



## POLICIES AND PROCEDURES POLICY

### 1. Purpose and Objective

We are Harvest Hope Africa Ltd (“us”, “we”, “our”).

The purpose of this policy is that Harvest Hope Africa needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- Outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- Illustrate a typical usage of the template.

### 2. Scope

This policy applies to the policy writers and board members of Harvest Hope Africa.

### 3. Definition of policies and procedures

A policy is a document outlining rules of the organisation

A procedure is steps taken to follow through with those rules

A policy writer is one who drafts the policy

A board member is in accordance with the responsible persons of Harvest Hope Africa.

### 4. Policy

This policy has been developed to address policies around the development and approval of policies and procedures.

Policies, which are designed to serve the organisation’s mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the CEO responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

#### 4.1. Responsibility of the board

The board is responsible for establishing a system that ensures proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

This includes:

- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

Policies can be established or altered only by the Board. Procedures may be altered by the CEO.

### 5. Procedures

#### 5.1 Chronological steps to be taken

The Board, a sub-committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document, and the Board will then identify an author or authors.

The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc.

The draft policy should be circulated to interested parties and relevant stakeholders for comment.

The author/s will consider any feedback received and will create a final draft for presentation to the Board. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.

The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Board the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.)

## 5.2 Policy and Procedure Format

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same “look and feel” as this document.

The format of the policy template will include the following headings:

Heading	Definition
Policy Name	When a policy is being drafted, its has a clear title to reflect the contents of the policy.
Drafted By	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes .being made, or regarding any confusion around the original intent of the policy.
Date Issued	This is the date that the Board approved the policy.
Approved by:	Persons who approved the Policy, certifying that the policy has been through all necessary procedures and is now in force.
Evaluation and review:	The date set by the Board for review of the policy. If left blank or “n/a”, the policy will be reviewed two years from the date of approval, or whenever the Board determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals.
Scheduled review date:	The date set by the Board for review of the policy. If left blank or “n/a”, the policy will be reviewed two years from the date of approval, or whenever the Board determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals.
Purpose and Objective	What this policy seeks to achieve.
Scope	States who the policy applies to.
Definitions	Explanation of key terms referred to in the policy
Policy	The actual content of the policy; the details of the position held by Harvest Hope Africa on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
Procedures	Outlines how the policy is implemented on a day-to-day basis.
Actions Required	Explains what the responsible persons need to do to comply with the policy.
Compliance	States what steps should be taken if the scope of the policy is not adhered to.
Related Documents	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there may be particular documents that should be read in conjunction with the policy. Not all policy documents will have Related Documents.

## 6. Action required to manage Policy and Procedures development and approval

As well as the above, in the development of a policy document, sufficient time must be given for

- consultation with all appropriate persons and bodies
- full deliberation by the Board.

## 7. Compliance with this policy

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

#### **Contacts**

For questions about this policy, contact the board or the Secretary [office@harvesthopeafrica.org.au](mailto:office@harvesthopeafrica.org.au)

This policy was last updated June 2022

#### **Related Documents**

- All policies