

# OLG POLICY ON POLICIES

POLICY #FRA-05-01

FINAL

## PURPOSE

This policy provides direction for policy development, approval, and amendment at Ontario Lottery and Gaming Corporation (OLG).

## APPLICATION AND SCOPE

This policy applies to all OLG employees involved in developing, amending, or approving OLG policies.

## POLICY STATEMENT (& GUIDING PRINCIPLES)

OLG policies communicate the way OLG does business. Policies are developed with care and intention, follow a standardized approach, and are written with clear, simple language.

## DEFINITIONS

**MAJOR AMENDMENT:** A material revision that alters the effect, requirements, or intent of a policy.

**MINOR AMENDMENT:** A revision to improve style or update information that does not alter the effect, requirements, or intent of a policy.

**POLICY:** Statement of the organization's views on a particular issue. Policies lay out the guiding principles and rules by which an organization operates. They address the organization's position and commitment on the issue, why the policy is necessary, what actions are required, and who is responsible for executing the requirements.

**POLICY APPROVER:** The committee (Executive Leadership Team or one of its sub-committees) that approves or rejects new policies and major amendments to existing policies.

**POLICY OWNER:** The individual that issues the policy and is responsible for content, approval, communication, and review.

## REQUIREMENTS

### 1. Creating New Policies

- 1.1. New policy requests must be authorized by Policy Services.
- 1.2. New policy development is managed by the Policy Owner.
- 1.3. New policies must be developed in alignment with the requirements in this policy and the guidance provided in the OLG Policy Guide.

### 2. Making Major Amendments to Existing Policies

- 2.1. Major amendments are managed by the Policy Owner.
- 2.2. Repeal of an existing policy developed under the OLG Policy on Policies is considered a major amendment and follows the same process.

2.3. Major policy amendments must be made in alignment with the requirements in this policy.

### **3. Making Minor Amendments to Existing Policies**

3.1. Minor amendments are managed by the Policy Owner.

### **4. Policy Approval**

- 4.1. New policies and major amendments require approval by the Executive Leadership Team (ELT) or ELT Subcommittee.
- 4.2. New policies and major amendments require Board or Board Subcommittee approval if specified within their Terms of Reference or equivalent.
- 4.3. Minor amendments require approval by the Policy Owner.
- 4.4. Evidence of approvals must be provided to and retained by Policy Services.

### **5. Policy Maintenance**

- 5.1. Policies must be reviewed and updated according to the review cycle defined in the policy or by risk area (see OLG Policy Guide for details).
- 5.2. Related policy documents on the [InsideOLG page policy page](#) should be reviewed and updated at the same time as the policy.
- 5.3. Policies and related records will be retained by Policy Services according to applicable record retention requirements.

### **6. Dissemination of Policies**

- 6.1. OLG policies are posted on the OLG intranet once final approvals are received.
- 6.2. Employees are notified of new and major amendments to policies that affect them or their teams.

## **ROLES AND RESPONSIBILITIES**

<b>ROLE</b>	<b>RESPONSIBILITIES</b>
<b>Policy Services</b>	<ul style="list-style-type: none"><li>▪ Developing and maintaining OLG policy and policy document templates</li><li>▪ Authorizing development of and classifying new policies and policy documents. Classifying relates to policy numbering scheme and policy document classification (i.e. policy, procedure, guidelines etc.)</li><li>▪ Providing assistance in determining minor vs major amendments, if needed</li><li>▪ Providing advice on content based on research, analysis, and leading practices</li><li>▪ Assisting with working drafts and coordinating SME and stakeholder feedback</li><li>▪ Assisting Policy Owners with the review and approval process</li><li>▪ Publish approved policies on OLG's intranet</li><li>▪ Providing guidance to Policy Owners on communication requirements</li><li>▪ Maintaining master listing of policies with review dates, ensuring policies and related policy documents on InsideOLG Policy Page</li></ul>

	<ul style="list-style-type: none"> <li>are reviewed on a risk-based approach</li> <li>▪ Notifying Policy Owners of upcoming reviews</li> <li>▪ Maintaining OLG's policy universe, ensuring it is accessible and up to date while identifying areas of duplication, redundancy, or conflicts within policy documents</li> </ul>
<b>Policy Owners</b>	<ul style="list-style-type: none"> <li>▪ Identifying the need for amendments to their policies in a timely manner</li> <li>▪ Developing and amending policy content according to this policy</li> <li>▪ Obtaining appropriate approvals for policies and sharing with Policy Services</li> <li>▪ Reviewing and updating policies according to mandated review cycle</li> <li>▪ Approving minor amendments to policies</li> <li>▪ Communicating changes to policies (new, amendments, repeal) to appropriate employees</li> </ul>
<b>Policy Approvers</b>	<ul style="list-style-type: none"> <li>▪ Reviewing and approving new policies or major amendments to policies</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>▪ Identifying and communicating to Management and Policy Services the need for new policies or amendments to existing policies</li> <li>▪ Complying with OLG policies and other policy documents as directed</li> </ul>
<b>Subject Matter Experts and Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ Providing expertise and input into policy development and amendments</li> <li>▪ Supporting Policy Owners and Policy Services during policy development</li> <li>▪ Reviewing content of policies to ensure accuracy and completeness</li> </ul>

## RELATED POLICY DOCUMENTS

- OLG Policy Guide
- Enterprise Document & Records Management Policy

## POLICY OWNER

Director, Internal Control Framework, Policy & Process

## POLICY APPROVAL

Approver	Date
Executive Leadership Team	January 11, 2022

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
April 23, 2024	Policy Services	<ul style="list-style-type: none"> <li>▪ Annual review – added in new risk-based approach to review cycle</li> </ul>
April 12, 2023	Policy Services	<ul style="list-style-type: none"> <li>▪ Updated policy maintenance to better reflect</li> </ul>

		process and added reference to OLG Policy Guide
January 11, 2022	Policy Services	<ul style="list-style-type: none"> <li>▪ Supersedes Policy Development Policy #FP-02-07-002</li> </ul>