

# Appendix – KCI Internal Monitoring Report Guidelines

**Identify the policy:** type, title, and number; when the policy was adopted and revised; and method and frequency of monitoring

**State the policy** being monitored. Cut and paste the most recent version directly from the website: [www.keweenaw.coop/Policies.html](http://www.keweenaw.coop/Policies.html), then follow the format outlined here.

**Sign** for the global assessment, as well as for the interpretations and validity of monitoring data throughout.

**Report** clearly, indicating your:  
1. **interpretation of the policy**  
2. **data supporting achievement of that interpretation**

Clarity is very important, as each board member must be able to arrive at a personal answer before the meeting to 1) is it a reasonable interpretation and 2) was that interpretation accomplished? Monitoring data must directly address the criteria of the policy, rather than serving mere interest.

**Choose** compliant or non-compliant based on achievement of the interpretation. Any non-compliant portion makes the entire policy non-compliant.

POLICY NUMBER: EL 2  
POLICY TITLE: Treatment of Staff  
POLICY TYPE: Executive Limitations

Adopted: 9/21/06 (unofficially)  
Revised: 12/19/07  
Monitored: internal quarterly

## SAMPLE

### GLOBAL

*The GM shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business, cooperative, or professional ethics.*

I certify the following information is true.

Signed \_\_\_\_\_, (Name, position) \_\_\_\_\_ (date)

REPORT: [Carver strongly suggests interpretations for monitoring begin with the narrowest policy level and work up through to the global policy. The result is that in each successive report only those aspects not addressed in previous levels are included. Also, often at the global level the only remaining issues concern lawfulness.] **COMPLIANT**

### EL 2 Staff

*The General Manager shall not allow employees to be treated with unfairness.*

REPORT: This policy requires fairness, which is defined as the consistent application of defensible rules and requirements, as well as a just system, in which complaints are seriously considered. This interpretation is consistent with the definitions used by the provincial Association of Human Resource Management as well as our legal counsel.

- a. Rules that impact employees must be largely consistent in content with such rules in settings of similar size and type, as judged by our Trade Association.
- b. Rules and requirements include those relating to behavior, appearance and dress, promotions, discipline, attendance, and harassment and other forms of violence.
- c. Rules and requirements are enforced uniformly. 85 percent of personnel surveyed in a stratified random sample must report that enforcement is consistent. [Note: 85 percent is the level chosen because HR research suggests that 15 percent of staff will complain of unfairness regardless of the facts.]
- d. 85 percent of staff surveyed report that there are 1) no negative consequence to voicing concerns, 2) clear channels for the expression of dissent or grievance, 3) speedy resolutions to complaints, and 4) clear explanations for management decisions. **COMPLIANT**

PLAN: [In the event that there was a non-compliance, strategies and a timeline for bringing the report into compliance would be stated here...]

SUGGESTION: [In the event that there was a non-compliance due to an inappropriate/ineffectual policy, suggested changes to the policy would be stated here...]