1. **Policy : Notice Boards**
   1. Within the provisions stated in this Manual, it is the Company’s policy to provide various notice boards in the public areas of the Retirement Village and within common areas used by employees.
   2. The content of these notice boards is managed to ensure accuracy of information, quality and standard of content and relativity to Residents and/or employees
2. **Notice Boards**
   1. There are three types of notice boards in the Retirement Village as follows:
      1. General Notice Boards
      2. Community Notice Board
      3. Employee Notice Boards
   2. The purposes of each are as follows:
      1. General Notice Boards:

All matters which relate to the Retirement Village only will be put up on these boards.

* + 1. Community Notice Board

This notice board is located outside the Doug Bailes Library and contact the general information referred to in 2.2.1 as well as information relating to events, etc which may be taking place outside of the Retirement Village property, but may be of interest to Residents.

* + 1. Employee Notice Boards

These notice boards are located in the staff rooms, canteens or other employee specific common areas and only information with regards activities, policies, regulations, legislation and other matters related to the employees may be put up on these boards.

Each department head is required to approve the information to be put up on these Boards.

1. **Content rules and standards**
   1. All notices must be A5 or A4 in size, neat and computer printed.
   2. No handwritten notices will be allowed.
   3. Content must be professional, grammatically correct and meet community/society standards; in an effort to ensure that the content is safe, informative and fair, the Notice Board **Content Standards which are detailed below are not allowed**:

*These may be updated from time to time without prior notice.*

* + 1. Profanity
    2. Derogatory content, hate speech, politically and socially unacceptable content
    3. Cruel and insensitive content - whether factual or implied, depicting and/or mocking physical injuries, disabilities, disease, etc
    4. False news/content
    5. Content that promotes and/or depicts self-harm, violence, sexual/nudity activity and/or solicitation, drugs and alcohol amongst other
    6. Political groups (no promotion of any political groups)