

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-044

SUBJECT: Organization Representation

PAGE(S): 1 of 1

EFFECTIVE DATE: January 1984

Policy:

Cottonwood, Inc. will make concerted efforts to inform the public of our services and their availability. We recognize the importance of community support in the acceptance of, and operation of our services. In contacts with the public, certain standards will be observed.

Procedures:

1. The CEO and Director of Community Relations and Development are the authorized spokespersons for all news and social media inquiries. All news and social media contact must be directed for their attention and follow-up.
2. An employee contacted by any person or group requesting him/her to represent the organization must inform and receive the approval from the CEO and/or Director of Community Relations/Development prior to agreeing to the request.
3. By virtue of a person's employment with Cottonwood, Inc. the individual represents the organization at all times. Employees are expected to represent Cottonwood, Inc. fairly and accurately, and present a positive image to the public.
4. Any person representing Cottonwood, Inc. shall serve as an advocate for the needs of the persons we serve.
5. Any person representing Cottonwood, Inc. shall enhance the dignity, respect, self-worth, and the striving for independence of persons with disabilities.
6. Any questions regarding contributions or donations resulting from presentations should be referred to the Director of Community Relations/ Development and/or CEO.
7. Failure to comply with the above may result in disciplinary action, and possible termination.