



TEAMSTERS CANADA RAIL CONFERENCE

CONFÉRENCE FERROVIAIRE DE TEAMSTERS CANADA

Douglas Finnon
President
Président

Roland Hackl
Vice-President
Vice-Président

1710-130 rue Albert Street
Ottawa, ON - K1P 5G4
Tél: (613) 235-1828
Fax: (613) 235-1069
www.teamstersrail.ca

Christopher Lowe
Secretary Treasurer
Secrétaire-Trésorier

Don Ashley
National Legislative Director
Directeur législatif national

March 3, 2015

All Division Officers
Teamsters Canada Rail Conference

Dear Sisters and Brothers,

We are once again entering into a new calendar year, and feel it is an appropriate time to re-issue our Electronic Communications Policy as a reminder to all officers within our organization. It is not uncommon and over time it is natural that we forget some of the governing policies, even though they are posted on our website. Nevertheless, our policy has been in place for a number of years, and is the governing policy of this office for efficient and effective electronic communications.

A common misunderstanding is that the President's office will act on each and every email sent to one of our email addresses. It is simply impossible to respond to every email message therefore we had to implement a policy for conducting official business with the National Office. Therefore, as a reminder, we ask that you adhere with our Electronic Communications Policy, as outlined below:

Electronic Communications Policy

"The policy currently in effect is that official communications between members and the Teamsters Canada Rail Conference require a hard copy of the correspondence, with a signature, being received by the TCRC President to be considered an **"OFFICIAL COMMUNICATION"**. This is to provide that the actual question(s) are addressed and responded to.

This process has ensured that when official interpretations are made they have reference to a specific request and can be used in future correspondence.

.../2



All Division Officers
March 3, 2015
Page 2

Due to the volume of e-mails it would be impossible for a President to answer all unofficial communications. The policy of the Rail Conference Office is that e-mails addressed to the TCRC President will be reviewed and forwarded to the appropriate officer or staff for a timely response.

This will allow the President to be aware of the opinions and suggestions of the membership, while at the same time providing a timely response to the member, if a response is necessary.

Thank you for your assistance with this matter and in making this process easier.

In Solidarity,

A handwritten signature in black ink, appearing to read "Douglas Finnon". The signature is written in a cursive style with a horizontal line at the end.

Douglas Finnon
President

DF/lr