

3.3.2

Policy Title: 3.3.2 Electronic Signatures

Section: 3.0 Operations

Last Approved: January 2020

BACKGROUND

The purpose of this policy is to ensure that electronic signatures are safeguarded and used appropriately.

APPLICATION

The application of this policy is to provide direction to current employees and Executive members regarding the use of electronic signatures.

POLICY STATEMENT

1. No person shall be compelled or required to transact using electronic signatures. Electronic signatures for the President and Executive Director are highly recommended to facilitate timely communication processes.
2. Management shall implement security measures to safeguard electronic signatures from risks of theft and misuse.
3. No person shall use an electronic signature in a way that is false or misleading or without the consent of the owner.

REFERENCES

Electronic Signatures Form