



**POLICY SECTION:** Administration

**SUB-SECTION:**

**POLICY NAME:** Business Cards

**POLICY NO:** A. 17

<b>Date Approved:</b> March 1987	<b>Date of Next Review:</b> June, 2024	<b>Dates of Amendments:</b> January 29 <sup>th</sup> , 2015 June, 2019
<b>Cross References</b> <ul style="list-style-type: none"><li>• Policy A.11</li><li>• Logo Use Policy T.16</li></ul>		
<b>Appendix</b>		

### **Purpose**

To ensure that all those individuals representing the Toronto Catholic District School Board are doing so in a manner that allows for professionalism, consistency and transparency.

### **Scope and Responsibility**

This policy applies to trustees, board officials, employees and long-term contractors. The Director of Education is responsible for this policy.

### **Alignment with MYSP:**

Providing Stewardship of Resources

Inspiring and Motivating Employees



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## **Policy**

The standard business card shall be provided to trustees, board officials and other employees, who meet the public on a regular basis on behalf of the Toronto Catholic District School Board.

## **Regulations**

1. The layout of the card shall be that approved by the Board of Trustees.
2. (a) The card shall in burgundy font; the employee's name, suggested lettering and the Board logo. All other text including contact information, title and the department's name shall contain black lettering.  
  
(b) The card shall contain the; name, department, business and telephone number of the person.  
  
(c) The business card may be paper or digital.
3. (a) Provision of business cards to trustees shall be through the Director of Education.  
  
(b) Provision of business cards to staff shall be through the respective Associate Director or designate.



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4. The source of funding will be identified from the originator's existing departmental operating expenditure budget.

### **Definitions**

#### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

The printing department shall keep records of all billing related to the distribution of business cards.