

# Shadowfax

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## Appendix A - POLICY TEMPLATE

Title	Shadowfax Policy and Procedure Templates
Policy Number	ORG.1000.000.001
Initiating Authority	Policy Committee
Approved By	Shadowfax Board of Directors 7-1-2021
Origin Date	May 28, 2021
Revision Date	
Effective Date	July 1, 2021
Next Review Date	July 2022
Associated Policies	All Shadowfax Policies
Associated Procedures	All Shadowfax Procedures
Associated Documents	All Shadowfax documents attached to policies and procedures

Templates start on next page.

# Shadowfax

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Title	Policy Template
Policy Number	[insert full policy number assigned by Policy Committee]
Initiating Authority	[insert title/position]
Approved By	[insert title/position/team]
Origin Date	[date policy is first written, Month DD, YYYY]
Revision Date	[MM/YYYY of last time policy reviewed, even if no revisions]
Effective Date	[MM/YYYY of when policy was approved]
Next Review Date	[MM/YYYY]
Associated Policies	[list any related policies]
Associated Procedures	[list any related procedures]
Associated Documents	[list any related forms, manuals, templates appendices]

## I. POLICY STATEMENT

[Insert overall policy, principle, requirement or mandate; can tie the policy to the company's values and mission.]

e.g., Shadowfax recognizes our responsibility to good corporate governance and operations of our organization and is establishing a system for how Shadowfax's policies and associated documents will be created and managed.

## II. PURPOSE

[Insert intent of the policy, what it accomplishes.]

e.g., This policy provides a framework and offer guidelines for creating consistent and understandable policies.

Page 2 of 7 ORG.1000.000.001 Appendix A - Policy and Procedure Templates

Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

# Shadowfax

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## III. SCOPE

[Describe who or what is covered or not covered in the policy, e.g., types of: staffs, third parties, individuals, visitors, departments, programs, communications, equipment, locations, transactions]

e.g., This template applies to the development and administration of all Shadowfax policies.

## IV. GENERAL

[Insert what generates the requirements for this policy, i.e., laws, regulations, contracts, accreditations, organizational standards, best practices, etc. Insert overall definitions here as well]

e.g., This policy template is based on Shadowfax's organizational standards

## V. POLICY

[Describe the specific principles, directives, ideas, concepts that state the policy. For abbreviations, write out terms in full the first time used and note the abbreviation.

For clarity consider:

- Defining key terms, company-specific terms, legal terms, etc. as necessary for clarity.
- Including titles of positions responsible for key elements of the policy
- Listing important dates
- Listing links to websites with information relevant to the policy]

e.g., All Shadowfax policies will use this template.

## VI. OVERSIGHT

Page 3 of 7 ORG.1000.000.001 Appendix A - Policy and Procedure Templates

Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

# Shadowfax

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Shadowfax's Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

1. Identifying the activities necessary to comply with this policy based on regulatory and program requirements.
2. Assigning, as appropriate, designees to implement the policy and associated procedures.
3. Periodically reviewing this policy and monitoring compliance to it.
4. Training responsible parties on their obligations under the policy.

## Revision History

Name	Date	Reason for Changes	Version

# Shadowfax

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## Appendix A - PROCEDURE TEMPLATE

Title	Procedure Template
Procedure Number	[insert full procedure number assigned by Policy Committee]
Initiating Authority	[insert title/position]
Approved By	[insert title/position/team]
Origin Date	[date procedure is first written, Month DD, YYYY]
Revision Date	[MM/YYYY of last time procedure reviewed, even if no revisions]
Effective Date	[MM/YYYY of when procedure was approved]
Next Review Date	[MM/YYYY]
Associated Policies	[list any related policies]
Associated Procedures	[list any related procedures]
Associated Documents	[list any related forms, manuals, templates appendices]

### PROCEDURE STATEMENT

[Insert details the overall principle/requirement/mandate for the procedure. May be same as policy statement or may provide more detail on what the procedure is for. Multiple procedures may support one policy]

e.g., Shadowfax recognizes our responsibility to good corporate governance and operations of our organization and is establishing a system for how Shadowfax's policies and associated documents will be created and managed.

### II. PURPOSE

[Insert intent of the procedure, what it accomplishes.]

# Shadowfax

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e.g., This procedure outlines the steps Shadowfax will take to draft policies and procedures according to company standards.

## III. SCOPE

[Describe who or what is covered or not covered in the procedure, e.g., types of: staffs, third parties, individuals, visitors, departments, programs, communications, equipment, locations, transactions]

e.g., All staffs must use this template when creating Shadowfax procedures.

## IV. GENERAL

[Insert what generates the requirements for this policy, i.e., laws, regulations, contracts, accreditations, organizational standards, best practices, etc. Insert overall definitions here as well]

e.g., This procedure template follows Shadowfax's policy and procedure organizational standards defined in policy ORG.1000.000.000 Policy Framework.

## V. PROCEDURE

[Insert the specific instructions, directives, and processes that specify how the policy is accomplished. List action steps, forms used, etc.]

e.g.,

1) When creating a new procedure, obtain the next available procedure number for the policy from the Policy Committee.

2) Create the procedure contents based on regulatory guidelines, Shadowfax standards, computer system requirements, documentation requirements, etc.

# Shadowfax

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3) Have the procedure reviewed and approved by the highest-level position for the department.

## VI. OVERSIGHT

The highest-level position for each Shadowfax department their designate(s) (the "Approved By") shall be in charge of the administration of this Procedure. The Approved By responsibilities include:

1. Identifying the activities necessary to comply with this procedure based on regulatory and program requirements.
2. Assigning, as appropriate, designees to implement the procedure and associated procedures.
3. Periodically reviewing this procedure and monitoring compliance to it.
4. Training responsible parties on their obligations under the procedure.

## Revision History

Name	Date	Reason for Changes	Version