

## PATHWAYS ABILITIES SOCIETY

### **POLICY: PERSONAL AFFAIRS OF PERSONS SERVED**

**Applies to:** All Employees, Volunteers, Persons Served, Families, Advocates and Caregivers

Original Approval Date: 1993

Date Board Approved: September 23, 2019

Replaces Policy Dated: January 24, 2013

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Board Member's Signature

### **POLICY**

Employees/volunteers will not become involved in the personal affairs of an individual receiving services relating to legal, financial or property matters.

Employees/volunteers or relatives of employees/volunteers may not handle or manage a person's monies or assets apart from the minimal personal need funds and effects as outlined in Pathways Abilities Society policies and procedures.

Employees/volunteers or relatives of employees/volunteers may not sign, sign on behalf of or witness:

- "Consent for Treatment" forms.
- Wills.
- Legal documents except as designated by the Employer's contractual requirements of their funding bodies.

Employees/volunteers can witness Pathways Abilities Society documents except for the following:

- Community Support and Consent form.
- Protocols.

Exceptions to this policy may be made by management personnel.