DOCUMENT CODE (NZOHS/PR/026/001) **REV NO.: 001**

GENERAL PROCEDURE			
Date authored: Effective Date: Revision due date:	10 September 2025 25 September 2025 As necessary		
APPLICABLE TO: Anyone paying for Advertising/Marketing via NZOHS channels	**PROCEDURE NO:** NZOHS/PR/026/001	**REVISION NO:** 001	**PAGE** 4 Pages
Advertising and Marketing Bylaw			
Compiled by: NZOHS Communications and Marketing Subcommittee 2025			

Introduction

1. Background

The New Zealand Occupational Hygiene Society Incorporated (NZOHS) is committed to promoting the exchange of information about occupational hygiene among organisations and individuals nationally and internationally. One way to fulfil this is for NZOHS to provide a platform for advertising and marketing information that aligns with this purpose.

2. Policy Purpose

The purpose of this bylaw is to establish the requirements and conditions governing advertising and marketing activities undertaken through NZOHS platforms. This ensures consistency, transparency, and integrity in how NZOHS provides advertising opportunities while safeguarding the reputation of the Society.

3. Scope

This bylaw applies to all external parties purchasing or requesting advertising or marketing through NZOHS-managed platforms, including but not limited to:

- The NZOHS e-Newsletter
- The official NZOHS LinkedIn page
- Any combined or multi-channel campaigns coordinated by NZOHS

4. Supporting Documents

- NZOHS Advertising and Marketing Prospectus

Procedure

5. Advertising Services and Fees

- Advertising and marketing services are provided in accordance with the current **NZOHS Advertising and Marketing Prospectus**, which sets out available options, specifications, and fees.
- NZOHS Council may review and amend advertising services and associated fees from time to time, at its sole discretion.
- Updates to the **NZOHS Advertising and Marketing Prospectus** do not require a formal amendment to this bylaw and take effect upon publication by NZOHS.

6. Procedure

1. Choose your advertising option.
2. Provide copy, logo, and image(s).
3. Confirm preferred timing (subject to availability).

7. Booking and Content Requirements

- Advertising bookings and content requirements will be governed by the current **NZOHS Advertising and Marketing Prospectus** as approved and updated by Council.
- Requirements may include, but are not limited to, booking deadlines, artwork and copy formats, file sizes, and word limits.
- NZOHS may update these requirements from time to time at its discretion, and updates will take effect upon publication of the revised **NZOHS Advertising and Marketing Prospectus**.
- Payment terms will be set out in the current **NZOHS Advertising and Marketing Prospectus** and must be met in full before the commencement of any campaign.

8. Editorial Standards and Approvals

- NZOHS reserves the right to review all submitted content for compliance with this bylaw.
- NZOHS Council retains sole discretion to decline or amend any advertising request, including where there is a conflict of interest with NZOHS activities or values, or where the content may reasonably be considered misleading, inappropriate, or damaging to the reputation of the Society.
- No advertising shall imply endorsement by NZOHS unless expressly stated in writing.
- NZOHS Council reserves the right to make final decisions regarding an advertising campaign proceeding.

Schedule A - Procedure for Updating NZOHS Advertising and Marketing Prospectus

1. Authority

- The NZOHS Council holds the authority to approve and update the **NZOHS Advertising and Marketing Prospectus** under Section 5 of this bylaw.
- Updates to the **NZOHS Advertising and Marketing Prospectus** do not require a bylaw amendment but must be approved by Council resolution.

2. Review Process

- The **NZOHS Advertising and Marketing Prospectus** shall be reviewed at intervals as deemed necessary by the Communications and Marketing Subcommittee or Council.

3. Approval Process

- Updates must be approved by resolution of Council and recorded in meeting minutes.
- Once approved, the revised **NZOHS Advertising and Marketing Prospectus** must be issued with a new effective date and published via:
    - The NZOHS website
    - Internal records (document management system)
    - Any other channel deemed appropriate by Council

4. Version Control

- Each revision of the **NZOHS Advertising and Marketing Prospectus** must include:
    - Effective date
    - Revision number

5. Communication

- External advertisers with active bookings will be charged according to the schedule in effect at the time of booking.

REVIEW HISTORY			
REV NO.	**DATE**	**PAGE No.**	**DETAILS: (Comprehensive details on changes done)**

APPROVAL			
POSITION	**NAME**	**DATE**	**SIGN**
NZOHS President:	Miriska Gerber	11/11/2025	
NZOHS Council:	Kerry Cheung	23/10/2025	
NZOHS Council:	Lucre Pfefferman	23/10/2025	