

MEMORANDUM

DATE: AUGUST 12, 2024

TO: ALL DRIVERS

FROM: CUSTOMER FULFILLMENT DEPARTMENT

SUBJECT: BCHAT - OFFICIAL COMMUNICATION CHANNEL FOR ALL DRIVERS OF BUILDHUB PH

In an effort to maintain a clear, consistent, and secure line of communication within our organization, Effective immediately, we are implementing for **All the Drivers of BuildHub PH** of the following policy regarding official communications:

1. BCHAT – BuildhHub chat

- All forms of communication between drivers and the management team, including updates, instructions, and important announcements, must be conducted exclusively through **BuildHub Chat**. You can access it through the following link: **BCHAT - Buildhub Chat**.
- All concerns, queries, and matters related to company operations must be addressed through **BCHAT**.

2. WEBMAIL:

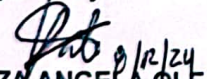
- Email communication remains an official channel. Please ensure that all relevant correspondence is sent and received through your designated company email address.

Please Note:

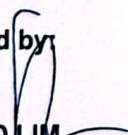
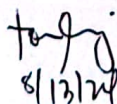
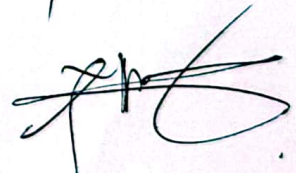
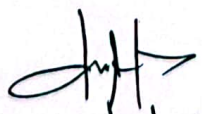
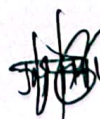
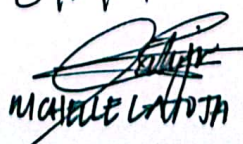
- This policy is being enforced mandatory for all drivers, to ensure traceable communication within the company. Any communication related to work that is conducted outside of BuildHub Chat should not be used and recognized, unless there is explicit approval from management.
- Any other non-official communication channels for work-related matters is strictly prohibited. This includes, but is not limited to: Text Messages (SMS), Viber, Facebook Messenger, and other third-party messaging applications.
- This platform has been selected for its ability to streamline communication and ensure that all information is properly documented and accessible.

Thank you for your cooperation.

Prepared by:


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Approved by:


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