**Document and Program Policy**

All documents and programs in the Employee Wellness Solutions Network (EWSNetwork) Toolbox have been proofed, edited and approved by Head Office.

Any changes to documents including titles, text, design, pictures of any kind must be submitted to Head Office for approval guided by the policies below.

No modified document is to be used prior to Head Office approval.

\*\* Exceptions to this policy are dates and locations for the specific program.

**Documents Editing or Creation**

**Document Editing**

If any EWSNetwork consultant, licensee or representative requires any changes to a document the EWSNetwork consultant, licensee or representative is to make the changes and submit to EWSNetwork Head Office a minimum of 3 business days prior to event, posting, etc.

EWSNetwork will review and approve changes and send a final proof back to the consultant, licensee or representative for use.

**Document Creation**

If any EWSNetwork consultant, licensee or representative requires the creation of a document, may it be a poster, document, flier, handout, etc. they are to completely fill out the *Document Request Form* (attached) and submit to the EWSNetwork Head Office 15 business days prior to needing this document.

EWSNetwork will mock up a proof for the EWSNetwork consultant, licensee or representative within 5 business days of submission to review and make any suggestions for the final proof.

**Program Editing or Creation**

**Program Editing or Modifications**

If any EWSNetwork consultant, licensee or representative requires any minor changes (editing slides) to a program the EWSNetwork consultant, licensee or representative is to make the changes and submit to EWSNetwork Head Office a minimum of 5 business days prior to event, posting, etc.

EWSNetwork will review and approve changes and send final proof back to the consultant, licensee or representative for use.

If any EWSNetwork consultant, licensee or representative requires any major changes (reworking slides to fit the program they are offering) to a program the EWSNetwork consultant, licensee or representative is to make the changes and submit to EWSNetwork Head Office a minimum of 10 business days prior to event, posting, etc.

EWSNetwork will review and approve changes and send final proof back to the consultant, licensee or representative for use.

**Program Creation**

If any EWSNetwork consultant, licensee or representative requires the creation of a new program or a complete re-working of an existing program, they are to completely fill out the *Program Request Form* (attached) and submit to the EWSNetwork Head Office 30 days prior to needing this program.

EWSNetwork will mock up a proof for the EWSNetwork consultant, licensee or representative within 10 business days of submission to review and make any suggestions for the final proof.

**Document Request Form**

**Document Creation Policy**

If any EWSNetwork consultant, licensee or representative requires the creation of a document, may it be a poster, document, flier, handout, etc. they are to completely fill out the *Document Request Form* (attached) and submit to the EWSNetwork Head Office 15 business days prior to needing this document.

EWSNetwork will mock up a proof for the EWSNetwork consultant, licensee or representative within 5 business days of submission to review and make any suggestions for the final proof.

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| **Submitted by** |  |
| **Date needed** |  |
| **Suggested Title** |  |
| **Document Intent / Direction**  (give a brief outline of document) |  |
| **Suggested Pictures** |  |
| **Suggested Content** |  |
| **Other Comments** |  |

**Program Request Form**

**Program Creation**

If any EWSNetwork consultant, licensee or representative requires the creation of a new program or a complete re-working of an existing program, they are to completely fill out the *Program Request Form* (attached) and submit to the EWSNetwork Head Office 30 days prior to needing this program.

EWSNetwork will mock up a proof for the EWSNetwork consultant, licensee or representative within 10 business days of submission to review and make any suggestions for the final proof.

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| **Submitted by** |  | |
| **Date needed** |  | |
| **Suggested Title** |  | |
| **Document Intent / Direction**  (give a brief outline of document) |  | |
| **Suggested Modules** |  | |
| **Module Breakdown**  (please breakdown each module to what you see being the direction of each) | Title | Description |
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| **Other Comments** |  | |