

PROCEDURE NO. 4-10-51

ISSUED: 11-01-15

REVISED: 12-27-24

REVIEWED: 12-27-24

SUBJECT: Accessibility of Woodhaven’s Policy and Procedure Manual to employees

PURPOSE: To carry out the mandate of the Office of Human Resource Policy No. 4.

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Woodhaven’s Policy and Procedure manual is accessible to all employees via the Woodhaven website at <https://www.woodhaventeam.org/wh-policies-2024/>

The hard copy of the Policy and Procedure manual is kept in the Human Resource office and contains the original signed procedures.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Director