

<b>Category:</b> Human Resources	<b>Responsible Owner:</b> Human Resources	<b>Effective Date:</b> 2019/07/01
<b>Policy/Form Number:</b> 5.6	<b>Approval Body:</b> Board of Governors	<b>Policy/Form Name:</b> Business Card Policy

**A. POLICY:**

Business cards are purchased for eligible employees to facilitate communication and connections with both internal and external colleagues, students, and organizations to further the business of the College. Business cards shall not be used to misrepresent the individual’s relationship with the College.

**PURPOSE/COMMITMENT:**

This Policy standardizes the eligibility, purchase, design and usage of Columbia College business cards. It establishes approval and ordering procedures, maintaining Columbia College’s standard branding and design.

**SCOPE:**

This policy applies to College members who meet the eligibility criteria below.

**WHEN TO USE THE POLICY:**

**A. PROCEDURES:**

The following employees are eligible for business cards with the approval of their Supervisor or Dean:

- Academic Faculty who have reached regular status.
- ELC Faculty who have reached gridded status.
- Staff members who have passed their probation period and who hold a position that may require a business card exchange.
- Exception: Recruiters will be able to request their business cards before going on a business trip.

It is important to remember that business cards are small and are intended to provide the necessary contact information with a limited number of titles and or certifications.

The following information must be on the left side of the business cards:

- Line 1: First Name and Last name, Titles/Credentials
- Line 2: Position – Department/s
- Line 3: email
- Line 4: Telephone and extension

The following information should be included on Line 1:

- Bachelor's degree
- Master's degree
- Ph.D.
- Credentials, as for example, CPA, CMA, etc.

**Purchase Process:**

- The Department Head or Dean should submit a Business Card request to Human Resources.
- Human Resources will review the eligibility criteria and send the request to the Bookstore Manager, responsible for placing the order.
- Eligible employees will receive up to 100 hundred cards every three years. In exceptional situations, a request may be made for earlier replenishment, following the same process as that of acquisition, an example being when a member changes position.
- If an instructor is about to complete a degree such as a Ph.D., is it up to the instructor to ask for business cards at the time of eligibility or to request them once the Doctorate is obtained. It is important to remember in this case that business cards will not be issued before the end of 3 years.

**Additional Information:**

- When attending a conference or event representing the College, gridded instructors who have completed 1260 hours and contract staff who have already passed the probation period, may request Columbia College blank business cards (no name included) at the Bookstore.

**Links to Other Related Policies, Documents and Websites**

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS:**

**RELATED ACTS AND REGULATIONS:**

**RELATED POLICIES:**

- **APPROVALS:**

IF APPLICABLE:

Chair, Academic Board	Date:
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APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: July 2024	Dates(s) revised:	Replaces Policy/Form Number:
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