

SAHTU HEALTH & SOCIAL SERVICES AUTHORITY
Policy

ADMINISTRATION POLICY

**SHSSA Logo & Letterhead
Policy**

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ORIGINATED BY:	CEO

PURPOSE

To provide employees with an official communication medium.

POLICY

The Sahtu Health & Social Services Authority (SHSSA) will ensure the proper use of the SHSSA logo and letterhead. To achieve this result SHSSA employees and contractors will use the SHSSA logo or letterhead when necessary to perform their duties in their Job Description or falls within their scope of practice.

PROCEDURE

- Letterhead for your office can be ordered through the SHSSA Finance department via email.
- Letterhead must be kept in a secure area.
- Letter margin to be set at 1.9 inch
- Letterhead for use of first page only, regular paper to be used for subsequent pages.

Approved by: _____


Chad Fehr, CEO