Knocking on Wood Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

## Introduction

Contemporary research has established[[1]](#footnote-2) that knocking on wood has a measurable effect in preventing unpropitious outcomes and should be employed as one facet of the organisation’s overall risk reduction strategy.

## Purpose

The purpose of this document is to provide established procedures to cover knocking on wood practices in the organisation.

## Policy

[Name of Organisation] will educate employees and volunteer workers in best practice knocking on wood, and will monitor outcomes.

## Authorisation

[Signature of Board Secretary]  
[Date of approval by the Board]  
[Name of Organisation]

## Scope

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employees** | **Directors** | **Officers** | **Contractors** (including employees of contractors) | **Volunteers** | **Suppliers** | **Consultants** |
| **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |

Select or delete as appropriate

# KNOCKING ON WOOD Procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Procedures number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

## Responsibilities

It is the responsibility of **Managers and Supervisors** to ensure that when positively oriented prospective forecasts are voiced or written by responsible officers of the organisation

* the support of protective spirits is invoked, and
* the hostility of antagonistic spirits is deflected

through the ritual of making traditionally sanctioned contact with wood elementals.

These precautions are to be facilitated through educating appropriate staff to carry out the following procedures and ensuring that staff under their supervision are able to fill in in an emergency.

## Procedures

Any positive statement expressing an optimistic view about future events should be immediately followed, where feasible, by the speaker knocking on (in order of preference)

1. a tree
2. a piece of wooden furniture
3. any other wooden object.

### 6.1 Pandemic exception

When pandemic precautions are in force and it is inadvisable for possible carriers to have skin-to-wood contact with indoor furnishings it is suggested that each employee be supplied with a packet of toothpicks. After use these should be bagged and disposed of in a secure facility.

## Related Documents

* Walking under Ladder Policy
* Gesundheit policy

## Authorisation

[Signature of CEO]  
[Name of CEO]  
[Date]

About this (mock) document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA) and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [Click here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

# Important notes

* You can't (or shouldn't) rely on these sample policies and procedures alone. They’re a starting point, but you will have to adapt them to suit your own language and requirements.
* Most samples include both policies and procedures (the policies provide guidance on standards, while procedures give instructions on implementing standards). We recommend adopting policies at a board level, while procedures can be developed/signed off by the organisation's CEO.
* We use the term ‘board’ to cover boards, committees of management, or anybody that has final authority in your organisation. And the term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match those used in your organisation.

# But seriously, we have other policies …

There are numerous policies available on the Community Directors website: [www.communitydirectors.com.au/icda/policybank](https://www.communitydirectors.com.au/icda/policybank/?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template). You can hunt for what you need with our site search function.

# Make a deposit

If you have some great policies that your organisation thinks would be of use to other groups, email them to [service@ourcommunity.com.au](mailto:service@ourcommunity.com.au). We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

# Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior staff who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 p.a

[Join up now](https://www.communitydirectors.com.au/icda/subscribe/?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) to realise the benefits of membership:

1. **Receive ‘responsible person’ status** –ICDA members are recognised by the ATO under ‘responsible person’ rules
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4. **Policy alerts –** receive notificationwhen changes are made to governance, human resources, financial management, values and communications policies you’ve downloaded through the Policy Bank
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7. **Access to forums, networks, information and opportunities –** boost your confidence (and competence) and open career doors
8. **Budget-friendly –** for as little as $65 a year you get all the benefits outlined above and so much more.

1. The most telling argument would appear to be that politicians who in 2019 expressed the view that the coming fire season would be manageable, that the health system was prepared for all eventualities, and that the budget would be in surplus were at no point observed knocking on wood, and look what happened then. [↑](#footnote-ref-2)