

<b>OPERATIONAL POLICY</b>			
<b>Department</b>	Corporate Governance	<b>Number</b>	CG-001
<b>Subject</b>	Storage and Numbering of Policies and Procedures	<b>First Issued</b>	May 25, 2012
		<b>Effective</b>	June 20, 2016
<b>Issued to</b>	Employees and Volunteers	<b>Version</b>	01
<b>Approved by</b>	Chief Executive Officer	<b>Next Review</b>	September 2020

## **1.0 POLICY STATEMENT**

A clear and consistent numbering and repository system for policies and procedures is required to ensure that policies and procedures can be quickly and easily accessed by all employees and volunteers.

## **2.0 POLICY RATIONAL**

The purpose of the policy is to establish a framework for the numbering and storage of policies and procedures.

This policy will ensure that:

- Documents are numbered in a consistent way;
- Responsibilities for numbering and storage are understood; and,
- Documents are accessible and understood by all employees and volunteers.

## **3.0 SCOPE**

This policy applies to Calgary Stampede employees and volunteers who are involved in policy development and implementation.

## **4.0 POLICY DEFINITIONS**

Area of Work: a grouping of similar activities within the organization which may or may not be aligned to a department or division.

Repository: location where policies are stored and can be accessed from.

## **5.0 POLICY DETAILS**

### **5.1 General Statements**

**5.1.1** All corporate and operational policies and standard operating procedures must be named in accordance with this policy.

### **5.2 Document Numbering**

**5.2.1** All policies will follow a consistent numbering system of two (2) letters followed by three digits, e.g. XX-999.

**5.2.2** Standard operating procedures will follow a system of numbering of two (2) letters, followed by the prefix SOP, followed by three (3) numbers, e.g. XX-SOP-999.

**5.2.3** The letters of both policy and procedure numbering systems relate to the area of work with responsibility for administration of the policy or procedure. These codes are provided in Appendix A.

**5.2.4** Policy and procedure numbering is allocated on a sequential basis, specific to each area of work.

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### **5.3** First Issued Date

**5.3.1** The first issued date refers to the original effective date of the inaugural version of the policy.

### **5.4** Effective Date

**5.4.1** The effective date of the policy will be either the date of the policy's approval by the authority responsible for the policy approval or any future date as approved by the authority responsible for the policy approval as outlined in the Governance policy.

### **5.5** Next Review Date

**5.5.1** The next review date is to be set in accordance with the Governance policy for a date no less than 48 months from the policy's effective date.

### **5.6** Storage of Policies and Procedures

**5.6.1** All corporate and operational policies are to be stored in the central repository.

**5.6.2** Departments and divisions can maintain their own copies of corporate and operational policies; however, all approved policies must be stored in the central repository.

**5.6.3** Corporate and operational policies that apply to volunteers will be stored in the central repository and made accessible to volunteers.

**5.6.4** Standard operating procedures for each work area and committee will be stored and maintained in a location specified by the relevant management director or committee chairperson.

### **5.7** Responsibility for Numbering and Storage

#### **5.7.1** Corporate Policies

**5.7.1.1** Corporate policies will be maintained and administered by executive management.

**5.7.1.2** Corporate policies will be numbered by executive management.

**5.7.1.3** The corporate secretary will be responsible for the storage and archive of corporate policies at the central repository.

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### **5.7.2 Operational Policies**

**5.7.2.1** Operational policies will be maintained and administered by the work area responsible for the policy.

**5.7.2.2** Operational policies will be numbered by each respective work area.

**5.7.2.3** The corporate secretary will be responsible for the storage and archive of operational policies at the central repository.

### **5.7.3 Standard Operating Procedures**

**5.7.3.1** Standard operating procedures will be maintained and administered by the work area or committee responsible for the procedure.

**5.7.3.2** Standard operating procedures will be numbered by each respective work area or committee.

**5.7.3.3** Standard operating procedures will be saved in a location specified by the relevant management director or committee chairperson.

## **6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION**

Executive management will have responsibility for maintaining and administering this policy.

## **7.0 REFERENCES**

Appendix A – Area of Work Codes  
CP-001 Governance

## **8.0 RESCIND DETAIL**

EX-001 Version 01

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### **APPENDIX A – Area of Work Codes**

All corporate policies will utilize CP as the letter preceding the policy number. All corporate policies fall under the corporate governance department.

The areas of work for operational policies and standard operating procedures are as follows:

<b>Letter Code</b>	<b>Area of Work</b>
CG	Corporate Governance
PS	People Services
FB	Food and Beverage
SE	Sales and Event Management
PR	Programming
RC	Rodeo and Chuckwagon
AG	Agriculture
CC	Community Engagement and Communications
CM	Marketing and External Relations
AF	Accounting and Finance
IS	Information Services
PF	Park and Facility Services
PA	Parking Services
PK	Park Services
SC	Security
VS	Volunteer Services