

Shadowfax

Title	Policy Training Procedure
Procedure Number	ORG.1000.002.000
Initiating Authority	Training Manager
Approved By	Compliance Committee 10-5-21
Origin Date	July 31, 2021
Revision Date	October 5, 2021
Effective Date	October 6, 2021
Next Review Date	July 2022
Associated Policies	ORG.1000.000.000
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 training in a universal, secure, accessible, repeatable, and traceable way for all Shadowfax staff.

II. PURPOSE

This procedure establishes the methods all Shadowfax staff should follow to learn about new or updated 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

This policy is based on Shadowfax organizational standards. Shadowfax is implementing a new, standardized process for training staff on policies, procedures, and associated documents.

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

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and associated documents. The training is managed via Shadowfax's Learning Management System (LMS), currently the Relias system. The HR Director is responsible for implementing this procedure, delegating it to appropriate resources, and supporting those resources to successfully perform this procedure.

Shadowfax staff shall use this method to learn all new policies, procedures and associated documents to:

- Provide a comprehensive perspective of employer expectations and culture
- Reduce gaps in training when staff assume a new or changed role, either on a temporary or permanent basis
- Help staff succeed in the workplace by providing a broad scope of content
- Facilitate cross-functional teamwork
- Ensure corporate compliance

V. PROCEDURE

On the first workday of the month, all approved policies, procedures, and associated documents that have been converted and finalized to the new policy and procedure system will be posted onto Relias as new training modules. All policies, regardless of department, will be included in a training module assigned to all staff members. Procedures will be grouped and assigned as training modules based on the departments affected by the procedure. It is the responsibility of the Training Manager to work with the procedure's Initiating Authority to determine the correct departments for training.

The deadline for review and acknowledgment of each set of policies, procedures, and associated documents will be the last day of the month, i.e., August 31, 2021, for items posted on the first workday of August, September 30, 2021, for items posted on the first workday of September 2021, etc.

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	10/5/21	Updated how procedures are assigned in monthly training modules to allow for more specific training; clarified the workday on which training will be assigned.	2.0