



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

WHEREAS, the OWEA 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, OWEA 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 OWEA code of ethics, mission statement or knowingly threatens OWEA'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 OWEA and the WEF, 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.