

## PATHWAYS ABILITIES SOCIETY

### **POLICY: WITNESSING AND SIGNING DOCUMENTS**

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

Original Approval Date: April 6, 2020

Date Board Approved: April 6, 2020

Replaces Policy Dated: Not Applicable

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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.

Pathways Abilities Society staff is only allowed to sign the form if they are a designated decision maker (see the Designated Decision Maker policy).

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.