


Policy Name:	MANAGEMENT OF SIGNIFICANT RISK		
Policy Number:	GOV-408		
 West Elgin Community Health Centre	Creation Date: April 2016	Reviewed Date: June 2021	Approved by: Board of Directors

POLICY STATEMENT

Situations may arise that may put the West Elgin Community Health Centre (the “Centre”) at significant risk (financial, professional or reputational). The Board of Directors (the “Board”) must be apprised of such a situation in a complete and timely fashion.

PROCEDURES

- Any staff member becoming aware of a situation with the above described potential shall inform their Director/Coordinator immediately.
- The Director/Coordinator will immediately inform the Executive Director of the existence of the situation and that they are reviewing it. The Director/Coordinator will assess the situation and provide the Executive Director/designate with their assessment as soon as possible but in any event not exceeding 2 business days.
- The Executive Director/designate will inform the Chair of the Board of the existence of the situation immediately upon becoming aware of it. The Executive Director/designate will review the assessment of the situation and will inform the Chair of the Board of their assessment as soon as possible but in any event not exceeding 2 business days.
- The Chair of the Board will inform the Board and may call an emergency Board meeting at their discretion.