



Wild Sheep Foundation, Inc.

Policy Regarding Public Comments

The purpose of this policy is to provide guidelines to Directors, Officers, and employees regarding public comments and/or testimony. As Directors, Officers, and employees care must be taken to ensure that any *personal* comments and/or testimony are not interrupted as positions of the Foundation.

On occasion individuals other than Officers, Directors, or employees may be authorized to speak on behalf of the Foundation and this policy specifies how said authorization is made.

Directors, Officers and Employees

As a Director or Officer or employee of the WSF, you may be asked to comment or testify on behalf of the WSF regarding public policy, legislation, and other political or social matters. In fact, you may be asked to comment merely because you are a Director, Officer or employee. As a result, the public may assume that you are speaking on behalf of the WSF when you are not. For these reasons, WSF Directors, Officers and employees should clearly indicate whether they are speaking or writing on behalf of the WSF when addressing legal, political, environmental, or social issues. Thus, the following policies apply to all Directors, Officers and employees of the WSF:

- A. If the matter concerns a crisis, legal action, or other critical issue facing the WSF, it is usually best not to comment prior to consulting the President/CEO or Chairman even as a private individual.
- B. If you have not been authorized by the President/CEO or Chairman to speak or write publically on behalf of the WSF, do not attempt to do so.
- C. If you have been authorized by the President/CEO or Chairman to speak or write publically on behalf of WSF, the following words (or substantially similar words) should be used:
 - o Speaking on Behalf of the WSF: I am a [director/officer/employee, etc.] of the Wild Sheep Foundation. The WSF's position on this issue is _____.

- D. If it could be confused with or misinterpreted to be a position of the WSF, you should refrain from making any comment.
- E. Should you decide to comment without advanced Board authorization, the following words (or substantially similar words) should be used:
- o Speaking as a Private Individual: The views I express here are my own views as a private individual and do not necessarily represent the views of the WSF. While I am a _____ [director/officer/employee, etc.] of the WSF, I have not been authorized to speak [or write] on behalf of the WSF on this issue.

Authorization to Speak on Behalf of the Foundation

Any individual other than an Officer, Director or employee must have written permission from the President/CEO or Chairman to speak on behalf of the Foundation. Said permission shall be specific regarding the topic and venue for the comments and/or testimony and shall contain a “sunset clause.” Once authorization is received the following words (or substantially similar words) should be used:

I have been authorized by the President/CEO or Chairman to speak on behalf of WSF. The WSF’s position on this issue is _____.