TITLE: **E-MAIL SUBJECT HEADER ETIQUETTE POLICY**

1.0   OBJECTIVE

To define the criteria for E-mail Header in order to prioritize tasks and manage expectations of e-mail response time.

2.0   SCOPE

This procedure applies to all OFPA board members and applies to all e-mails sent by board members.

3.0   RESPONSIBILITY

Each Board Member is responsible to ensure that the e-mail header etiquette is adhered to.

4.0   PROCEDURE

The following are the E-Mail Etiquette Subject Headers to be written in the e-mail title space of each and every e-mail written by all Ontario Food Protection Board Members. The Subject Headers below are not an exhaustive list and variations can be created as long as the spirit of the purpose of using a subject header is respected. These subject headers will be capitalized.

E-Mail Etiquette SUBJECT HEADERS:

NOTE: Each heading must start with OFPA followed by action followed by subject matter.

NOTE: It is not necessary to email the entire board if the message pertains to a small working group within OFPA – for example if you are on the planning committee for the Fall event, emails should only go to the planning committee members.

1. INPUT REQUIRED - (insert subject)

   OR ACTION/REPLY NEEDED - (insert subject)

2. IMPORTANT DOCUMENT FOR REVIEW - (insert subject)

3. IMMEDIATE INPUT REQUIRED (Must be really Urgent)

   OR   IMMEDIATE ACTION/REPLY NEEDED
      (Sometimes we need someone to do a task or answer a question.)

Example: IMMEDIATE INPUT REQUIRD - Regarding Meal at MCC for Conference

4. INPUT REQUIRED (NOT URGENT):

5. IMPORTANT DOCUMENT TO REVIEW (Add to next Board Meeting Agenda/ Insert subject/Be prepared to discuss at next OFPA Board meeting)

6. VOTE NEEDED

7. FYI - (insert subject)

8. NON-BUSINESS - (insert subject)

5.0 DOCUMENTATION CONTROL

ISSUE DATE	REVISED DATE	STATUS
December 7, 2019		Draft
	December 18, 2019	Draft
	February 25, 2020	Final