

# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Policy Development



Adopted 14 Oct 2014

### **GUIDING PRINCIPLE:**

1. The Arrowsmith Community Justice Society (ACJS) believes in, and is committed to, the development of clear, fair, and comprehensive policies that chart courses of action and govern all activities of the organization.

### **RESPONSIBILITIES:**

1. The ACJS Board is responsible for developing, approving and upholding policies that are consistent with the purpose, philosophy, beliefs, values and goals of the organization.

### **POLICY:**

1. Policies are formally adopted, written principles that chart a course of action. It is intended that ACJS policies will serve as sources of information, reference and guidance for all people who are involved with the ACJS.
2. All ACJS policies are written to respect, and shall be interpreted to uphold, the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and the Human Rights Act (BC).
3. The ACJS will institute and maintain Policy and Procedures documents which will:
  - a) Provide a reference of procedures utilized by the organization
  - b) Reflect the standards of the organization
  - c) Be regularly updated and reviewed
4. All ACJS employees, volunteers and board members
  - a) Will comply with the policies and procedures of the organization.
  - b) Will be encouraged to suggest new policies and/or regulations or revisions to existing procedures.

### **POLICY DEVELOPMENT:**

1. The ACJS Board of Directors is responsible for the development, amendment, review and approval of all policy and procedure.
2. All policies will be accessible for review by members.

## **PROCEDURE:**

### 1. Initiation Process:

- a. All proposed new policy and procedure and/or proposed amendments to existing policy and procedure shall be directed to the ACJS Board of Directors for consideration and analysis.
- b. Input from affected parties in the organization will be sought.
- c. The proposal will be reviewed by the ACJS Board of Directors for form and content and it's compliance with the values of ACJS.
- d. Any amendments made to existing policy and procedures shall reflect the intent of the policy or procedure.
- e. Policy and policy amendments will be adopted by the ACJS Board of Directors.

### 3. Review Process:

- a. The Policy and Procedure Committee shall:
  - i. Develop policy & procedure for all aspects of ACJS
  - ii. To ensure than each policy is current, the ACJS Policy & Procedure Committee shall conduct a review of each policy at least once every three (3) years.
  - iii. Maintain electronic copies of policy & procedures and make them available for review.