Chauffeur Policies Procedures & FAQ

When do I have to be logged into Slack Communications?

SLACK COMMUNICATION SYSTEM FOR STAFF INTERNALLY:

All Communication between Staff is to be done through **SLACK COMMUNICATIONS**.
To access the **Slack Communications** you will be required to download the program on your computer. This would have been provided to you on your registration.

SLACK Communications is a program that helps all staff talk quickly and instantly without cost of phone call or cost of text message. All staff must use this to communicate on Iconic Server and Staff. Staff should not hold a phone line up by calling another staff member. Use slack to speak with staff internally.

Staff will not respond to emails sent to staff who are working with Iconic. USE SLACK to communicate with all staff of Iconic if you are an employee or contractor to the company.

To access the **Slack Communications** your details would have been provided to you through the initial email registration.

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When should you be logged into SLACK to COMMUNICATE AND USE SLACK COMMUNICATIONS.

Here is a list of times that all staff and contractors are required to be logged into SLACK Communications and be readily available.

1. At the start of your rostered call time / shift.

2. During your rostered working hours.Â For example.Â If you are rostered to work from 9:00am to 5:00pm then from 9:00am to 5:00pm you are to be logged into SLACK and have slack active on your mobile device, ipad, tablet, laptop or work computer.

3. During your rostered drive times.Â For example, if you are driving and it is on company time, then you are required to be logged in on slack to receive notifications.Â ***You are not required to reply instantly on SLACK while driving as this is a driving offence*** and we do not encourage travelling and texting, however if you have hands free and this is legal in the area you are driving you may reply using hands free on SLACK to all communication.

4. When on stage / on an event / performing / acting / in the green room / back stage.Â While you are on an event, you should have your device on and logged into SLACK **AND on MUTE** to be able to receive and if possible communicate back on SLACK.Â Remember that when on an event that is in performance, your device should be on **MUTE**, but it should not be logged off.

5. At all times you are working company hours.

6. At all rehearsals and production meetings.

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URL: https://staff.iconic.productions/KB/content/0cat=32/268/en/when-do-i-have-to-be-logged-into-slack-communications.html

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YOU ARE NOT REQUIRED TO BE LOGGED INTO SLACK on your days off or outside your rostered call times.Â However do remember that it is a requirement that you reguarly check your SLACK at least once every 2 days if you have days rostered off or are not working for a few days or weeks on roster.

Questions Asked and Answered:

1. David Phillip | 28-Jun-2020 01:40 |
   Question: If I am rostered on a shift from 9.00am to 5.00pm am I required to remain logged into slack during my rostered breaks as well?
   a. answered by @steve.baltzois 30-Jun-2020 12:33
      a. The answer is yes.Â When you are on a rostered day access to slack must be on for the entire period of your rostered shift.Â While you do not have to reply to a message to a break, your slack should be active and online.

Attached files:

Unique solution ID: #1267
Author: Matthew Walker
Last update: 15-Sep-2016 03:09

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