## EMAIL SIGNATURE POLICY

At [organization name], we believe in fostering a cohesive and professional image in all our interactions. A consistent email signature is more than a formality; it reflects our collective identity and commitment to clear, effective communication. Therefore, this policy is set forth to standardize email signatures across our organization, ensuring that every message we send contributes positively to our reputation.

PURPOSE

To establish a standardized email signature for all [organization name] employees to ensure consistency and professionalism in our electronic communications.

SCOPE

This policy applies to all staff at [organization name].

POLICY

All employees are required to create and use the approved email signature format. The standardized signature **must be included on all professional email correspondence**.

1. The email signature should include the following elements:
   * Full Name
   * Title
   * [organization name]
   * Address
   * Web Address
   * Telephone Number
   * Fax Number
   * [organization name] Logo

Any changes to personal information within the signature must be updated promptly.

1. The email signature must be configured in the default font and size, with no alterations to the colour or branding elements (see sample email signature on the last page).
   * Full Name: [insert format e.g., **Calibri, 11pt, Bold, Blue (#174E86)]**
   * Title: [insert format e.g., ***Calibri, 11pt, Bold, Italics, Red (#861106) ]***
   * All company and contact information: [insert format e.g., Calibri 11pt, Black/Automatic (#000000)]
2. A confidentiality notice must be included at the bottom of the signature to remind recipients of the private nature of the communication.
3. There should be no inclusion of personal quotes, mottos, or credos.
4. Refrain from using any backgrounds, wallpapers, or decorative fonts.
5. The [INSERT DEPARTMENT] must approve any alterations to the standard signature format.

| **Here is the format sample that employees may copy:**  **INSERT HERE A SAMPLE OF THE EMAIL SIGNATURE**  *\*\*\*\*Confidentiality Notice: This message and/or attachment is intended for the sole use of the individual to which it is addressed and may contain information that is privileged and confidential. If the reader of this message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately and delete the message and attachments from your system. \*\*\*\** |
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**Non-Compliance**

Non-compliance with this policy may result in disciplinary action, as per the organization’s progressive discipline process.

**Implementation**

This policy is effective as of [Effective Date] and will be reviewed annually.