



**WHEREAS**, the Northwest Ohio Water Environment Association is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, the NWOWEA relies on email as a form of communication among members of the Executive Committee (EC) , with its members, those external to the organization, and with other clean water organizations to communicate information; and

**WHEREAS**, it is recognized that e-mail is a form of communication. E-mail is not confidential in nature and may be subject to potential abuse by those who rely upon it. Hence, the use of email must be used with good judgment and discretion with thought on how it may impact the intended (and unintended) audience. E-mail can be forwarded with the click of a button and has the potential to be taken out of context.

**THEREFORE**, NWOWEA adopts the following policy:

#### **POLICY**

- I. E-mail shall be used for short discussions where it is not practical to meet or use the telephone to share general information.
- II. E-mails shall not be used for debate, to discuss sensitive issues. They shall be written in a professional manner, and shall not violate the NWOWEA code of ethics, mission statement or knowingly threatens NWOWEA's non-profit status.
- III. E-mails shall not be written as blasts to large groups of people to lobby for support on an issue, against members of the EC or other parties.
- IV. E-mails shall be written as discretely as possible to as few people as is necessary. Replies to emails shall generally be "reply" as opposed to "reply to all."
- V. The tone of all e-mail shall be supportive of the NWOWEA and OWEA, its Executive Committee, its members, private individuals and other organizations.
- VI. Emails received by public utilities or sent by public utilities should be considered to be publically available documents under Ohio Law. This means that it has the potential to be quoted in a newspaper or on television.