



**POLICY:**

It is the policy of Chatham Area Transit not to grant interviews or release information to the media without prior approval of the Chairman of the Board or the Executive Director/Chief Executive Officer, depending on the specific issue.

Any request for interviews or information by the media should be referred to the Marketing and Development Manager. Courtesy and acceptable business practices should always dictate in dealing with such requests. The employee should ask the reporter for his or her name, the name of the publication or company, a telephone number and the topic in issue. Upon receipt of this information, the employee should contact the Marketing and Development department with the information. In the event no one is available, the employee should make direct contact with an appropriate officer of the Authority. In no case should any information be volunteered to outside sources.

This policy excludes those circumstances dealing with local promotional events (i.e. rodeo, marketing events, etc.)

All press releases will be issued as deemed necessary and relevant by the Marketing and Development department. The Executive Director/Chief Executive Officer must approve all press releases prior to distribution. In addition, press releases that include quotes by staff must be approved by the individual quoted.

**APPLIES TO:**

All employees of Chatham Area Transit Authority.