

PATHWAYS ABILITIES SOCIETY

PROCEDURE: LEGAL ACTION

Applies To: All Personnel, Volunteers and Persons Served

Original Effective Date: June 27, 2005

Effective Date: April 6, 2020

Replaces Procedure Dated: January 28, 2013

1. Upon being served or asked to voluntarily testify, notify the executive director.
2. The executive director:
 - Notifies the board of directors when a legal or potential legal matter arises.
 - Contacts designated society council to inform them of the issue and seek their advice and direction.
 - Keeps the board of directors informed of all actions or matters related to the issue.
 - Documents all actions or matters related to the issue.