets with unauthorized persons is prohibited.
- Violation of confidentiality will result in immediate termination and legal action.
- SlavkaSk n.o. complies with international data protection regulations and investigates all leaks, holding responsible parties accountable.

Regulation Issued By:

Ignác Czakó, President of the SlavkaSk International Nonprofit Organization