

**To be sent to: Site managers / Supervisors**

**To be sent from: Senior manager**

Dear all,

As you know, we will be launching a survey designed to assess and measure our food safety culture in the company. We are very excited to launch this assessment which will give us a valuable insight into our company culture, allowing us to design a plan for continuous improvement.

The survey is intended to be taken by all employees and I would appreciate your assistance in getting as high an engagement as possible. Please stress to everyone the importance of their participation and the value of their open and honest responses. We are not looking for a high score, but rather a genuine reflection of people’s attitudes and experiences of food safety that will help us to make improvements and see positive change over time. Please also emphasise the fact that the responses are completely anonymous! It is very important that we hear from as many employees as possible at every level to reflect the views of the whole company.

The survey should take no longer than 15 minutes to complete at operator level, and a little bit more for managers and supervisors as additional questions will be asked of them.

Thank you for your time and contribution to this important project. If you have any questions about the survey and its implementation, please contact me.

Kind regards