

**COMMUNITY CARE PETERBOROUGH****Standards Policies and Procedures**

Policy Name: Policy Awareness

Policy Number: HR-1-20

Page: 1 of 3

Date Approved: September 23, 1998

Date Revised/ Reviewed: April 27, 2005,  
November 22, 2016, October 10 2018**SCOPE**

All Employees

**RATIONALE**

To ensure all employees are aware of all current policies and procedures.

**POLICY**

Community Care Peterborough (CCP) has a system that supports the orientation of all staff and Board members to CCP's policies and procedures.

**PROCEDURE**

1. Policies of Community Care Peterborough shall be kept in the binder entitled "Standards, Policies and Procedures Manual". The policies are also available electronically on the Policy Drive.
2. The Executive Director will have the responsibility for administering the policies and procedures of CCP.
3. At orientation, each new employee will be provided a list of required policies for mandatory review. The employee will be given the opportunity to ask questions to clarify his/her understanding.
4. The employee will sign a statement verifying that they have read and understood the **Policy Review and Sign-Off Form** and agree to comply with them. This form will be placed in the employee's file or tracked electronically.
5. All new and revised policies will be circulated to each staff member, specific to position, for review and compliance by the Executive Assistant.
6. All policies are available on Policy Drive and can be printed at any time.
7. All new and revised policies will be inserted into each manual at service sites and outdated policies will be removed.
8. Employees will be required to review and sign off annually for specific policies and the form will be retained in the employee's file or tracked electronically.

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Policies that have been identified as requiring review on an annual basis by all employees include:

- a) HR-2-15 Diversity in the Workplace;
- b) HR-3-10 Code of Conduct;
- c) HR-3-15 Conflict of Interest;
- d) HR-3-55 Social Media and Networking Personal and Business;
- e) HR-10-20 Anti-Bullying;
- f) HS-1-10 Occupational Health and Safety;
- g) HS-1-60 Workplace Anti-Violence, Harassment and Sexual Harassment;
- h) ADM-7-10 Accessibility;
- i) ADM-7-20 Accessible Customer Service; and
- j) ADM-8-10 Privacy and Confidentiality.

In addition PSW's and Drivers will be required to review on an annual basis the following:

- k) HS-1-180 Safe Driving;
- l) HS-1-220 Infection Prevention and Control;
- m) HS-1-240 Personal Protective Equipment; and
- n) CLI-3-11 Personal Support Services Scope of Practice (PSW's only).

Approved DBelan Date: 10 Oct. 2018  
(Executive Director)

**Reference**

HR-2-15 Diversity in the Workplace  
HR-3-10 Code of Conduct  
HR-3-15 Conflict of Interest  
HR-3-55 Social Media and Networking Personal and Business  
HR-10-20 Anti-Bullying  
HS-1-10 Occupational Health and Safety  
HS-1-60 Workplace Anti-Violence, Harassment and Sexual Harassment  
ADM-7-10 Accessibility  
ADM-7-20 Accessible Customer Service  
ADM-8-10 Privacy and Confidentiality  
HS-1-180 Safe Driving;  
HS-1-220 Infection Prevention and Control;

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HS-1-240 Personal Protective Equipment; and  
CLI-3-11 Personal Support Services Scope of Practice  
Policy Review and Sign-Off Form

