

4.4 Location of Key Documents, Policies, Procedures & Account Information

Policies & Procedures

All Norfolk policies and procedures can be found on the shared drive (O Drive). The Operations Manager has policies and procedures related to HR matters or those that may contain confidential or sensitive information.

O:\Operations\Policies & Procedures

Governance related policies and procedures can be found on the shared drive and include policies related to the functioning of the board of directors, the society, and incorporation documents. NHA also has a Minute Book that is maintained by the Office Administrator and located in the offices. Both the board member manual and orientation manual contain information about policies and procedures.

O:\Governance\Board of Directors\Governance Policies

Human Resources Related Documents

Documents relating to employees and Human Resources matters such as benefits, payroll, performance reviews, formal communications with employees, and resource documents are located on the Executive Director's personal drive (H Drive).

H:\HR Payroll & Benefits

The Operations Manager also has documents that are related to HR and Employees in both paper and soft format which would be kept in his/her office and on the personal computer drive.

Incorporation/Society Documents

All original incorporation and society documents are stored in the Minute Book which is located in the NHA office. Much of the original documents have been scanned and soft copies exist on the shared drive (O Drive).

O:\Governance\Board of Directors\Governance Policies\Corporation Documents

Physical Files in ED's Office

The Executive Director keeps files in her office that mainly include documents related to board work, strategic planning, sector information and committees, and employee personnel files for those that report directly to the ED. Files that are confidential in nature are kept in a locked cabinet in the ED's office.

Account Passwords

The ED has a document containing Log-in and Password information for the various accounts and profiles set up for the organization. This is located on the personal drive (H Drive).

This is a word document named “**Logins Passes**” and has information on how to access:

- Payroll
- Canada Revenue Agency Accounts
- Credit Cards
- Banking Information
- Various ED managed google accounts
- Cell phone accounts
- RRSP & Other Benefit accounts
- Receipt bank and other accounting related information

This is a confidential document and would also be provided to the Operations Manager.

General accounts that have been set up by all Norfolk staff are noted in a document on the shared drive and updated by administration staff when changes occur.

The Operations Manager also updates a document that has information on computer log in and passwords for all staff positions. This document can be obtained from the Operations Manager if needed. Usually when an update occurs, the Operations Manager will send a copy of the document to the ED.