

7.02 Public Relations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain accuracy, confidentiality and professionalism in the dissemination and distribution of organizational information to the public.

Procedure:

The Director of Communications and CEO/President are solely responsible for the distribution of organizational information to the media or any other source for the purpose of public relations.

Any employee contacted by the media or any other source must refer them to the above authorized individuals. Employees are not permitted to discuss the agency or its employees without express permission of the authorized individuals.

Whenever an employee's image or name is used in any type of media, a signed Public Relations/Photo Release form shall be obtained from that employee and retained in the employee's personnel file.

Failure to comply will result in disciplinary action up to and including termination.