

	Employee E-mail Distribution	Henry Ford Health System Corporate Policy
Effective Date:07/01/2008	Supercedes: none	Policy Number – 1
Approved by:	SET, Nancy Schlichting	

DRAFT

- 1.0 Philosophy/Purpose – The purpose of this policy is to establish guidelines and procedures for utilizing email to distribute mass e-mails to System employees.

- 2.0 Scope – This policy applies to all employees at all business units and corporate offices of Henry Ford Health System, including physicians, volunteers, contractors and students.

- 3.0 Responsibility – The interpretation, administration and monitoring for compliance shall be the responsibility of the HFHS Public Relations and Information Technology departments.

- 4.0 Policy – HFHS leadership encourages the flow of information to its employees through electronic means, but seeks to minimize the use of mass, unsolicited e-mails to all or most employees. Other internal communications vehicles such as *HENRY, Monitor, News & Views*, etc., must be used before the use of broadcast e-mails. System employees may not send System-wide e-mails to all employees directly. System e-mails must be approved and sent by the HFHS Public Relations or Information Technology departments. Human Resources, Security and Purchasing are also approved to distribute System e-mails.

- 5.0 Practice/Procedure/Requirements for Compliance – HFHS Public Relations will be responsible for monitoring and evaluating the frequency and appropriateness of System e-mails to employees.

- 6.0 Recommended Compliance Monitors and Audits – Ongoing monitoring and auditing of this policy for compliance is the responsibility of operational leadership and HFHS Public Relations.