

1.0 Purpose of this Standard

The purpose of this standard is to ensure that documentation that establishes the rules for how individuals operate within an organization, or the policies of the organization, are created with clear intent, and that the modification of the content and the publishing of information for use is controlled.

2.0 Risks of non-compliance

- Individuals who work directly for the organization will not have access to the standards, processes, procedures, or work instructions required to perform their work according to an organization’s rules
- Groups or individuals working indirectly with an organization will not have clear interaction and deliverable expectations
- A lack of consistency will become apparent
- The organization may face fines for not establishing the proper controls of how their personnel operate or behave
- Information breaches may occur, with company details becoming public knowledge

3.0 Overview of Corporate Governance Documentation

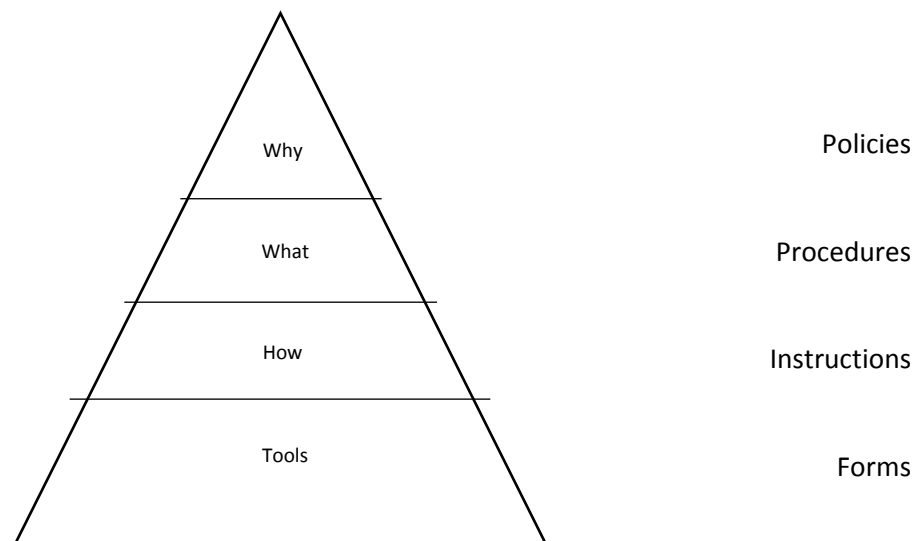
The following is the document hierarchy followed by a brief description of what each means to a company.

Level 1: Policies – key system or organizational objectives

Level 2: Processes and Procedures – methods (what and who by)

Level 3: Work Instructions – detailed step by step instructions

Level 4: Forms and templates – tools and checklists



Level 1

This level is for the corporate visions and goals as set out by the executive and upper management groups. Policies are in place not to present the details, but to provide a vision and a goal that all improvement projects can work towards.

Level 2

Level two brings in more detail, with the processes showing the inputs and outputs of the organization or department, and the procedures showing what tasks need to be performed in order to achieve the process.

Level 3

These are detailed ‘how to’ instructions for each department and discipline to use for training purposes, quality control, key performance indicators, and more.

Level 4

Certain Corporate Documents are designed to be templates and will be used for, and given project specific numbers for use as project specific documents.

4.0 The Purpose of Corporate Governance Documentation

Creating and controlling an organization’s corporate governance documentation will provide presentable quality specifications to personnel or organizations performing activities. These will also help to maintain the quality over all products and services, and ensures a consistent code of conduct for all personnel in any aspect.

If the Corporate documentation needs to be modified to suit a particular project or named activity, they are available to be copied and modified under the project environment, and will then be given a project specific number.

Some Corporate Documents are meant to be guidelines for general use, and if a project or task requires specific deviations from that standard, those deviations will be noted and recorded as a project or task record.

Having standardized forms and templates will reduce the hours required to recreate the forms needed and to meet the professional standard that the organization expects.

5.0 Elements of a corporate governance documentation system

A system for the management of corporate governance documentation must include the following:

- A corporate documentation specific naming convention
- A corporate documentation specific folder or storage structure
- Workflows and security must fall in alignment with the classification of files as defined in DMC-DM-STD-002
- An appropriate review, approval, revision, and succession process in accordance with relevant CDMAC standards
- A continual Improvement strategy must be created and adhered to

- A secure work in progress area must ensure personnel do not have access to standards that are not yet approved
- Indexing or metadata to enable ease of use by all personnel in an organization
- A structure for tracking incoming externally created governance documentation
- Standard formatting guidelines for all departments within an organization
- Retention lengths for document types
- External origin document process (technical reference library)
- System allowing access to documentation for remote users