


<b>Policy Name:</b>	<b>MEDIA RELATIONS</b>		
<b>Policy Number:</b>	<b>GOV-215</b>	<b>Formerly</b>	<b>BG-307</b>
 West Elgin Community Health Centre	<b>Creation Date:</b> <b>February 2007</b>	<b>Reviewed Date:</b> <b>February 2019</b>	<b>Approved by:</b> <b>Board of Directors</b>

## POLICY STATEMENT

The West Elgin Community Health Centre (the “Centre”) recognizes the value of interacting with the media to allow promotion of the services of the Centre both to advertise to our clients and inform the larger community about the services of the Centre and the positive impact that it has in the community.

The Centre should be portrayed in the best possible light but ultimately the reporter makes the final decision about what is included and excluded from any piece of media relating to the Centre.

Official statements with any form of media with respect to the Centre or its programs or services shall only take place through either the Chair of the Board of Directors or the Executive Director who shall be the only official spokespeople for the Centre. They may designate another person to be the media contact for other communications.

## APPLICATION

The policy governs all Directors, staff and volunteers of the Centre.

## PROCEDURE

Reporters and camera crews may only film or interview in or from the Centre’s premises with prior permission of the Centre. In all cases such permission will be given only when such work will not inappropriately affect or otherwise disrupt the work of the Centre and the media have agreed to respect the rights and interests, including those relating to privacy, of the Centre’s clients, staff and volunteers. In addition, clients shall be required to have provided their written permission in such circumstances and the Centre’s staff and volunteers shall have been given as much notice of such an event as possible.