

**POLICY: POLICY AUDIT AND MAINTENANCE**

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This Policy defines the terms and conditions under which ITA management will conduct routine audits of ITA policies, make non-substantive changes to ensure policies are in compliance, and recommend substantive changes to ITA's Governance Committee for Board consideration.

**1.0 Audit of ITA Policies**

No less than once a year ITA management will conduct an audit of all ITA policies. This audit will evaluate policies against the following criteria:

- consistent in language and format;
- consistent with other ITA policies;
- consistent with ITA mandate;
- consistent with the *Industry Training Authority Act* and/or other provincial legislation;
- consistent with ITA strategic plan;
- consistent with principles of equity and fairness;
- consistent with current ITA operations.

Management will also review the Requests for Reconsideration / Policy Exceptions Log to identify any systemic issues with ITA policy.

**2.0 Maintenance of ITA Policies**

Management will ensure that ITA policies are in compliance with audit criteria by making non-substantive modifications to policy as required. Non-substantive changes include any modifications that do not change the intent of the policy or introduce new elements to the policy. Non-substantive changes to policy will be approved by the CEO.

Substantive revisions to ITA policy must be approved by the ITA Governance Committee and ITA Board.

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