**HUMAN RESOURCE POLICY MANUAL**

**SAMPLE**

**Note to users:**

This document is an example of a comprehensive human resources policy manual for a National Sport Federation (NSF) operating in Canada. While certain assumptions have been made in the creation of this handbook, it is up to users to adapt, modify and customize the document to suit the particular needs of their organization while ensuring compliance with provincial or territorial employment/labour standards and legislation.

The content of this sample human resource policy manual is provided for information purposes only. No legal liability or other responsibility is accepted by or on behalf of the Canadian Olympic Committee (COC) for any errors, omissions, or statements made within this document. The Canadian Olympic Committee accepts no responsibility for any loss, damage or inconvenience caused as a result of reliance on such information.

**How to use this document:**

* This document contains ‘best practice’ HR policies that will need to be customized to fit within your unique NSF:
  + Fill in all < > based on how ***your*** NSF operates
  + Remove all ‘notes’ we have added, as they are not related to the official policies
  + Appendices: please consult provincial or territorial employment/labour standards and legislation that is applicable to your NSF – also referred to as jurisdiction
  + All employees will need to sign the ‘acknowledgment and agreement’ section at the end of the policy manual and a copy placed in their personnel file
  + Once your policy manual is finalized, please provide all employees with access to this document (i.e. policy boards, electronic copy, policy binder, company online portal, etc.)
* If you require further information or clarification on any of the provided policies, please email or phone Carmen Drouin:
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# **INTRODUCTION:**

This human resource policy manual is a summary of policies, procedures and practices related to human resource management at <enter name of NSF>.

The Executive Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Managers are responsible for human resource management within their own staff teams and should reference this manual to ensure organizational consistency in the application of these practices.

The <enter title of person with senior HR responsibilities> is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

The benefits package, including the insurance and health plan and the group RRSP (if applicable), is coordinated through <enter department name>. Questions regarding the benefits package may be directed to the <enter title of person with senior HR responsibilities>.

# **STATEMENT OF PHILOSOPHY:**

The <enter name of NSF>wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

* Foster cooperation and communication among each other.
* Treat each other in a fair manner, with dignity and respect.
* Promote harmony and teamwork in all relationships.
* Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
* Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
* Encourage growth and development of employees by helping them achieve their personal goals and beyond.
* Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
* Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.

# **WHO WE ARE:**

<Enter paragraph with information about NSF>

**Vision**

<Enter vision statement here>

## **Mission**

<Enter mission statement here>

**EMPLOYMENT AT <ENTER NAME OF NSF>:**

## **Employment Equity**

<Enter name of NSF>is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, we have a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, visible minorities, aboriginal peoples and persons with disabilities.

## **Recruitment and Selection**

All employment opportunities are posted for a minimum <enter #> working day period. They may be posted on <enter name of NSF>’s website and may be posted on the websites of affiliated organizations. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

## **Nepotism**

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse {including common law and/or same sex partner}, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner). Personal relationships with other employees or members of the <enter name of NSF>’s Board of Directors or Committees of <enter name of NSF>should be disclosed prior to accepting any offer from the employer.

## **Orientation**

All new employees shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position or <enter name of NSF>an opportunity to learn the performance expectations management has with regard to the position in question. They will be given access to this policy manual, sign confirming receipt and will be expected to learn its contents.

**Employee Classifications**

Each position shall be classified as either Administrative or Management in nature, as determined by the Executive Director. This decision will be based on the duties assigned and qualifications required for each position.

## **Employee Duties**

Attached to the Employment Agreement is a description of the job and the associated responsibilities, along with any additional tasks that may - be required. This document along with a work plan will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask their manager for clarification.

From time to time, it may be necessary to amend an employee’s job description. These amendments will be discussed with the employee in advance, however the final decision on implementation will be made by management.

## **Employment Designation**

Employment designations are categorized as follows:

*Full-Time Indeterminate:*

* Salaried employment on a continuing basis, with no end date specified.

*Full-Time Term:*

* Salaried employment for a fixed period, and at the end of the fixed

period, the employee ceases to be an employee.

*Part-Time Indeterminate:*

* Salaried employment on a continuing basis for hours less than the standard workday, week or month.

*Part-Time Term:*

* Salaried employment for a fixed period, for hours less than the standard workday, week or month, and at the end of the fixed period, the employee ceases to be an employee.

*Casual:*

* Casual employees are paid by the hour to work on a casual basis as necessary. Benefits and deductions will be in accordance with current legislation.

*Contractor:*

* Contractors perform work that is usually non-recurring, temporary and specialized in nature. The bulk of the work is conducted off site. This person is not to be construed as an employee and no deductions will be made on his/her behalf. The individual must invoice for professional services rendered as per the terms of the contract agreement. The individual must also supply their own equipment and tools and cover costs related to their use. The employer may pay for travel and expenses as negotiated in their contract.

