



# PROCEDURE FOR GOV 04: Policy about SKG Policies and Procedures

## 1.0 Preamble

This procedure sets out how the policies in SKG’s GOV 04 Policy about SKG Policies and Procedures shall be put into effect.

## 2.0 Definitions

“Director of Operations” means the SKG senior executive responsible for administration of operations, regardless of the title of that position.

“SKG” means Shingwauk Kinoomaage Gamig.

## 3.0 Consistency of policies and procedures

The Director of Operations shall establish templates to guide the development and presentation of policies and procedures.

These templates shall be used by staff developing policies and procedures and in publication of approved policies and procedures.

## 4.0 Organizing framework

SKG’s policies and procedures shall be organized and presented in the following categories.

Policies shall normally be numbered within these series in the order in which they were approved.

Procedures shall be numbered with the same number as their related policy.

The descriptions of the categories in the tables that follow are illustrative only. Policies may address additional matters.

### 4.1 Organizational policies and procedures

FIN	Financial accountability and administration
GOV	Governance
HR	Human resources, health and safety
OP	Operations: All other policies concerning matters such as access to information and privacy, and use of information and communication technology

## 4.2 Academic policies and procedures

ACAD	Policies and procedures addressing SKG's academic mission: <ul style="list-style-type: none"><li>● Academic requirements for students</li><li>● Other requirements relating to students</li><li>● Academic and research matters related to faculty and instructors</li></ul>
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## 5.0 Periodic review of policies

The Director of Operations can establish and maintain a process to implement a periodic review of policies and their related procedures. This process shall ensure that:

- Accurate and current records are kept concerning approval and mandatory review dates of policies and procedures;
- Reviews occur at or before the expiry of the date of review established by the Policy concerning SKG Policies and Procedures.

## 6.0 Related documents

GOV 04 Policy about Policies and Procedures

SKG's policies and procedures may be found here [\[hyperlink to be added\]](#)

## 7.0 Responsible Officer

Director of Operations

## 8.0 Version history

Approved by: Director of Operations

Original Approval Date: February 9, 2023

Current Approval Date: February 9, 2023

Effective Date: February 9, 2023