

# Canllawiau ar gyfer cyfathrebu â staff



# Guidelines for communication with staff

Er mwyn sicrhau cyfathrebu effeithiol ac i ddiogelu lles staff, nodwch y canlynol:

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- Bydd staff yn darllen ac ymateb i ebyst yn ystod oriau gwaith: 08:00 – 17:00
- Bydd staff yn cydnabod ebyst
- Bydd staff yn ymateb ateb o fewn 5 diwrnod gwaith
- Pan fydd staff yn gallu ymateb mewn llai o amser, byddant yn gwneud hynny
- Bydd rhai ebyst yn cymryd mwy o amser i'w hateb
- Does dim disgwyl i staff fonitro ebyst tu allan i oriau gwaith

**Gofynnwn i chi gyfathrebu mewn modd cwrtais a pharchus os gwlewch yn dda**

To ensure effective communication and to protect staff wellbeing, please note the following:

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- Staff will read and respond to emails during working hours: 08:00 – 17:00
- Staff will acknowledge emails
- Staff will respond with an answer within 5 working days
- When staff can respond in less time, they will do so
- Some emails will take longer to answer
- Staff are not expected to monitor at emails outside of working hours

**We ask that you communicate in a polite and respectful manner**