



# STAFF REVIEW OF POLICY UPDATES

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

- When a new policy is issued, or when policies are revised, as an Avenue II Employee you are required to thoroughly review these policies.
- It is important to understand how these changes affect your work routines and responsibilities, as well as how these changes affect the individuals whom you support.
  - Read the policies listed below.
  - Initial beside each policy to acknowledge that you have read and understand them.
  - Return the completed form by the due date listed below.

## November 2024 Policies to Review:

POLICY	SUBJECT	DATE	INITIAL
1. AD000	Abuse		
2. AD155	Protocol for Serious Occurrence		
3. HR023	Confidentiality		
4. SS000	Service Principles and Statement of Rights		
5. SS001	Complaints/Feedback Process		
6. SS002	Mission Statement		
7. SS160	Intrusive Behaviour Intervention (Physical Restraint)		

**Copies Of Policies Are Available At:**

People’s homes, Avenue II website: ([www.avenueii.com](http://www.avenueii.com)), Avenue II Office

**RETURN TO: Tammy St. Denis**  
E-mail: [tammys@avenueii.com](mailto:tammys@avenueii.com)

**DUE DATE FOR COMPLETION: December 31<sup>st</sup>, 2024**

**DATE RETURNED:**