
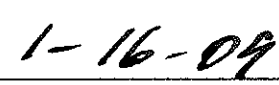




National University of Health Sciences General Policies

Title: Personal Mail	Page	1	of	1
Date Adopted: 07/07/94	Date(s) Revised:			
				
President	Date			

POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) that all mail, except dormitory resident mail, received at the University is considered to be business-related. If addressee identification is not clear, said mail may be opened and routed to the appropriate office or individual.

University employees are prohibited from receiving personal mail at NUHS. Employees found in violation of this policy are subject to disciplinary action ranging from an initial warning with request to change the mailing address, to suspension without pay, and, eventually, termination.