

515 Email Signature and Optional Pronouns

Effective Date: 04/01/2023

Revision Date:

To establish a visually coherent look and consistent brand identity, United General District 304 provides standardized text and format for District email signature lines. The signature line should be applied to all outgoing email communications. Instructions for adding the “Pillar signature” to staff email accounts are located on the Staff Resource page within the District’s website.

United General District 304 is committed to fostering a safe and supportive culture for all employees. To that end, we encourage you to include your personal pronouns in your email signature. Doing so contributes to creating a safe space for your colleagues to share their pronouns and ensures that we can communicate together respectfully. *Please know that this policy is entirely optional; anyone who does not wish to share their pronouns is not required to do so.*