
Yammer

Communication guidelines

Yammer is the **official internal communications channel** for PAPI Switzerland.

[Yammer – Process Industries Switzerland](#)

All employees are invited to post on Yammer, if your post is relevant for the whole organization. Ensure your posts and comments add to the conversation and are business relevant.

Organizational Announcements are only posted on Yammer and not sent via email. [You can find a template here.](#)

If you are unsure whether to post on Yammer, send an email, or you need help posting on Yammer **ask the Communications Manager**.

All information that is relevant to the whole organization is posted on Yammer and not sent via email. However, time-sensitive updates will still be sent via email with a link to the Yammer post.

If you are **new to Yammer**, check the [Yammer Quick start guide](#).

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