



**Title of Policy:** Communications Policy  
**Policy No. #** 1.7009  
**Type of Policy:** Administrative  
**Effective Date:** October 1, 2020  
**Last Revised:** New  
  
**Policy Owner:** Florida Memorial University  
**Policy Contact:** Office of Human Resources

**I. Reason for Policy**

The purpose of the Communications Policy is to define the standard of communication, internal and external and to facilitate the accurate transmission of information vital to the functioning of the institution. Florida Memorial University (FMU) is committed to clear, accurate, and professional communication. FMU Communication is always for business purposes; it must be done ethically and with regard for legal consequence and a duty of care. All Communication should be conducted according to the best educational, professional and business practices.

**II. Policy Statement**

FMU requires employees to adhere to professional standards of Communication consistent with higher education practices, including, but not limited to appropriate content, respectful tone, and sound grammar. Only employees may speak for the University within the confines of their job responsibilities. No third party or contractor may speak for or obligate the University. Communication is part of an employee’s professional conduct. All formal or informal Communication being disseminated to the public must be coordinated with the Office of Public Affairs and/or the Office of the President.

**III. Scope**

The Communications Policy applies to faculty, staff, students and third parties. The Communications Policy encompasses any internal and external Communication not explicitly covered by other policies or by the Office of Public Affairs. This Policy does not prohibit employees from conducting Communication in the ordinary course of business.

**IV. Definitions**

Term	Definition
Communication	Communication refers to verbal, written, electronic, internal and external messaging for the University normally used in the conduct of business.
Internal Communication	Internal communication refers to all forms of correspondence within the University.
External Communication	External communication refers to correspondence with any entity outside of the University for purposes of work or promotion of the institution.

**V. Responsibilities**

It is the responsibility of University administrators to oversee enforcement of this Policy for all administrators, faculty and staff within their respective area. When violations occur, there should be a written record of all actions taken, including matters of discipline per the Faculty or Employee Handbook.

**VI. Enforcement**

This Policy shall be enforced by University administrators. It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
		