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## **REPRESENTING THE AGENCY**

No employee shall make a public appearance, news release, public speech or speak to the media, as an official or unofficial spokesperson of HSWC, Inc. without prior approval of the Executive Director or his/her designee. When an employee receives a media inquiry, their response should be: "I have no authority to respond to your request. You should refer your questions to the Executive Director."

*Approved BOD 11/18/2002  
Approved by Policy Council 1/13/2003*