

21.07 Website Policy

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a website to educate the public regarding services provided by the organization, advertise current job postings, and to allow viewers to apply on-line for employment.

Procedure:

Maintenance of the website is the responsibility of the Director of Communications.

All updates, changes or deletions must be submitted to the Director of Communications in writing with at least 24 hours notice.

Only authorized personnel are permitted to edit any portion of the website.

Any unauthorized editing of the site will be considered damage of property and could lead to disciplinary action and/or referral to law enforcement authorities.