

Information policy

This information policy document describes where, when and how the Board distributes news and other information.

BRF Hagalunden uses five information channels: the website, newsletters, the Facebook page, digital information screens and notice boards located by the main entrances.

Website: The website should contain information that may be of interest to residents as well as others. The information on the website is public and accessible to anyone. All policy documents and other guidelines relevant to residents can be accessed via the website.

Newsletter: Important information of internal use is distributed to residents via a newsletter delivered through the letterbox.

Digital information screens: There is a digital information screen by the main entrance displaying a directory of residents. Current information, news and other notices are accessible on the screen.

Analog noticeboard: By the main entrance there is also a noticeboard with a locked and a public section. On the unlocked public board residents and others can post notices and other information.

Facebook page: BRF Hagalunden's Facebook page is public and open to residents as well as others.

Entrepreneurs and partners of BRF Hagalunden should be familiar with the it's information policy and must abide by these guidelines to facilitate correct information dissemination. Entrepreneurs should appoint a contact person responsible for communication with the Board as well as in responsible for any information aimed at residents.

Goals for information distribution

- Clarity** – Information should be easy to understand, factual and expeditious. Information is primarily published in Swedish and secondarily translated into English. Important information documents should be available in both Swedish and English. When possible illustrations and images should be used to clarify the information.
- Prospection** – Information distribution should be considered in all resolutions decided by the Board.
- Ethics** – All distributed information should be of high ethical standard.

Guidelines for information distribution and communication

- Important information is promptly published on the website and on digital information screens by the main entrances.
- The annual report is published on the website when apartment owners are summoned to the annual meeting.
- Residents can read a summary of recent resolutions decided by the Board on the digital information screens.
- The Nomination Committee can publish information via BRF Hagalunden's information channels.
- Do not post notices directly on windows, doors, or painted surfaces, in elevators or stairwells. Tape residue may ruin the surface. If you wish to post public notices of any kind, please use the notice board by the main entrance, or contact the Board to request to publish the information via other channels.