

## CVS POLICY & PROCEDURE MANUAL

---

**Policy Area:** Overview of the Manual

---

**Policy Number & Name:** 1.6 Policy Development and Revision

---

**Group:** Executive Director, Management Team

---

**Purpose:**

To ensure that CVS has consistent, relevant, useful and up-to-date policies, practice standards and procedures.

---

**Policy Statement:**

CVS develops and revises policies, practice standards and procedures as needed, and reviews them on a regular basis, welcoming and including suggestions and input from staff, volunteers and consumers.

All new/revised policies and procedures require approval by the Executive Director, and are available to staff/volunteers and to consumers upon request. The Policy & Procedure Manual is kept up to date, and is regularly used by staff/volunteers.

---

**Practice Standards:**

The Executive Director develops new/revised policies, practice standards and procedures as required by changing circumstances, such as a program change or a change in Ministry Standards. The Executive Director may delegate this responsibility to Management staff. Drafts are developed by Management staff and submitted to the Executive Director for final approval.

Changes are tracked and all copies of the Policy & Procedure Manual are updated.

Approved policies, practice standards and procedures are distributed promptly to program locations as appropriate.

Policies, practice standards and procedures are written in accessible language and follow a consistent format.

The Executive Director regularly reviews the Policy & Procedure Manual and makes revisions as required. Staff and volunteers are encouraged to provide suggestions for improvements to the manual.

---

**Policy Audit:** Annually in March

**Date Issued:** March 23, 2004

**Date Revised:**

**Position**

**Responsible:** Executive Director or Designate

**References:**

---