

Mergers and Acquisitions Communications

Introduction	<p><i>This document describes the Boeing Corporate HR & Administration Communications (referred to as "corporate Communications" in this document) process for mergers and acquisitions (M&A).</i></p> <p>This guide documents the standardized process that corporate Communications uses to support the integration of Human Resources programs into an acquisition. The approach includes the development of communications plans and tactics customized to the individual legacies, structures, environments and needs of each acquisition. It can also be used for other M&A-type activity, such as the introduction of an HR program internationally (e.g., Well Being) and the major revision of a Compensation & Benefits package for a business area.</p> <p>This approach follows an established M&A communications model, in which the business unit's lead communicator assigned to the acquisition acts as the liaison between the following two groups:</p> <ul style="list-style-type: none"> ■ Corporate Communications, which works with corporate Communications leadership, senior leadership, and corporate HR & administration departments and their subject matter experts. ■ The business unit's leadership team, the incoming company's leadership and employees, the acquisition's overall and HR integration teams*, and the acquisition business sponsor.
Step 1: Get started	
Step 2: Create communications framework	
Step 3: Enlist program communicators	
Step 4: Deliver tactics to business unit communicator for acquisition	
Step 5: Manage ongoing integration	<div data-bbox="1010 1749 1893 2131" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>▶ M&A Communications Tip</p> <p>Using a standard integration process reduces the time, budget and resources needed to integrate an incoming organization into Boeing. Most important, it creates a more seamless, employee-centric experience for the incoming company. This is especially critical since these employees are already going through significant change.</p> </div> <p><i>*The subject matter experts on the HR integration team are typically the same subject matter experts that corporate Communications works with to develop communications for the acquisition (e.g., Compensation, Benefits).</i></p>