

Madawaska Valley

Association For

Community Living

**POLICY: POLICY REVIEW**

**PAGES: 2**

**REVISED:**

**REVIEWED:**

**APPROVED: SEPTEMBER 10, 2024**

**NUMBER: 2.12**

**CATEGORY: GOVERNANCE**

**Purpose:** The purpose of this Policy Review Policy is to ensure that all organizational policies are current, relevant, and aligned with best practices and legal requirements. This policy establishes a systematic process for the review and update of all organizational policies every two years.

**Scope:** This policy applies to all organizational policies, including but not limited to Financial, Governance, Health and Safety, Human Resources and Service Delivery.

**Policy Statement:** To maintain the integrity and relevance of organizational policies, Madawaska Valley Association for Community Living will conduct a comprehensive review of all policies every two years. This process ensures policies remain up-to-date, compliant with applicable laws and regulations, and reflective of current organizational needs and practices.

**Responsibilities:**

1. **Management Team:**
   * **Composition:** Managers from key departments, including HR, Finance, and Operations will be responsible for ensuring all policies are reviewed. Quality Assurance Manager will be responsible for informing each Manager which policies they will be responsible for.
   * **Role:** The Quality Assurance Manager is responsible for overseeing the review process. Those responsible for reviewing policies will be assessing the relevance and effectiveness of policies, and recommending necessary updates or revisions. Managers may delegate policies to others in the organization to review policies and provide feedback to them.
2. **All Employees:**
   * **Role:** Employees are encouraged to provide feedback on policies and suggest improvements based on their practical experience.

**Review Process:**

1. **Schedule and Planning:**
   * A review schedule will be established to ensure all policies are reviewed every two years. The Quality Assurance Manager will develop and maintain a review calendar.
2. **Notification:**
   * The Quality Assurance Manager will notify relevant departments of upcoming reviews and provide guidance on the review process.
3. **Review and Assessment:**
   * Each policy will be assessed for relevance, clarity, compliance with current laws and regulations, and alignment with organizational goals.
   * Feedback will be gathered from stakeholders, including employees and department heads, to inform the review process.
4. **Revision and Approval:**
   * Revisions to policies will be drafted by the relevant Manager based on the review findings.
   * Revised policies will be submitted for approval to the Quality Assurance Manager. Major changes to a policy will be sent to the board of Directors for approval.
5. **Implementation:**
   * Once approved, updated policies will be communicated to all employees, and relevant documentation will be updated.
   * Policies that have significant changes will be provided to all employees to review and sign off that they have reviewed the amended changes.
6. **Documentation and Record-Keeping:**
   * All policy review activities, including feedback received, revisions made, and approval records, will be documented and maintained by the Quality Assurance Manager.

**Review and Updates:**

* This Policy Review Policy itself will be reviewed and updated as necessary to ensure its continued effectiveness and alignment with organizational practices.