

Employee Wellness Solutions Network

Document and Program Policy as of October 2013

The following policies have been put in place to ensure that every program is consistent with the values, beliefs, professionalism and direction of Employee Wellness Solutions Network (EWSNetwork) and its licensees. Advanced planning of programs will be essential by all licensees to keep this policy and what it stands for intact.

All documents and programs in the 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.

IMPORTANT - 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 20 business days prior to needing this document.

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.

Program Creation by a Licensee

As EWSNetwork is all about growing a network of professional licensees across Canada it also encourages its licensees to be creative and design program that fit the sole need of their client.

All programs that are not directly from the EWSNetwork toolbox and do not fit into the above categories must be created using the following procedures.

The complete program including flyers, emails to the end users, handouts, power points, coaches notes (those that apply) must be reviewed (using the following schedule) by Head Office prior to its use in any capacity.

The Licensee's draft of the material must be submitted to Head Office 20 business days prior to program implementation for review of content, direction and material.