

WOODHAVEN PROCEDURES

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Procedure No. 1-9-16  
Replaces Procedure No. 1-9-15

Revised: 06-24-15  
Issued: 11-01-12

SUBJECT: Media Relations

PURPOSE: To assure proper use and maintenance of Woodhaven information systems and communication devices and to carry out the mandate of Leadership Policy No. 1.

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No Woodhaven employee is permitted to release any information in any form to the news media regarding individuals supported or staff of Woodhaven without the approval of the Chief Executive Officer or Chief Operating Officer.

All contacts from the news media, including requests for interviews, should be referred to the Chief Executive Officer or the Chief Operating Officer. If both the CEO and COO are unavailable, media inquiries or interview requests should be referred to the Marketing Manager.

Approved: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_