THE EXCEPTIONS REGISTER

What was allowed once, and has lasted ever since

LEVEL	Organisation
DURATION	45 min - 1h30
USE	Kept continuously
TRACK	Toolkit

OBJECTIVE

Keep the list of departures granted from the rule: who asked, who granted, for how long, and on what condition they close. An exception with no end date becomes the rule, with nobody having had to vote it.

1 THE RULE · WHY WRITE THEM DOWN

SPOKEN AND RULE LOOK ALIKE

An exception granted verbally is indistinguishable from a rule. Six months later nobody knows whether the cap exceeded that day was a favour or the practice, and the audit can no longer tell.

WHAT NEVER TAKES AN EXCEPTION

A non-delegable zone admits no exception, otherwise it is not one. The register therefore separates what is negotiable, thresholds and delays, from what is not.

2 TO BE FILLED IN

EXCEPTION	REQUESTED BY	GRANTED BY	DEADLINE AND OUTCOME

3 CHECK WHEN RE-READING

THE DEADLINE COLUMN

No line stays empty. An exception with no date closes by default at the next review, and whoever wants it must ask again.

THE RECURRING EXCEPTION

Granted 3 times, an exception is no longer one: either the rule is wrong and gets rewritten, or the request is unfounded and gets refused for good.

An organisation does not drift through its rules, it drifts through the exceptions it forgot to close.

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