



PERSONAL ATTENDANT CARE INC.

1650 DUNDAS ST. E. SUITE 200
 WHITBY, ON L1N 2K8
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		Operational Procedure Number 6:07
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DEPARTMENT		Human Resources
SUBJECT		Confirmation of Understanding Policies and Operational Procedures
APPROVED BY (signature)	CHIEF EXECUTIVE OFFICER	<i>V. Carter</i>
EFFECTIVE DATE		November 25, 1998
REVIEWED BY (Title & Signature)		Pamela DeRaaf, CHRP Human Resource Manager
REVIEW DATE		September 2009

OPERATIONAL PROCEDURES

Preamble

A "Confirmation of Understanding" sign off sheet will accompany all Policies and Operational Procedures distributed by Personal Attendant Care Inc. This ensures employees are aware of revised or new Policies and Operational Procedures and confirms employees' awareness and understanding of new/revised Policies and Operational Procedures that may affect their employment.

Procedures

1. Employees are required to review all new or revised Personal Attendant Care Inc. Policies and Operational Procedures. Any questions or concerns can be forwarded to Human Resources or to a Supervisor/Manager **before** signing the Confirmation of Understanding.
2. Human Resources will prepare and attach a "Confirmation of Understanding" sign off sheet to accompany all Policies and Operational Procedures distributed. This sign off sheet is to be returned to Human Resources within the time frame indicated.
3. Once the Policy and Operational Procedure is clearly understood, the employees:
 - a) Initial where indicated, beside each Policy and Operational Procedure listed on the sign off sheet.
 - b) Sign and date the bottom of the sheet.

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4. If sign off sheets are not returned within the time allotted, Human Resources will issue one written reminder to the employee.
5. If sign off sheet not returned within time allotted in written reminder then it will be referred to Progressive Discipline Operational Procedure.
6. Policies and Operational Procedures requiring an annual review will be distributed in January of each year.

Annual Review

- Complaint – Client Policy
- Complaint – Employees Policy
- Occupational Health and Safety Policy
- Abuse Operational Procedure
- Code of Ethics Operational Procedure
- Conflict of Interest Operational Procedure
- Privacy and Confidential Information Operational Procedure
- Workplace Violence/Bullying Prevention Operational Procedure

Attached Forms

Confirmation of Understanding of Policies and Operational Procedures 6(b)