

# Shadowfax

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Title	Policy Storage Procedure
Procedure Number	ORG.1000.001.000
Initiating Authority	Director of Administration
Approved By	Compliance Committee 1-28-22
Origin Date	July 31, 2021
Revision Date	January 28, 2022
Effective Date	February 1, 2022
Next Review Date	August 2022
Associated Policies	ORG.1000.000.000 Policy Framework Policy
Associated Procedures	
Associated Documents	ORG.1000.000.001, ORG.1000.000.002

## I. PROCEDURE STATEMENT

Shadowfax Corporation (Shadowfax) is committed to good corporate governance and operations, including a system for managing the organization's policies, procedures and associated documents; therefore, Shadowfax is establishing a process to support policy, procedure, and associated document storage in a universal, secure, and accessible way for all Shadowfax staff.

## II. PURPOSE

This procedure establishes the methods all Shadowfax staff should follow to store and access policies, procedures, and associated documents.

## III. SCOPE

This procedure applies to all Shadowfax policies, procedures, and associated documents and to all Shadowfax staff.

## IV. GENERAL

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

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This policy is based on Shadowfax organizational standards. Shadowfax is implementing a new process for storing and accessing policies, procedures, and associated documents. The objective of this process is to keep policies, procedures, and associated documents:

- Secure
- Accessible
- Organized

The organization will follow these steps to convert to the new process:

- Relocate policies as they are reconfigured to the new format.
- Train staff on accessing policies.
- Formalize policy update communication.
- Formalize procedures for policy updates.

## V. PROCEDURE

### STORAGE

The Information Technology (IT) department stores policies, procedures, and associated documents on the Shadowfax.org Staff Resources website, on a page titled “Shadowfax Policies and Procedures”. The Initiating Authority for a new or updated policy, procedure, and/or associated document has responsibility to send IT the document in final, quality-checked format.

### SECURE ACCESS

Shadowfax staff has password-protected access to Shadowfax.org/Staff Resources/Shadowfax Policies and Procedures. The site’s storage and access reflect the Policy Framework naming and numbering system, shown below (see also ORG.1000.000.002 Appendix B, Naming Convention).

Shadowfax Policy Codes and Assigned Numbers		
Department	Code	Policy Base Number Sequence
Organization (all of Shadowfax)	ORG	1000-1999
Finance	FIN	2000-2999

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Human Resources	HR	3000-3999
Information Technology	IT	4000-4999
Day Supports (ATF and VOC)	DAY	5000-5999
Residential Services	RES	6000-6999

Click the desired department title to show a list of numerically ordered policies, procedures, and associated documents. Click the title of the desired policy, procedure or associated document to access it.

## COMMUNICATING CONVERSION TO NEW POLICY LOCATION

To communicate a current policy, procedure and/or associated document has moved to the new location, the Training Manager will email All Users companywide both for Shadowfaxinfo.com and Shadowfax.org emails. Management of all hourly staff will brief their staff on the move to the new location. The Training Department prepares a spreadsheet of new policies, procedures and associated documents for HR to review and identify any policies, procedures and associated documents that are now obsolete. HR archives the obsolete policies as described below.

## OBSOLETE POLICIES, PROCEDURES, AND ASSOCIATED DOCUMENTS

When a policy, procedure, and/or associated document becomes obsolete, the Initiating Authority has the responsibility to notify HR. HR removes the obsolete policy, and any obsolete associated procedure, and/or document from the Staff Resources/Shadowfax Policies and Procedures page and from the G drive and annual policy training content.

The obsolete policy, procedure or associated document is archived in a Teams Obsolete Policy and Procedure folder. Obsolete policies, procedures and associated documents will be retained and purged according to policy ORG.1001.000.000 Record Retention and Destruction.

## **VI. ENFORCEMENT**

Staff found in violation of this policy will be subject to disciplinary action up to and including termination from employment.

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## VII. OVERSIGHT

The highest-level position for each Shadowfax department or 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
NPMS	1/26/22	Update procedure for how obsolete policies are identified and stored	2