



MOONAH MARKETING COLLABORATION POLICY

Last Updated: 25 March 2025

1. **Teamwork**

- Collaborate with team members to achieve shared goals, including sharing knowledge, skills, and resources where applicable.
- Aid teammates by offering help when workload imbalances arise or additional assistance is needed.

2. **Cooperation**

- Work cooperatively with Moonah Marketing staff and clients, aligning your efforts with the organization's and client goals.
- Prioritize teamwork over individual tasks when solving problems or managing projects.

3. **Proactive Communication**

- Notify Team Leaders of potential challenges or delays early, allowing sufficient time for resolution.
- Share updates regularly on project progress, ensuring expectations and goals remain aligned.

4. **Respect**

- Treat colleagues, clients, and stakeholders with respect and professionalism, showing courtesy regardless of their role or background.
- Practice active listening during discussions and meetings to ensure all voices are heard and valued.

5. **Conflict Resolution**

- Address disagreements constructively and professionally by engaging in respectful dialogue.
- Escalate unresolved conflicts to the Team Leader or relevant manager for mediation.

6. **Contribution**

- Actively contribute to a positive work environment by sharing ideas, participating in virtual team activities, and encouraging collaboration.
- Celebrate achievements and show gratitude for contributions from others to foster team morale.

End.