

CDBA-NB Inc. Policy and Procedure			
Chapter:	Human Resources	PP No.	HR 5.1
Section:	Policy Manual Administration	Issued:	Feb 2015
Subject:	INTRODUCTION	Effective:	Jan 2015
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Approved by:	CDBA-NB Inc. Board of Directors	Issued:	

INTRODUCTION

This Manual contains the approved Policies and Procedures for the Canadian Deafblind Association-NB Inc. It is intended to be a useful tool for both managers, employees, Consumers/Parents/Guardians, and volunteers in the day-to-day administration of our human resources and related programs.

The documents contained in this manual should assist in increasing understanding, eliminate the need for personal decisions on matters related to company policy, and help to assure consistency throughout our organization in matters related to the administration of human resources and other related programs.

This manual is distributed to each manager and supervisor within the Association. These manual holders have the responsibility for communicating these policies and procedures to the staff and for implementing and administering these policies in consistent and impartial manner. Each employee is required to abide by these policies and procedures. Each employee is expected to be familiar with the contents of this Policy and Procedures Manual.

Policies and Procedures are subject to revision or modification in light of changing conditions, practices or experience. In that event, new Statements of Policy and Procedure will be issued to manual holders and the revised or new policy will be communicated to those employees affected by the change. Your cooperation is requested in assuring that any changes to this Manual are promptly included in the manual and that superseded pages are removed in order to eliminate any confusion. Employees are bound by the revised or new policies immediately upon their distribution.

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