
POLICY

The Poverello Center, Inc. thoughtfully plans its actions aimed at achieving the organization's mission and goals through policy development, distribution and implementation.

PROCEDURE

- I. Each activity of the center is governed by thoughtful action aimed at achieving the mission, goals, values and purpose of the Poverello Center, Inc. (TPC). When an activity is a routine part of an employee or volunteer's workday, the center management shall develop a policy and procedure to govern that activity.
- II. Who may develop policy/procedure is determined by agency leadership. Recommendations for policy development may come from staff, volunteers, auditors, the board of directors, clients, funders, federal, state or local governments. Once a recommendation has been made for policy development, the manager in charge of the area affected will draft a policy.
- III. Once the policy has been drafted, the CEO reviews and makes recommendations for finalization based upon best practice, local, state or federal guidelines and may reference these in the policy.
- IV. Once finalized, the CEO shall sign the policy, establish an implementation date and place the new policy on the agenda for the Board of Directors to approve.
- V. The implementation date for TPC policies is the first date signed by the CEO.
- VI. All policies of TPC shall be reviewed and approved by Management and Board of Directors at a minimum annually. However, once a policy is signed by the CEO, it is in place and must be adhered to by all staff.
- VII. Any action taken by management from the implementation date of a policy until the policy is approved by the Board of Directors is actionable by staff and management regardless of the timing of the Board of Director's approval for the policy. In other words, all staff is obliged to follow policy once implemented, regardless of whether the Board of Directors has approved the policy.

VIII. Once a policy is implemented, it is distributed to impacted staff, through several means:

- a. The policy is uploaded into ADP Resource and available to all paid employees. Employees may download the entire manual electronically from anywhere and save for further reference or may reference it at anytime from anywhere with an internet connection.
- b. The policy is placed in the hard copy manual kept in the CEO's office.
- c. At management's discretion, the policy may be discussed, distributed in paper form or referenced in general staff meetings.

Approvals:

Signature:  Date: 6/2/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 12.05.2015

Date Reviewed/Revised: 07.08.2017; 06.03.2019