**POLICY ON MEDIA RELATIONS**

[COMPANY NAME] (“the Company”) are committed to remaining competitive, to maintain the best service to our customers and also provide our employees with the best tools to do their jobs. So to keep to that commitment, we believe that it is important that any media queries relating to any aspect of our company are dealt with as per our Policy on Media Relations.

1. All inquiries are referred to [NAME OF THE RESPONSIBLE] (the “Spokesperson”) immediately.
2. As the Company’s Chief Spokesperson, they will respond directly or designate another party to serve as spokesperson.
3. The Chief Spokesperson will direct the process by which a response is made or position taken.
4. If the Spokesperson is not available, inquiries are to be referred to [NAME].
5. [COMPANY] encourages the use of media and its associated services because they can make communication more effective and efficient and they are a valuable sources of information about vendors, customers, technology, and new products and services.
6. When communicating with the media It is important to maintain a proper tone of voice and manner.

This policy covers all forms of responses to the media, including “off the record” and anonymous statements.

I have read, understand, and agree to comply with the above policies, rules, and conditions governing the relations with the media. I also understand that I have the responsibility to maintain a positive representation of the Company. Furthermore, I understand that this policy can be reviewed, amended, updated, at any time.

Dated:

Signature of employee

Printed Name