

<b>Title</b>	<b>Business Cards</b>
<b>Number</b>	<b>B1002</b>
<b>Category</b>	<b>Administration</b>

**1. PURPOSE**

To identify the College employees who may be issued business cards.

**2. DEFINITIONS**

**Permanent employee** – an individual employed and paid by the College on a permanent basis.

**Temporary employee** – an individual employed and paid by the College on a term/temporary, substitute or casual basis.

**3. POLICY**

3.1 Business cards will be of uniform design and ordered through the Purchasing department. The cost of the cards is charged to the home department.

3.2 Any permanent employee at Langara College may order business cards. Temporary employees may be issued business cards at the discretion of the Division Chair or appropriate administrative leader.

3.3 The content of the card must be congruent with the Graphic Standards Manual template for business cards and be current.

3.4 The content of the card must be accurate and up to date.

3.5 Out-of-date and/or unused cards must be destroyed upon change of title or status, termination or resignation.

**4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Vice-President, People and Culture.

**5. REGULATIONS/PROCEDURES**

<https://langara.ca/departments/communications-marketing/brand/business-card-ordering.html>

<b>History/Revision</b>	
Origination Date	January 30, 1980
Amendment Date	September 20, 2022 July 26, 2022
Next Review Date	September 20, 2025