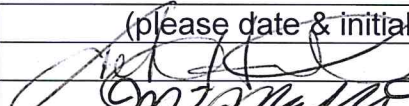
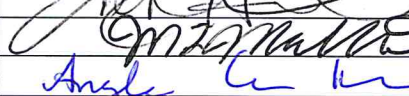
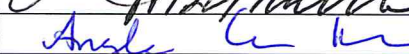


EmployIndy

Defining Success. Driving Growth.

POLICY OF EMPLOYINDY

Policy Name	Email Standardization
Policy Number	2016-003
Program Funding Stream	All
Executive Team Approval	(please date & initial below)
CFO	 5/30/17
COO	 5/26/17
President Approval	 5/30/17

REV	Description of Change	Author	Effective Date	Review Date
	Reissued and replaces policy # 2010-OP-007, Email Standardization	S. Phillips	Upon Approval	3/31/17
1	Extend Review Date	S. Johnson	Upon Approval	5/30/2018

1. Purpose

To establish guidelines for email formatting and creating and using email signature blocks in correspondence.

2. Scope

This policy ensures the standardization of all outgoing email correspondence, including signatures, generated by staff within the EmployIndy system who utilize the EmployIndy owned domains.

3. Summary of the Law

N/A

4. Responsibilities

Service Provider Managers and/or Program Managers are responsible for ensuring that all staff adhere to the policies outlined in this document.

EmployIndy Managers are responsible for ensuring that all EmployIndy staff adhere to the policies outlined in this document.

Communications Manager is responsible for providing guidance, validation and periodic review of this policy.

5. Policy Statement

Outgoing email correspondence generated by EmployIndy and Service Provider staff shall not include drawings, quotes, scriptures, backgrounds (for example, color, polka dots, etc), or borders.

All staff covered in this policy shall create a standardized signature block. The following format shall be utilized:

Name
Job Title
Home Office (i.e., WorkOne East, EmployIndy)
Street Address, including Suite Number
City, State Zip Code
Office Phone
Business Cell Phone (if appropriate)
Office Fax (if appropriate)
Email Address
Website(s)
Approved Logo

Your name shall be displayed as your First or Middle and Last Name. A nickname may be included if it is a derivative of your birth name. (i.e. Niki, Betsy, Jenny, Mike, etc)

The font size on all outgoing emails, including the signature, shall be in Arial, 11 point and black.

All outgoing emails must include the following confidentiality notice: "CONFIDENTIALITY NOTICE: This email, including attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, or disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the original message."

For anyone who has multiple email domains and/or represents a specific program or initiative, it is up to their supervisor and the communications manager to determine what website and logo will be used.

6. Exceptions

None.

7. Definitions

EmployIndy system: American Job Center (AJC) service providers, individuals conducting business with an AJC location, EmployIndy staff and individuals working within any EmployIndy contracted service provider locations.

Service Provider staff: any individual conducting business with a contracted service provider location and working with an EmployIndy funded program

Website: Limited to websites related specifically to the AJC System and their community partners

8. Related Policies and Documents

None.