

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Communication	<b>SECTION:</b> C <b>POLICY:</b> 2
<b>DATE:</b> September 2004 <b>REVISION DATE:</b> January 2006	<b>Administrator's Signature:</b> _____	

**COMMUNICATION**

**POLICY:**

The organization chart provides guidelines as to the lines of communication to be followed at Leamington Mennonite Home.

**PROCEDURE:**

Every employee shall report their Department Leader. In the Department Leader's absence, an urgent matter shall be brought to the Administrator or designate.

Employees are not expected to bypass their own Department Leader. However, if for some reason, the employee feels they must talk directly with the Administrator, they are welcomed to do so.