



# ***SPECTRUM***

## ***Society for Community Living***

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November 8, 2005

### MEMO: TO ALL SPECTRUM EMPLOYEES

#### **New Policy Manuals**

Spectrum's new Policy and Procedures Manuals are now complete. These manuals replace all previous policy manuals, including the "Employee Handbook."

Most of the previous policies are still in this edition of the manual. However, because of accreditation, we have expanded many of the policies and added some new ones to address the CARF accreditation standards. These changes were reviewed by Spectrum's Policy Committee, by our Board of Directors, and by a certified CARF surveyor who conducted our "mock survey" on October 21, 2005.

All Spectrum employees should read through this manual at their earliest convenience and familiarize themselves with the new policies.

These new policies take effect immediately. All copies of previous manuals should be destroyed or brought to the Spectrum office.

Each program site should have one copy of the new manual that remains on-site. The Program Managers and Policy Committee representatives will each have their own copy (these have been sent to the appropriate program sites). The policy manual is also posted on our website: [www.spectrumsociety.org](http://www.spectrumsociety.org)

Thank you to everyone who provided input to the development of these policies and procedures. Happy reading!

#### **Christmas Party Helpers Needed!**

Judy and her team of elves are already busy organizing Spectrum's annual Christmas party, which is coming up on December 11<sup>th</sup>. Many thanks to everyone who has offered to help with this event. We still need a few people to help in the kitchen, keeping the food tables replenished and cleaning up the hall at the end of the party. This would be a paid 4-hour shift, from 6-10 pm at the Bonsor Recreation Centre. If you are interested, please give Judy a call at the Spectrum office.