
Posting of Information at NBCC Campuses

NBCC ensures that all signage and promotional materials displayed in its buildings reflect NBCC values.

Signage is identified as either:

- 1) wayfinding and facilities related signage; or,
- 2) informational/advertising signage.

Wayfinding and Facilities Related Signage

All signage is maintained by Facilities and Ancillary Services staff and must conform to established corporate standards. Standards for signage are developed in cooperation with NBCC Marketing & Communications staff.

All signage of a permanent nature is handled through this area. Cost related to the design, production and installation of signage related to Department or Business Units that requires it will be paid by the Department.

Informational/Advertising Signage

Campus buildings are intended to support teaching, learning and research. As such, bulletin boards and walls are not to host advertising signage, graphics or posters of any kind which are inconsistent with NBCC Values or do not reflect the standards expected of a post-secondary institution.

Event posters, notices and signs may only be affixed to notice boards provided for that purpose. Once they become outdated, the signs are to be removed by the person who placed them on the board.

Fire door windows are not to be covered with signage at any time as it can create a safety hazard.

The local Regional Leadership Team (RLT), including Corporate Office, will individually determine approving authorities and process to follow to allow information to be posted.

Any staff member should feel empowered to express concerns about any signage they feel does not align with the values of NBCC. These concerns will be addressed by the RLT.