POLICY ON THE USE OF THE SCOTTISH PARLIAMENT’S CORPORATE
IDENTITY ON MSP OFFICE SIGNAGE

Members are elected to represent all constituents. Parliamentary funded offices are
distinct from party political offices and should be impartial and welcoming for all
constituents.

This policy is effective for new Members elected after 1 February 2020.

Members returned at the 2021 Scottish Parliament Elections would not be required
to update office signage until Session 7.

We have used images to show how you can use the Corporate Identity on different
office set-ups; however, please note that these are examples only. It is always
advisable to contact us for guidance and to approve your specific use of the
Corporate Identity.

If you have any questions, or require further clarification, contact
Corporateldentity@parliament.scot or phone 0131 348 6232.

Public Information and Resources (PIR)
January 2020
### DO

- Use an authorised version of the Corporate Identity. To request a copy please email CorporateIdentity@parliament.scot.
- Use either the portrait or the landscape version of the Corporate Identity. Purple (Pantone 2607), black or reversed out options are available. In all instances, the saltire must always appear white.
- Make the Corporate Identity an appropriate size to the item it is used on. Please note that if used on office buzzers or name plates, the Corporate Identity should be no smaller than 21mm across the text on the portrait version and 27mm across the full identity on the landscape version.
- Make sure that there is clear space around the Corporate Identity.
- Make sure that the Corporate Identity is legible when it is positioned on a background other than white.

### Constituency / Regional Office Signage

- Signage should bear the Corporate Identity. Only specified colours – Pantone purple (2607), black or white – should be used on Members’ office signage. Members are advised to contact their Local Authority to check if other restrictions on colour apply.
- Members should describe themselves as “[Name], Member of the Scottish Parliament for [x] constituency” or “[Name], Member of the Scottish Parliament for [y] region”.
- If the office is shared with a MP or MEP then the signage should represent the office space that applies to the MSP.
- There should be no reference to party affiliation on items such as door and window stickers.
- Office space should not be shared or rented from political parties.
MSP OFFICE

Image for illustration purposes only

Scottish Parliament Corporate Identity

MSP, constituency and contact details

Office opening times

Scottish Parliament Corporate Identity

MSP, constituency and contact details
Scottish Parliament Corporate Identity

Details of all MSPs who share the office and/or region*

MSP contact details

Office opening times

Scottish Parliament Corporate Identity

MSPs, constituency and contact details

* Regional MSPs who do not share an office with other regional Members from the same party should contact CorporateIdentity@parliament.scot for advice
SERVICED OFFICE SIGNAGE

Examples of how the Corporate Identity can be included on different entry systems are set out below. Systems vary so contact CorporateIdentity@parliament.scot if you need help incorporating the guidelines with your office requirements.
MSP / SHARED OFFICE (MP or MEP)

*Image for illustration purposes only*

Overall signage split left and right to show the area of the office each member uses.

We understand that Members of other Parliament will need to comply with their own signage regulations.
CONTACT US

**Email:**  [CorporateIdentity@parliament.scot](mailto:CorporateIdentity@parliament.scot)

**Telephone:**  0131 348 6232

**Website:**  [parliament.scot/corporateidentity](http://parliament.scot/corporateidentity)