



COMMUNICATION POLICY

The purpose of this policy is to define rules for the protection of the NOJHL confidential information distributed by email and to document the acceptable and unacceptable use of email in the NOJHL as a form of communication within the NOJHL, its Officers, Directors, Coaches, Volunteers, Players and Staff.

i) Email is vital to the way **the NOJHL** conducts its business. Email serves many purposes, such as:

- Communication among its members,
- Helping **the NOJHL** achieve its strategic objectives;
- Promoting NOJHL business;
- Serving **the NOJHL members and League Executives** by providing information about League events, League information, CJHL/NOHA/OHF/ HC information, updates, news, and general information of Hockey.
- This policy addresses confidential issues surrounding the appropriate and inappropriate use of email, who receives emails, which is entitled to receive emails.

ii) In the event, emails are sent out from the League Office including Commissioner, Executive Director and Administrative Officer to specific recipients and in the event any response is sent back that includes any more than the original recipients of the original email will be a clear violation of this policy and shall be subject to a minimum fine of \$500.00 dollars (PLUS HST) for the first offence. This policy shall be subject to the NOJHL Appeal Policy.