

Policy

Media

1. Written Work, Publication, House style

- 1.1. Sanctuary Trust has a house style, which needs to be followed in all of the Trust's publications, including reports, policy papers, leaflets, information sheets and flyers. It should also be followed in letters, internal reports and management committee papers, etc
- 1.2. The House style is
 - 1.2.1. **Headings** (Times New Roman 16-18 Bold Italic Dark Brick Red)
 - 1.2.2. Paragraph/body text (Arial 12 Black or Verdana 12 Black)
- 1.3. Documents produced by Sanctuary Trust for widespread distribution should contain a message that explains copies can be made available in other languages, on disk, in large print or Braille formats. Large print, disk and Braille copies should be made available free of charge on request.
- 1.4. Any incident that would involve the media asking questions regarding the delivery of service, trustees, employees, or beneficiaries must be answered by the appropriate person in a statement agreed by the trustees.