

ENKI HEALTH & RESEARCH SYSTEMS, INC.

PERSONNEL POLICIES & PROCEDURES

Subject: Signature Stamp	Section number & Section Title: 600 –Staff Rules of Work and Conduct		Policy Number: P-680
Approval: SIGNATURE ON FILE	Supersedes: #680 DATED 10/01/96	Effective Date: 01/01/06	Page: 1 of 1

Policy: Signature stamps are available for selected staff.

Procedure:

- 1.0 These stamps may be used as an alternative for signatures under the following conditions:
 - 1.1 The use is in compliance with laws and/or regulations.
 - 1.2 The use of the stamp imposes the same responsibility on the employee as the original signature.
 - 1.3 Employee is responsible for the security of the signature stamp and its use. If the employee gives the stamp to another person, the employee remains responsible for the use of the stamp, i.e., if used to certify accuracy on a document or a report, the employee is responsible for the accuracy of the document.
- 2.0 Treat the signature stamps with the same security consideration as computer passwords.