

Physical Bulletin Board Policy



1. Policy

[Company Name] maintains bulletin boards for workplace postings and [Company Name] - approved business purposes. Workplace postings provide federal, state, and local workplace guidance required by law.

Bulletin boards are located in areas of general employee access (i.e., at elevator doors, front, side, and rear entrances, and in the break room). Use of [Company Name] bulletin boards is subject to the following rules:

- All bulletin boards must have a transparent covering for cleanliness and a lock for security.
- Because several bulletin boards are required in the same area, they will be uniform in size, material, and appearance.
- All boards will have a backing material that can be used for thumbtacks. Staples are not to be used on bulletin boards.
- Bulletin postings will be available in languages other than English, as needed. A notice in other languages will be posted describing how to obtain a translation from English.

All bulletin board postings are to be approved by the human resource (HR) department, which is responsible for monitoring, updating and removing posted items. No notices or communications may be posted on any [Company Name] bulletin boards by an employee or third party without the prior review and approval of the HR department.

Bulletin board keys will be kept in the HR department and are not to be given to employees other than HR personnel authorized to update the bulletin boards.

Employees should try to check the physical bulletin board at the beginning of each shift.