

## Policy Distribution Policy

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Our policy distribution policy explains how Lightbox Productions Inc. aims to distribute our policies.

### Scope

This policy applies to all members of the committee.

### Policy Elements

To ensure our policies are available, we:

- Will place all active policies on the company website with public access enabled.
- Will provide policies as part of a 'handbook' to new members upon joining

To ensure the policies stay accurate, we are committed to reviewing the policies:

- Within three (3) months of when they are written,
- A further three (3) months from that,
- With every new committee, and
- When necessary

To roll out new policies,

- They will be uploaded to the website,
- They will be sent to #general on slack, and
- Members will be emailed a copy of the new policy, outlining the procedure for raising concerns with the new documentation.

### Contacts

For questions about this policy, contact the board ([committee@lightboxau.com](mailto:committee@lightboxau.com)) or the President ([president@lightboxau.com](mailto:president@lightboxau.com)).

*This document was developed utilising and adapting content from:*

<https://resources.workable.com/email-usage-policy-template>