



<b>PLAQUEMINES PORT: POLICY ON POLICIES</b>
<b>Policy Category:</b> Operational Policies
<b>Subject:</b> Writing, Issuing and Maintaining Port Policies
<b>Office Responsible for Review of this Policy:</b> Executive
<b>Procedures:</b> N/A
<b>Related Port Policies:</b> Applies to all Operational Policies including: Governance Policies, Ethics, Integrity and Legal Compliance Policies, Employment, Benefits, and Workplace Policies, Information Technology Policies, Financial Policies, Public Environmental Health and Safety Policies, Safety and Vessel Policies, Sustainability Policies

**I. SCOPE.**

This policy addresses the process for developing, issuing and maintaining all Plaquemines Port Harbor & Terminal District (the “**Port**”) policies and applies to all Port departments, directors and employees.

**II. POLICY STATEMENT.**

The purpose of this policy is to ensure that the Port community has ready access to well-developed and understandable Port policies. Policies that are easy to find, read and understand will:

1. Support the Port’s mission.
2. Achieve accountability by identifying the departments responsible for Policies.
3. Provide Port departments, directors and employees with clear, concise guidelines.
4. Document how the Port conducts business. Port policies will be:
  - a) Presented in a common format.
  - b) Formally approved by the authorized body.
  - c) Maintained centrally and accessible to all interested parties.
  - d) Linked electronically to procedures for implementing the policy.
  - e) Kept current within the framework of an organized system of change control.



Policies will be clearly distinguished from related procedures according to the definitions in section III below. Individuals who are responsible for writing, updating and distributing Port procedures must comply with this policy.

Internal procedures that apply to the operations of individual departments may not conflict with Port policy, but may be more restrictive.

### **III. DEFINITIONS**

***Policy:*** A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the Port community in the conduct of Port affairs. A Port policy:

- is a governing principle that mandates or constrains actions;
- has agency-wide application;
- changes infrequently and sets a course for the foreseeable future;
- helps ensure compliance with applicable laws and regulations;
- reduces the agency's risk; and
- is approved at by the Port's governing board (the "**Board**").

***Administrative Policies:*** Administrative Policies are policies governing the operations of the Port.

***Finance Policies:*** Finance Policies are policies that directly affect the financial operations of the Port.

***Security Policies:*** Security Policies are policies that directly affect the security and vessel operations of the Port.

***Procedure:*** A procedure is a guideline or series of interrelated steps taken to help implement the policy. Port procedures:

- should identify and link to the applicable Port policy;
- should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed;
- should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy; and
- generally, do not require formal approval by governing authority.

***Policy Initiator:*** The Policy Initiator is any staff member or member of the governing authority who identifies an issue and develops a policy proposal.



**Policy Owner:** The Policy Owner is the appropriate department or agency officer whose jurisdiction covers the subject matter of the policy.

**Stakeholder:** Stakeholders are Port employees, directors, officers or community members who are affected by the Port policy being developed.

**Policy Administrator:** The Policy Administrator is the Director of Administration or his/her designee.

## **IV. POLICY**

### **I. Policy Development**

The Policy Initiator may identify an agency-wide policy issue and develop it into a policy proposal. The Policy Initiator will submit the policy proposal for review and endorsement by the Policy Owner. If the policy is endorsed, a draft policy is created following the format outlined in Section IV(B) of this Policy. The Board of Directors may, in its sole discretion, initiate a policy without the need for endorsement by the Policy Owner, provided however, the Policy Owner should be consulted in the development of the policy proposal.

The Policy Owner will review the draft policy and consult with various stakeholders regarding the policy's likely impact on the members of the Port Stakeholders, including legal and, if appropriate, the Board for review. After review, input and approval of the Board (if applicable), the Policy is formally approved.

Once the policy is approved and signed, the Policy Owner will forward an electronic copy to the Policy Administrator.

The Policy Administrator will maintain copies of signed Port policies and policy revisions and place an electronic copy on the Port's Policy web site. The Policy Administrator also notifies responsible parties when particular policies are scheduled for review or revision and is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

As identified in the particular policy, the responsible office will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

**Policy Format.** A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, Port policies will be written and maintained following the format described below:

- 1. Header information:** (*mandatory element*)



- a) Port policy name.
  - b) Policy category.
  - c) Subject.
  - d) Office responsible for review.
  - e) Procedures link(s), if applicable.
  - f) Related port policy link(s), if applicable.
2. **Scope:** (*mandatory element*) Identification of parties governed by the policy.
  3. **Policy Statement:** (*mandatory element*) Purpose of the policy and the statement of philosophy, position, rule, regulation or direction.
  4. **Definitions:** (*optional element*) Meaning and interpretation of terms used in the policy.
  5. **Policy:** (*mandatory element*) Description of the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
  6. **Effective Date(s):** (*mandatory element*) Initial effective date of policy, and latest revision date, if applicable.
  7. **Frequency of review and update:** (*optional element*) Measure of time during which the policy must be reviewed and updated. It is recommended that a policy be reviewed biennially, unless changes in laws or Port business needs require a different review/revision schedule.
  8. **Signature, title, and date of approval:** (*mandatory element*) Required for initial approvals and all subsequent reviews and updates.

NOTE: For Port policies that predate this policy, the format described above is not applicable. If it is feasible, revised policies should be written in the approved policy format.

## II. Location of Policies

To ensure ready access to Port policies, the Port will maintain an official Plaquemines Port Harbor & Terminal District Policies web page, which can be found at <https://www.portofplaquemines.com/policies> with the most current approved version of all Port policies, with links to applicable procedures. The web page will be maintained by Director of Administration in a standard electronic format and will follow the structure described in Section IV below. The documents on the Port Policies web page will constitute



the official electronic depository for agency-wide policies for Plaquemines Port Harbor & Terminal District.

### **III. Structure and Organization of Port Policies**

The Port Policies web site will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one or more of the following categories:

- ***Operational Policies*** – Policies that are of a general administrative or operational nature.
- ***Governance Policies*** – Umbrella policies that provide the framework for administration to implement and comply with the intent of the Board of Directors.
- ***Ethics, Integrity and Legal Compliance Policies*** – Policies concerning appropriate conduct and/or compliance with the law.
- ***Employment, Benefits, and Workplace Policies*** – Policies, rules, and related procedures and information impacting working relationships with the Port for all employee groups.
- ***Information Technology Policies*** – Policies that cover systems, access, data, and related issues.
- ***Financial Policies*** - Policies related to accounting, budgeting, procurement, travel and other financial functions.
- ***Public Environmental Health and Safety Policies*** – Policies concerning security and safety of Port employees, directors, officers, and guests.
- ***Safety and Vessel Policies*** – Policies concerning safety, use and care of Port property.
- ***Sustainability Policies*** – Policies promoting development and growth without significant deterioration of the environment and depletion of natural resources.

### **IV. EFFECTIVE DATE(S)**

This Policy was effective March 27, 2021.



**V. SIGNATURE, TITLE AND DATE OF APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:

\_\_\_\_\_  
NAME:  
TITLE:

Date Approved: \_\_\_\_\_

DRAFT