**[Company] Calendar of Events**

Here are some important events in the life of [Company] in the year ahead...

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| **[Year]** | **Event** |
| **January** | Monthly team meeting |
| **February** | Monthly team meeting  Office Workplace (WHS) Inspection |
| **March** | Monthly team meeting  Employee engagement survey distributed for feedback |
| **April** | Monthly team meeting  Employee engagement survey results communicated  Flu Vaccine |
| **May** | Monthly team meeting  End-year performance management reviews |
| **June** | Monthly team meeting  Salary planning and increases communicated |
| **July** | Salary increases paid in first pay period  Mid-year Team Building and Development Day |
| **August** | Monthly team meeting  Office Workplace (WHS) Inspection |
| **September** | Monthly team meeting |
| **October** | Monthly team meeting  Review and feedback on Company policies and procedures |
| **November** | Monthly team meeting  Mid-year performance management reviews |
| **December** | Monthly team meeting  Team Christmas Celebration |