

## **SEIU Local 1021 UNION LETTERHEAD POLICY**

Local 1021 letterhead is to be used only for official union business by union staff, local officers, executive board members, chapter officers, and committee and industry chairs. Expressions of personal opinion should not be written on union letterhead nor should a person's union title be used in such a way that would imply the opinion represents that of the organization when such is not the case.

When the above-named staff or members use SEIU Local 1021 letterhead, a complete title must be included (i.e., "John Doe, Chapter President," not "John Doe, President").