



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: AMENDMENT OF CNA POLICIES - QATAR

|                       |           |                          |                    |
|-----------------------|-----------|--------------------------|--------------------|
| <b>Procedure No.</b>  | PO-004-PR | <b>Division</b>          | President's Office |
| <b>Supersedes</b>     | N/A       | <b>Board Policy Ref.</b> | N/A                |
| <b>Related Policy</b> | PO-004    | <b>Effective Date:</b>   | June 9, 2002       |

### PROCEDURE

- 1.0 An interested employee, group of employees, operational team, administration team and/or party to the Comprehensive Agreement may submit a proposal regarding the amendment of an existing and/or the creation of a new policy for use at CNA-Qatar.
- 2.0 The interested party will make a policy proposal to a committee established by the President of CNA-Qatar for the sole purpose of hearing said proposals. The committee will consider the proposal and present its final recommendation, to the President of CNA-Qatar, for consideration.
- 3.0 In the event the committee does not support the policy proposal, the committee shall advise the party or parties submitting the proposal and the President of CNA-Qatar of that fact.
- 4.0 In the event that the committee does support the policy proposal, the committee shall forward its recommendation to the President of CNA-Qatar.
- 5.0 In the event that the President of CNA-Qatar does not support a committee recommendation, the President of CNA-Qatar shall advise the party submitting the proposal and the President of CNA accordingly.
- 6.0 In the event that the President of CNA-Qatar does support a policy recommendation, the President of CNA-Qatar shall forward the policy recommendation to the President of CNA accordingly.

- 7.0 In the event that the President of CNA does not support the policy recommendation, the General Counsel shall advise the President of CNA-Qatar of that fact.
- 8.0 In the event that the President of CNA does support the policy recommendation, the Office of the General Counsel will provide the requisite support and assistance to the President of CNA regarding the final formulation of the policy.
- 9.0 The General Counsel will advise the President of CNA-Qatar when the policy has received the final approval of the President of CNA and the President of CNA-Qatar shall implement the policy, provided that Clause 2 applies and subject to Qatar Authority approval.

| Approval History      |              |
|-----------------------|--------------|
| Approved by President | June 9, 2002 |
| Next Review           | June 2011    |