## **Personnel File**

<Enter name of NSF>does collect personal information for inclusion in personnel files. This information is available to the employee, the Executive Director, their Manager and the <enter title or senior HR person>. This information is kept in a secure location, and is not shared with members of the Board of Directors or with - funders. Information which is contained in an employee’s personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, signed acknowledgement and agreement of the HR policy manual, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

## **Probation**

The first <enter length: 3 or 6 months> of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the *Employment/Labour Standards Act* of our respective jurisdiction, as may be amended from time to time. Upon satisfaction of the requirements under the ESA, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

1. Probation will end
2. Probation may be extended for an additional <enter length>
3. Employment will end

## **Annual Salary**

Salaries shall be determined by the Executive Director, based on budget considerations and commensurate with the qualifications of the successful candidate. The organization shall pay employees on a <enter bi-weekly / bi-monthly>basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer’s standard payroll practices. These payroll practices may be changed from time to time at the Employer’s sole discretion.

## **Performance Appraisals/Work Plans**

Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by their manager and amended as necessary. At the time of the performance appraisal, the manager and employee will review the objectives and the results achieved. Throughout the year, the employee and manager may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur <enter date/month>. Employees should prepare for this meeting by preparing a draft work plan for the coming year. Performance discussion should occur throughout the year and take the form of coaching. Annually a formal meeting should take place to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee’s personnel file.

## **Professionalism**

When representing <enter name of NSF>, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

## **Hours of Work**

The regular office hours are <enter time period i.e. 8 a.m. to 4:30 pm>. Monday through Friday inclusive (excluding holidays), with core operational hours being <enter time period i.e. 9 a.m. to 3:30 pm>. During core hours, it is expected that most staff will be available. All employees are expected to work <enter hours i.e. 7 or 7.5> hours per day, which include those hours indicated as core, exclusive of an unpaid eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part-time basis will have schedules determined on a case by case basis.

Employees are required to notify their manager/supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee’s manager/supervisor as soon as could reasonably be expected. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time.

## **Public/Statutory Holidays**

**Note: Public/Statutory holidays vary from province and territory (AKA – jurisdiction). Jurisdiction is determined by where the majority of the work is being performed by an employee. If you have employees in more than one jurisdiction (i.e. Ontario and BC, you must respect the Public/Statutory holidays identified for each of the jurisdictions. Therefore, by example, employees in Ontario may not have the same Public/Statutory holidays as employees in BC).**

The following public/statutory holidays are in accordance with <enter name of employment/labour standards Act>. Employees who qualify for public/statutory holiday pay shall receive the following <enter number> public/statutory holidays with pay:

* <List applicable public/statutory holidays>
* See Appendix ‘A’ for more detailed information

## **Overtime**

All overtime must be authorized by their manager/supervisor in advance of being worked. Employees will be provided with time off in lieu of overtime pay at straight time for all hours worked up to <enter number as per jurisdiction> hours per week. After <enter number i.e. forty-four (44)> hours worked in a week, employees shall accumulate time off in lieu of overtime pay at the rate of one-half (1.5) the regular non-overtime rate of pay. Time in lieu of overtime pay must be taken in the three (3) months following it being earned and it must be scheduled with the agreement of their manager/supervisor based on operational requirements.

Table 1: Overtime eligibility in each jurisdiction

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ON | QC | MB | SK | AB | BC | NB | NS | NL | PE | YT | NT | NU |
| Time & a Half Overtime Eligibility  After (see chart - # of hrs) | 44 | 40 | 40 | 40 | 44 | 40 | 44 | 48 | 40 | 48 | 40 | 40 | 40 |

*Note: For more detailed information, please refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.*

**Note: In the vast majority of cases, it is not mandated that managers or supervisors get paid overtime. Please consult your provincial/territorial Employment/Labour Standards laws for more details.**

Business travel for conferences, meetings, etc., which cause an employee to depart or arrive home on a non work-day does not constitute overtime. If travel is part of the employee’s job, or could be reasonably expected to occur in the course of performing one’s duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee’s normal duties, may qualify as overtime at the discretion of the Executive Director.

Any overtime worked and not taken in lieu will be paid out in the event that the employee resigns or is terminated.

# **DEPARTURE:**

## **Termination for Cause**

An Employment Agreement may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

## **Termination without Cause**

An Employment Agreement may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead, and severance pay if applicable, as is minimally required by the respective ESA that governs this jurisdiction (see Appendix ‘B’). The notice as described in this paragraph is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under the respective ESA, as amended, or at common law.

**Resignation**

Employees must give the Employer <enter number i.e. two (2) weeks> notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

## **Exit Interviews**

Employees who resign their position should be encouraged to take part in an exit interview. An Exit Interview Form will be used to complete each interview (see Appendix ‘C’). The form will ensure that the information is collected in a fair and consistent manner and will help to identify:

* What we are doing well
* Areas where we can improve
* Barriers to success
* Performance feedback
* Understand why the employee is leaving

## **Employer Property**

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee’s service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

# **TIME AWAY FROM WORK:**

## **Vacation Leave**

Vacation Leave will accumulate on the basis of:

* <#> of days per month to a maximum of <#> days per calendar year.
* After completion of <#> years of service, employees shall be entitled to <#> days per calendar year.
* After completion of <#> years of service, employees shall be entitled to <#> days per calendar year.

