

# PATHWAYS ABILITIES SOCIETY

## POLICY AND PROCEDURE MANUAL INDEX

September 23, 2024

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
- Policies and Procedures
- 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 Share Emergency Procedure
  - Home Sharing Insurance Claim 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
- BC Provincial Nominee Program (BCPNP) Sponsorship
- *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, Credit Cards, Cash Cards and Gas 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