

BGE1—Policy Communication and Feedback Procedures

Each person to whom a policy manual is issued will be responsible for the maintenance, control, and updating of the manual.

All changes to the policy manual will be issued by the Principal, with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Principal. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.

The master copy of the policy manual shall be maintained by the Principal. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.

The Principal will maintain one (1) copy of all outdated pages for historical and reference purposes.