

Institute for Medical Research, Inc.	Policy on Personnel Data Changes	No. 203	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on personnel data changes.

Scope

IMR Employees

Policy

It is the responsibility of each employee to promptly notify IMR of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational achievements, and other such status reports should be accurate and current at all times. Notify the IMR Administrative Office immediately of any changes.