

Courtenay and District Fish & Game Protective Association

ANTI-SPAM POLICY

Courtenay and District Fish & Game Protective Association (herein referenced to as “Association”)

All Association emails sent from official Association email addresses will comply with the following regulations:

1. Bulk emails to members will be sent by the Administration Department only.
2. An official correspondence from the Association will come from “**@courtenayfishandgame.org**” addresses.
3. All official correspondence to the Association will be addressed to “**@courtenayfishandgame.org**” addresses, which can be found on the Association website Contacts Page.
4. Members give their permission to receive Association correspondence via email when they apply for or renew membership.
5. Members may unsubscribe from receiving Association emails by opting out in their Membership Profile on the Association website; but, they must understand that the Association, according to bylaws, is required to advise membership of meetings, special resolutions for voting, elections, etc. If members choose to unsubscribe, members will not receive any Association information. Advisories of Special Resolution Meetings and AGM & Elections will be posted at the office.
6. Members’ email addresses, along with other pertinent information, will be shared with the British Columbia Wildlife Federation (BCWF) according to the Association’s relationship with same.
7. No member email addresses may be sold or distributed to any other organization or person without express permission.
8. Personal member email addresses will not be made public on the Association website. Only official “**@courtenayfishandgame.org**” email addresses will be available to the public.

**AGREEMENT – COURTENAY AND DISTRICT FISH & GAME PROTECTIVE ASSOCIATION’S
ANTI-SPAM POLICY**

We are pleased to welcome you to the CDFGPA team.

This is an opportunity to provide you a copy of the Anti-Spam Policy. The objective is to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Anti-Spam Policy. This document is intended as an easy reference tool for any concerns. Should any of your questions remain unanswered, please contact the designated Human Resources Director

_____ at Tel# _____.

All the CDFGPA’s policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We, CDFGPA, are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE WORKPLACE ANTI-SPAM POLICY

I, _____, attest that I have read the Anti-Spam Policy.

Employee Name (print)

I acknowledge having received all the relevant information that I need to have a good understanding of the content and scope of this policy.

Employee – Signature _____ Date _____

Employer – Print Name _____

Employer – Signature _____ Date _____

(The original copy is given to the employee and the employer retains a photocopy for their files)