

Policy

On Policies

- 1 A Sanctuary Trust policy is a comprehensive statement of the company's principle of intent and action in satisfying government requirements, legislation and industry requirements.
 - 1.1. All policy is formed with the Charity's Mission Statement in mind in order to ensure the Christian ethos is maintained in all areas of business.
 - 1.2. It is the intention of Sanctuary Trust that all policies reflect and endorse each other.
- 2 A policy is formed when:
 - 2.1. a company issue or need is identified by the service users, staff or Management where the Company may have a responsibility to act
 - 2.2. the requirements of the government, regulatory bodies or stakeholders change where the Company may have a responsibility to act
- 3 In the forming of a policy a draft will be prepared and reviewed by:
 - 3.1. Management Committee on all occasions
 - 3.2. Executive Directors on all occasions
 - 3.3. All Staff on all occasions
 - 3.4. Service Users when the policy is not specifically employment related only
 - 3.5. Stakeholders, Council officials or independent advisors when the Company is not competent or confident in the draft
- 4 At the review stage comments and amendments will be made before an agreed policy is finalised by Management Committee to ensure that the input of all involved is respected.
- 5 Although the responsibility for forming policies lies primarily with the Senior Management any of the groups mentioned in chapter 3 can propose a draft policy for review and this is actively encouraged.
- 6 A final draft policy will be available to view for one week by all individuals belonging to any group mentioned in chapter 3 to ensure that anyone unable to attend review meetings have an opportunity to comment before a policy is finalised and formalised.
- 7 All Sanctuary Trust policies are available to view:
 - 7.1. on display in all projects as Policy Précis statements and full policies
 - 7.2. as copies in full on request
 - 7.3. at <http://www.sanctuarytrust.org.uk/about/policy-procedure/>
- 8 All policies will be reviewed as and when appropriate and dated as at the foot of this page.