



EDUCATION
HUNAR AND RELIEF
DEVELOPMENT FOUNDATION

MEDIA COMMUNICATIONS POLICY

This policy outlines EHRDF’s framework for clear, consistent, and professional communication. It provides guidelines for media engagement and social media use, ensuring all messages reflect EHRDF’s values and mission while protecting its reputation, confidentiality, and compliance. Only authorized personnel may represent EHRDF publicly.

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Approved by:	Board of Directors
Effective Date:	May 2026
Contact:	admin@ehrdf.org

		Title			
EHRDF-MC-PO-11	1.0		1 May 26	01 of 04	Company Secretary
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1. Introduction

The Media and Communications Policy of **Education Hunar Relief Development Foundation (EHRDF)** provide a structured framework for the organization's internal and external communications. As a newly established foundation with ambitious goals, this policy aims to ensure that all communications are consistent, transparent, professional, and aligned with EHRDF's vision to empower underserved communities through education, skills, and development.

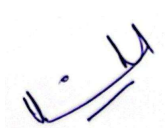
2. Objectives

- To establish EHRDF's identity and credibility through strategic and impactful communication efforts.
- To ensure timely, truthful, and transparent communication with external stakeholders including donors, partners, beneficiaries, volunteers, and the general public.
- To promote open and constructive internal communication among EHRDF team members and volunteers.
- To uphold EHRDF's branding and messaging integrity across all platforms and mediums as the foundation grows.

3. Key Principles

- **Accuracy:** All information disseminated by EHRDF must be truthful, fact-checked, and evidence-based to maintain public trust.
- **Transparency:** EHRDF commits to honest and open communication regarding its activities, impact, and financials.
- **Respect:** The dignity, identity, and rights of individuals featured in any communication will be respected, with informed consent obtained prior to use.
- **Consistency:** All messaging, branding, and visual content will reflect EHRDF's mission and values in a consistent tone and style.
- **Responsiveness:** EHRDF will prioritize timely and respectful responses to media, public, and stakeholder inquiries.

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4. Media Relations

- **Official Spokespersons:** Only designated and trained representatives may speak on behalf of EHRDF to the media or external forums.
 - **Media Engagement:** EHRDF will proactively seek media partnerships and engage with journalists, influencers, and community media to share its story.
 - **Press Releases:** Official statements or announcements, including project launches and impact reports, will be communicated via press releases.
 - **Media Interviews:** All interviews must be pre-approved and strategically guided to ensure consistency in messaging.
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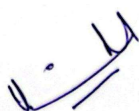
5. Digital and Social Media

- **Website:** EHRDF's official website will serve as a primary source for information, impact stories, and calls to action, and will be regularly updated.
 - **Social media:** The foundation will maintain active, professional, and responsive accounts on key platforms to connect with its audience and amplify its mission.
 - **Content Standards:** All content will reflect the organization's ethical values, avoiding misinformation, political affiliations, or offensive language.
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6. Internal Communication

- **Communication Channels:** EHRDF will maintain open internal communication through regular meetings, emails, messaging platforms, and digital noticeboards.
- **Team Engagement:** Constructive feedback and two-way communication will be encouraged to foster a collaborative and transparent working environment.

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7. Crisis Communication

- **Preparedness:** A basic crisis communication plan will be developed, with clear roles and protocols for response in times of reputational risk, misinformation, or emergency.
- **Public Response:** EHRDF will issue public statements during crises in a calm, transparent, and accountable manner, in consultation with its board or legal advisors.

8. Branding and Messaging

- **Brand Identity:** EHRDF will adopt and follow formal brand guidelines covering logos, colors, typography, and communication tone.
- **Unified Messaging:** Key messages and value statements will be developed to reflect EHRDF’s mission, ensuring consistency across campaigns, projects, and materials.

9. Compliance and Review

- **Legal & Ethical Compliance:** All communications will comply with national and international standards, including data protection, privacy, and copyright regulations.
- **Policy Review:** This policy will be reviewed annually or as required to remain relevant and supportive of EHRDF’s evolving communications strategy.

10. Conclusion

As a new organization striving to make a lasting impact, EHRDF recognizes that effective communication is vital to building trust, visibility, and support. This Media / Communications Policy sets the foundation for ethical, strategic, and professional communication practices that reflect EHRDF’s values and vision for the future.

Approved by the Board of Directors May 01, 2026

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