

Resource Materials Policy

Purpose

When Lupus Ontario was first established one of the main aims of the organization was to increase awareness about the disease in order to aid those who were living with Lupus and to provide information to those who knew someone who was affected. The organization continues to believe that this objective is fundamental to its existence and strives to publish relevant resources and materials to provide information pertaining to the disease. As a result, Lupus Ontario is the legal owner of all materials produced and seeks to maintain the quality of all materials that are developed.

Policy Objectives

The objectives of this policy are to ensure that:

- Materials are not reproduced without the appropriate authorization
- Maintain the integrity of all information produced by Lupus Ontario
- All materials produced are accurate

Policy Type

External

Policy Application

This policy applies to all Lupus Ontario funded researchers, volunteers, staff, board members at all levels of the organization.

Executive Champion

The Chair of the Fund Development Committee and the Fundraising and Marketing Manager are the executive champions of this policy.

Policy Details

1. Permission to reprint or translation of Lupus Ontario resources by outside organizations:
 - Requires Lupus Ontario's written authorization.
 - Requires approval by the Executive Champion of this policy in consultation with the Executive Committee and author, if applicable.
 - Shall be based on evidence of professionalism of the requesting organization and their provisions for ensuring a faithful and factually accurate reproduction of the original work.
 - Lupus Ontario may obtain a written assessment by a competent professional attesting to the accuracy of the translated material.
 - All translations shall credit Lupus Ontario as the source and the author, if applicable.

- All resources shall clearly indicate that authorization to translate must be obtained by Lupus Ontario.

Monitoring and Compliance

The Fund Raising and Marketing Manager will be responsible for the monitoring and compliance of this policy. Noncompliance issues will be escalated to the Chair of the Fund Development Committee.

Policy Review

This policy is to be reviewed every year, or when there is a change in responsibilities.