

**PNAHA**  
**BOARD OF DIRECTORS MEETINGS**  
**CONSTITUTION, BYLAW & RULES PROPOSAL SUBMISSION FORM**

<b>NAME OF CHANGED DOCUMENT:</b>	PNAHA Bylaws
<b>MAIN HEADING:</b>	Electronic Communications Policy
<b>REGULATION (Heading):</b>	
<b>BY-LAW (Heading):</b>	Article XI
<b>Section:</b>	Policies Section
<b>Reference (sub-section):</b>	New Section 5
<b>Paragraph / Page no(s):</b>	Page 25

**CURRENT WORDING:**

[New Provision]

**RED-LINE WORDING OF PROPOSAL:** (as it should appear with new wording underlined, Deletions-~~strikethrough~~)

**CLEAN WORDING OF PROPOSAL:** (For ease of reading)

This policy is designed to provide guidelines for the appropriate use of electronic communication tools within PNAHA, ensuring security, confidentiality, and effective communication of information. Effective immediately, all employees, contractors, and volunteers of PNAHA will be required to adhere to the following guidelines:

1. Acceptable Use:
  - a. All electronic communication tools provided by the organization, including email, instant messaging, and collaboration platforms, are to be used solely for business-related purposes.
  - b. Employees, contractors and/or volunteers are expected to use professional language and maintain a respectful tone in all electronic communications, adhering to our organization's codes of conduct.
2. Security:
  - a. Password Protection: Employees, contractors and/or volunteers are responsible for maintaining the security of their login credentials and must not share their passwords with others.
  - b. Phishing Awareness: All employees, contractors and/or volunteers should be vigilant against phishing attempts and report any suspicious emails or messages to PNAHA's Secretary immediately.
  - c. Virus and Malware Protection: All electronic devices used for communication must have up-to-date antivirus and malware protection.
3. Confidentiality:
  - a. Confidential Information: Employees, contractors and/or volunteers must not share any confidential or sensitive information outside the organization without proper authorization.
  - b. Data Encryption: When transmitting sensitive data via electronic communication, encryption must be used to safeguard the information from unauthorized access.
4. Personal Use:
  - a. Limited Personal Use: Incidental and occasional personal use of electronic communication tools may be allowed, but it should not interfere with work or volunteer duties or violate other policies.

- b. Prohibited Content: Employees, contractors and/or volunteers must not access, transmit, or store any illegal, offensive, or inappropriate content through the organization's communication resources.
5. Professional Conduct: Employees, contractors and/or volunteers are expected to use professional language and maintain a respectful tone in all email communications. Harassment, discrimination, offensive language, or any form of unethical conduct through email is strictly prohibited.
6. Email Signatures: All employees, contractors and/or volunteers must use an appropriate and standardized email signature that includes their name, position, and contact information. Signatures should be professional and consistent with any PNAHA branding guidelines.
7. Retention and Disposal:
  - a. Emails and electronic records should be retained according to our organization's Email Retention Policy and Records Management Policy.
  - b. Obsolete electronic communication should be securely deleted to prevent unauthorized access and potential data breaches.
8. Account Deactivation: Upon receiving notice of an employee, contractor and/or volunteer's removal from a PNAHA position (either by termination, election or voluntary separation), the Secretary will promptly deactivate the email account to prevent unauthorized access to sensitive information.
  - a. Email Forwarding: In cases where it is necessary for business continuity or knowledge transfer, the employee, contractor and/or volunteer's email account may be set up to forward incoming emails to the relevant supervisor or team member.
  - b. Email Retention: Emails sent or received by the employee, contractor and/or volunteer during their tenure are subject to the organization's Email Retention Policy. The relevant retention periods will apply to these emails, and the Secretary will ensure compliance with this policy during the account deactivation process.
9. Policy Review: This policy will be periodically reviewed and updated as necessary to reflect changes in technology, security threats, or organizational needs.

## **INTENTION OF PROPOSAL:**

The purpose of this policy is to:

- Facilitate effective communication among all stakeholders.
- Protect sensitive information and maintain data security.
- Ensure compliance with legal and regulatory requirements.
- Promote a professional and respectful email culture.

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