PATHWAYS ABILITIES SOCIETY

POLICY AND PROCEDURE MANUAL INDEX

December 21, 2023

Titles that include the word Policy means that there are no procedures or the procedures to be used relates to another policy.

Italics: New or revised policy and/or procedure.

Organizational
- Mission, Vision and Mandate
- Values Statement
- Governance Policy
- *Code of Ethics*
- Entrance, Transfer, Increase and Discontinuation of Service
- Membership
- Services Policy
- Strategic Planning

Persons Served
- Designated Decision Maker Policy
- Food and Nutrition
- Gift Exchange
- Home Sharing Policy
  - *Home Sharing Administration Procedure*
  - Home Sharing Application Procedure
  - Home Sharing Coordination Procedure
  - Home Sharing Monitoring Procedure
  - Home Sharing Orientation Procedure
  - Home Sharing Payments and Funding Guide Templates
- Home Members Care, Social Access and Visitors
- Individualized Funding (IF)
- Individual Service Planning and Monitoring
- Medical Care and Medical Appointments
- Personal Affairs of Persons Served
- Pets in the Homes
- Persons Served Rights and Consent for Release of Information Policy
- Persons Served Files and Record of Effects
- Persons Served Finances
- Persons Served in Staff Homes
- Seizures
- Service Attendance and Monitoring of Individuals
- Sexuality
- Sick Person Receiving Service
- Support Protocols
- Vacations/Travel/ Camp and Out of Town Assignments
- Witnessing and Signing Documents Policy

People and Culture (formerly Human Resources)
- Attendance, Absenteeism and Breaks
- Casual Shift Call-In
- Casual Job Abandonment
- Cellphones and Mobile Devices
- Certification and Qualifications
- Criminal Record Check
- Discipline
- Discrimination and Harassment
- Dress Code and Personal Appearance Policy
- Employee Compensation
- *Employee, Volunteer and Tenant Files and Information*
- Exempt Compensation
- Flextime and Bank Time
- Gratuities/Tips/Gifts/Loans
- Health Requirements
- Hiring Practice
- Impairment, Alcohol and Drugs
- *Job Descriptions*
- Mileage and Employee Expense Claims
- *Orientation*
- Overtime
- Performance Evaluations
- Professional Development
- Recognition
- Sickness and Disability Management
- Smoking and Vaping
- Staff Meetings
- Succession Planning
- *Vacation and Time Off*
- Volunteers and Practicum Students

Tenants
- Tenant Applications and Selection
- Security Deposits
- Aging in Place
- Eviction
- Good Neighbour
- Guests and Visitors
- Homebased Businesses
- Internal Transfers
- Over and Under Housing
- Parking
- Pets and Pet Damage Deposit
- Quiet Hours
- Rent Increase
- Tenant Alterations
- Tenant Keys, Code and Lock
- Tenant Maintenance Responsibilities

- Tenant Medical Information
- Tenant Notice to Vacate
- Tenant Repair Requests
- Unit Inspections
- Use of Common Areas

Community Relations
- Board Recognition Policy
- Donations, Fundraising and Events
- Committee Participation Policy
- Media
- Promotional and Marketing Material
- Research Policy
- Room Rental and Building Usage

Administration
- Borrowing Equipment, Materials or Vehicles
- Business Cards, Letterhead and Pathways Abilities Society Logo Usage
- Disposition of Obsolete or Damaged Inventory or Items
- Logging, Documentation, Communications and Administration
- Mail
- Parking Passes
- Retention, Administrative File, Records and Documents
- Sales/ Work Orders and Invoicing
- Travel, Accommodations and Meals

Finances
- Bank Accounts and Signing Spending Authority
- Budgeting, Disbursements, Payables and Receivables
- Business Decisions and Sales
- Cash
- Capital Reserve Policy
- Contracts and Tendering
- Credit and Credit Cards
- Depreciation
- Discounts
- Fee Pricing for Services and Products
- Investments
- Petty Cash, Purchasing and Reimbursement
- Supplies, Purchasing and Storage
- Rent Subsidy
- Rents Collections, Arrears and Returned Cheques

Quality Assurance and Risk Management
- Quality Assurance
- Outcomes Management
- Risk Management
- Accessibility
- Advocacy in the Service Area

- Abuse
- Behavioral Support and Intervention Guidelines
- Bullying Policy
- Complaints and Advocacy Tracking
- *Confidentiality and Release of Personal Information*
- Conflict of Interest
- Conflict Resolution Policy and Conflict Resolution and Discrimination Procedure
- Damage and Missing Items
- Exiting Service Areas or Pathways
- Incident and Critical Incident Reporting
- Information Technology Standards and Guidelines
- *Internet, Social Media and Email Usage*
- Insurance
- Legal Action
- Medication Administration (3 separate area specific procedures)
- Motor Vehicle Accident and Vehicle Damage Reporting
- Personal Care and Personal Care for Persons of Opposite Sex
- Privacy
- Sentinel Events
- Theft Policy
- Unanticipated Service Modification, Reduction or Closure
- Waste Fraud and Corruption
- Worksite Risk Management

Health and Safety
- Building Maintenance and Repair
- Environmental Controls and Control of Hazardous Materials Policy
- Critical Incident Debriefing
- Exposure Control Plan for Blood Borne Pathogens
- Extreme Heat
- General Cleaning and Sanitizing
- Immunization/ Influenza/ Vaccines
- Investigations
- Investigation of Accidents Involving Employees
- Lift and Transfer
- Occupation Health and Safety and the Occupation Health and Safety Committee
- Pandemic Response
- Shoplifting
- Transportation and Vehicles
- Universal Precautions, Communicable and Infectious Disease Prevention
- Video Surveillance Policy
- Working Alone, Security, Keys and Codes
- Workplace Violence Protection
- Working Remotely

Emergencies
- Death and Dying and Do No Resuscitate Orders (DNR)
- Emergency Preparedness and Response
- Evacuation and Society Closure

- Injury and/or Medical Emergency
- Bomb Threat
- Earthquake
- Fire and Fire Safety Management
- Forest Fire Policy
- Gas Leak Policy
- Lockdown
- On-Call
- Missing Person
- Power Outage
- Snow Storm Emergency Policy