



Policy & Procedure Sign Off Sheet – HR14

GROW Support Services Inc. (GROW) Staff or Management Committee Policy & Procedure Sign Off Sheet. Please initial and date the required Policies & Procedures relevant to your role one you have read and understood these documents.

Once complete please return this document to the Operations Manager and confirm your understanding of your responsibilities set out on page 3.

<b>Policy &amp; Procedure No. &amp; Name</b>	<b>Required</b>	<b>Date</b>	<b>Initial</b>
Advocacy PP1			
Decision Making & Choice PP2			
Delegation & Authority PP3			
Participant Rights & Responsibilities PP4			
Waste Management PP5			
Participant Safety & Wellbeing PP6			
Incorporation Requirements PP7			
Service Collaboration PP8			
Participant Feedback & Complaints PP9			
Confidentiality PP10			
Conflict of Interest PP11			
Continual Improvement PP12			
Staff Grievance PP13			
Financial Management PP14			
Governance PP15			
Suitability & Recruitment PP16			
Incident Management PP17			
Person Centered PP18			
Quality Workplace Health & Safety PP19			
Staff Induction Training & Supervision PP20			
Service Access PP21			
Safeguarding PP22			
Risk Management PP23			
Records & Information Management PP24			
Organisational Development PP25			
Grow Support Services PP26			
Participant Information PP??			
Information Exchange & Refunds PP??			
Choice & Control PP23			
Allergies PP24			
Whistle Blower PP25			
Behavior Support PP26			





Policy & Procedure Sign Off Sheet – HR14

---

I \_\_\_\_\_ have been provided with access to current versions of GROW Policies & Procedures.

I am aware that it is my responsibility to review, read, understand and agree to follow each individual Policy & Procedure.

All required Policy & Procedures are selected on the previous 2 pages are relevant to my role.

This process will also apply where individual Policy & Procedures are updated or new Policy & Procedures are developed & implemented.

Should you have any questions, concerns and support please contact the Operations Manager to discuss.

By signing this agreement, you acknowledge that you have read each of the required Policy & Procedures.

**Name** :.....

**Signature:** .....

**Date** :.....

**Operations Manager**

**Signature:** .....

**Date** :.....