

**THE HAVEN FOUNDATION LTD
Policy Manual**

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1. Purpose

To document The Haven Foundation’s commitment to assisting clients in need.

2. Basis for policy

Housing Act 1983. Performance Standards
National Community Housing Standards Manual (4.1)

3. Policy and procedures

3.1 Tenant emergency contacts

Subject to obtaining tenants’ consent, The Haven Foundation will also maintain on its tenant database a listing of nominated next of kin and emergency contacts.

3.2 Links with other agencies

The Haven Foundation will, through its membership of Community Housing Federation of Victoria (CHFV) and liaison with other like bodies and government departments maintain relationships which may be useful to our tenants.