

3.2.3 Policies and Procedures (P&P)

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[Policies and Procedures \(P&P\)](#)

One of the [legal documents](#) required for the formal incorporation of an ecosphere [community of interest \(Col\)](#) is the [policies](#) and [procedures](#) (P&P). The P&P establishes a set of principles and policies that serve these principles, in order to achieve the Col's long-term goals (i.e, the purpose as stated in its charter). The P&P defines specific methods/procedures employed to express these policies in action: detailed rules and guidelines to control the activities of the organization. In the US, some policies are concerned with human resources (HR) issues (e.g., health and human safety, or data protection and security), a direct response to the [General Data Protection Regulation \(GDPR\)](#) or the Data Protection Act of 2018.

The intent of the P&P is to influence and help formulate all the major decisions and actions of the organization. All activities within the organization are to take place within the boundaries set by the P&P.

¹⁾ Procedures are specific methods outlining the steps required to fulfill the policies on a day-to-day basis within the organization. Together, policies and procedures help the governing body of an organization meet its mission and goals.²⁾

One of the larger policies that is often required by the governing body granting incorporation are the human resources policies, especially those concerning health and human safety.

- **Note** The Policies and Procedures (P&P) serve as part of the Regulatory Aspect within the Governing Model. See [Governing Roles](#) and the [Governing Model](#) for more information.

Standards

- The charter ID made specifically for the Col (i.e., [ecosphere](#)).

Laws

- Occupational Safety and Health Act of 1970, Public Law 91-596, 84 STAT. 1590, 91st Congress, S.2193, December 29, 1970, as amended through January 1, 2004.
<https://www.osha.gov/laws-regs/oshact/completeoshact>
- Regulation (EU) 2016/679 OF THE European Parliament and of the Council of 27 April 2016
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679>

Tools

- Rocket Lawyer, Health and Safety Policy Document Maker, Accessed 21 may 2020,
<https://www.rocketlawyer.com/gb/en/documents/health-and-safety-policy>

- Rocket Lawyer, Data Protection and Data Security Document Maker, Accessed 21 May 2020, <https://www.rocketlawyer.com/gb/en/documents/data-protection-and-data-security-policy>

References

- Health and Safety, Rocket Lawyer, accessed 21 May 2020. <https://www.rocketlawyer.com/gb/en/quick-guides/health-and-safety>
- Overview of the Data protection and data security policy, Rocket Lawyer, accessed 21 May 2020. <https://www.rocketlawyer.com/gb/en/documents/data-protection-and-data-security-policy>

1)

Difference Between Policies and Procedures, Key Differences, accessed 21 May 2020, <https://keydifferences.com/difference-between-policies-and-procedures.html>

2)

Policies and Procedures, Business Dictionary, <http://www.businessdictionary.com/definition/policies-and-procedures.html>

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