

1.16 Policy and Procedure Development and Implementation

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to operate in an ethical, fair, and consistent manner that meets or exceeds all applicable laws and regulations. To this end policies and corresponding procedures will be developed.

Procedure:

For the purposes of Licking/Knox Goodwill Industries, Inc., policies define what we do. Policies are the standards by which we operate. Procedures tell us how we will do it. Procedures explain the steps and/or process needed to meet the standards or policies. Policies and procedures are disseminated to appropriate staff either by hardcopy or computer disc. The entire Policy and Procedure manual and accompanying forms are maintained on the Licking/Knox Goodwill Industries, Inc. network.

Policies and accompanying procedures are developed, written and revised by divisional and/or department management staff members and must be reviewed by all applicable management members who might be affected. The CEO/President must approve any changes to a policy as well as the introduction of any new policy and procedure.

When agreement is reached, the policies and procedures are presented to the Personnel and Operations Committee of Licking/Knox Goodwill Industries Board of Trustees for review and comment. They may be rewritten, adjusted or dismissed by the Committee. Revisions that do not impact the original intent of the policy may omit review and approval.

If the policy and procedure is satisfactory to the Committee, it will make recommendation(s) to the full Board of Trustees for approval and adoption. Upon approval, new or revised policies as well as relevant forms are disseminated to appropriate staff through either computer discs or hardcopy. All applicable personnel are trained to the policy and procedure manual as well as the accompanying forms.

If for any reason a new policy and procedure is needed and immediacy dictates its implementation prior to approval by the Personnel and Operations Committee and Board of Trustees, the new policy and procedure may be implemented only upon approval of the CEO/President. The new policy will be presented to the Personnel and Operations Committee at the next meeting for Committee and Board approval. If for any reason the Committee or Board rejects the new policy and procedure, the policy and procedure will be suspended, and the old policy and procedure, where applicable, will be followed.

As a matter of ethical practice, the Licking/Knox Goodwill Industries' policy and procedure manual will be reviewed annually by the Personnel and Operations Committee and must be approved by a majority vote of the Licking/Knox Goodwill Industries Board of Trustees.