

Common Seal Policy

1. Purpose

This policy is adopted by the North East Waste and Resource Recovery Group (North East WRRG) Board for the purpose of establishing appropriate controls and use of the organisation’s common seal.

2. Form and Use of the Common Seal

- a) The common seal must have on it the words “North East Waste and Resource Recovery Group”.
- b) The common seal must be used only on the authority of NEWRRG Board and every document to which the common seal is affixed must be signed by the authorised member of the North East WRRG Board and the Executive Officer.

3. Attestation Clause

When the Common Seal is affixed to a document, the following attestation clause or any other words to the like effect, must appear:

The Common Seal of North East Waste and Resource Recovery Group was affixed in the presence of:

..... North East WRRG Board, Chair
..... North East WRRG, Executive Officer

4. Keeping of the Common Seal

The Executive Officer must ensure the security of North East WRRG Common Seal at all times.

5. Unauthorised Use of the Common Seal

Any person who uses the common seal or any device resembling the common seal without authority as specified above is guilty of an offence and will be reported to the appropriate authorities.

6. Regular review of this policy

The board will review this policy on an annual basis or more frequently, if required, to keep up-to-date with changes to laws, government policy, etc.

7. Related policies and materials

Charter 01. Charter of Corporate Governance	
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