

## Introduction to BACI Policy Manual

### **Purpose**

Policies explain what we do and why we do things the way we do. They reflect the vision and values of the agency, and outline expectations and acceptable standards of practice. Policies can be used both as a resource for decision-making and as a concrete tool to guide practice. They provide direction and guiding principles, clarify roles, obligations and responsibilities, and ensure continuity of knowledge and consistency of approach. Policies are one of the formal safeguards at BACI.

### **Establishing Policies and Procedures**

The BACI Board of Directors has the sole authority to approve and adopt policies. Procedures, on the other hand, are drafted by the Program Managers, with input from employees across the Association.

Policies and procedures serve different purposes.

**Policy:** States what must be done at the Agency.

**Procedure:** Outlines the steps we will take in carrying out a policy.

**Policy:** Is usually a short statement or series of statements. A policy describes the intent of an action or decision.

**Procedure:** May be lengthier and detailed, since they describe how we are going to meet a specific policy.

**Policy:** Can exist without procedures. A policy statement itself may be sufficient to signal what must be done.

**Procedures:** Usually cannot exist without a policy, either directly or indirectly, as its foundation or purpose. Procedures serve policies.

In summary, policies and procedures are important to the Association for the following reasons:

- Reflect the values of the organization
- Establish expectations and standards
- Give direction
- Provide guiding principles
- Clarify responsibility
- Provide accountability and consistency
- Are a formal safeguard
- Help promote quality programs and services
- Meet legal and funding requirements
- Are a communication tool
- Are a teaching tool
- Are a requirement of donors
- Provide a resource for decision-making and problem-solving