



Document Control

Policy Title	Media Contact Policy
Policy Number	075
Owner	MD Office
Contributors	
Version	1.0
Date of Production	28 th April 2015
Review date	28 th April 2017
Post holder responsible for review	MD Office
Primary Circulation List	Shared Drive
Web address	N/A
Restrictions	None

Version Control

Version Number	Owner	Description	Circulation
1.0	MD	Review	John Hannigan



1.0 POLICY:

Sunbeam House Services Media Contact policy is written with regard to all media enquires or press announcements from

- Sunbeam House Services, its Board and Management
- Sunbeam House Trust

2.0 SCOPE:

This Policy applies to all staff employed by Sunbeam House Services , its Board and Agents.

3.0 ROLES & RESPONSIBILITIES:

All staff working in SHS are responsible for complying with this policy. It is responsibility of the Senior Management Team to ensure that this policy is enforced.

4.0 CONTACT MADE FROM A MEDIA SOUCE TO SUNBEAM HOUSE SERVICES

All queries from any media source are to be directed to the Managing Directors Office and in his absence to the General Managers office. No comment or statement is to be given on behalf of SHS by any staff member unless authorised by the Board of Directors and/or Managing Directors Office.

5.0 PRESS RELEASE

All Press Releases will be issued directly from the Managing Directors Office. No contact with any meadia source shall be made by any staff member on behalf of SHS unless specifically direted by the Board of Directors and/or the Managing Directors Office .

Policy No. 075	Revision: 1.0
Page 1of 2	Department: 002
Full Policy ID Number : 002.075.1.0	