These figures will be pro-rated for part-time staff.

As vacation is designed to give employees a chance to rest and rejuvenate, taking vacation is encouraged by the employer. For this reason, employees may only carry five (5) days from one year to the next. These carry over days should be used during the first 90 days of the new calendar year.

It is a joint responsibility between management and employees to manage the use of vacation leave throughout the calendar year.

**Sick Leave (optional: amount of entitlement may vary from NSF to NSF)**

Employees will be entitled to <enter number i.e. twelve (12)> days of sick leave per calendar year accumulated on the basis of <#> day per month. A maximum of <enter number i.e. twelve (12)> days of sick leave may be carried forward to the next calendar year so that an employee shall have no more than <enter number i.e. twenty-four (24)> sick days in any one calendar year. No additional sick leave days beyond the <enter number i.e. twenty-four (24)> will be accumulated. Moreover, regardless of the amount of sick leave accumulated, sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason. Furthermore, since sick leave has no cash value, employees may not use more than they have accumulated, without the express written permission of the Executive Director. Employees working less than full-time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists.

The Employer reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor’s note for absences of <enter number i.e. three (3)> days or longer.

## **Bereavement Leave**

<Enter name of NSF> will grant up to <enter number of days i.e. three (3)> paid working days per event on the occasion of a death in the staff member’s immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law a/o same sex partner), step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner).

Additional compassionate leave may be granted at the discretion of the Executive Director for reasons not covered elsewhere in this manual. These requests should be discussed with the Executive Director and followed by a written submission.

## **Maternity, Parental and Adoptive Leave**

Maternity, parental and adoptive leave varies within each jurisdiction. Please see Appendix ‘D’ for applicable leave in your jurisdiction.

## **Protected Unpaid Leave**

Protected unpaid leave varies within each jurisdiction. Please see appendix ‘E’ for applicable leave in your jurisdiction. The rules regarding seniority, vacation accumulation and health benefits while on protected unpaid leave can be found in the regulations within each respective Employment/Labour Standards Act.

## **Non-Protected Unpaid Leave**

Employees may be granted unpaid leave with the written consent of the Executive Director. During periods of unpaid leave, medical, dental, life and AD&D coverage shall be suspended, vacation accrual shall cease and length of service shall be interrupted. Matching contributions to the group RRSP will also cease. Every attempt will be made to return employees to a position of equal responsibility on return from leave, however, no guarantees exists that the exact position left will be available on return.

## **Voting Leave**

<Enter name of NSF> is committed to protecting the right of each employee to exercise his or her democratic right to vote on election days and to act in compliance with Federal and Provincial regulations guaranteeing time off work for these purposes.

Business requirements will be reviewed and schedules established to ensure that each staff member has a window of <enter number of hours i.e. three (3)> hours off work during polling hours on an election day for voting purposes.

If an employee's regular schedule already provides for such a <enter number of hours i.e. three (3)>hour window of time during polling hours, this employee will be required to work his or her hours as usual. In the event that an employee is granted time off during their regularly scheduled hours of work, this time shall be granted off with pay to ensure that voting does not negatively affect his or her compensation.

Table 3: Entitled leave to vote by jurisdiction

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ON | QC | MB | SK | AB | BC | NB | NS | NL | PE | YT | NT | NU |
| Hrs | 3 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 4 | 1 | 4 | 3 | 3 |

*Note: For more detailed information, please refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.*

# **BENEFITS:**

## **Medical, Dental, LTD, Life and AD&D**

**Note: the statements below were designed to assist in the development of your benefits policy. They will require modification in order to meet the individual requirements of your NSF**. Please consider the following:

* Premium cost (shared employer-employee %, or sole responsibility)
* RSPP vs Pension Requirements - what percentage of matching contributions?
* Short Term Disability (if applicable)
* Long Term Disability

<Enter name of NSF>offers its employees group benefits provided by <enter provider>. These benefits are <enter rate>% paid by the employer, with the exception of <enter applicable i.e. Long Term Disability benefits, etc.>. After <enter applicable i.e. three months> of employment, employees are enrolled in the plan and may select Single or Family coverage as required.

## **Limited Liability in Providing Benefits**

An employee’s entitlement to benefit coverage will always be subject to the terms and conditions of the plans and policies, as they may from time to time be re-evaluated at the sole discretion of <enter name of NSF>.

<Enter Name of NSF> liability is strictly limited to arranging for the plans and paying the applicable premiums and <enter name of NSF> is specifically not liable for any failure or refusal of coverage by a third party, for any reason, and is not responsible for providing the benefits themselves.

## **Group RRSP**

Employees begin participation in the plan after completion <enter applicable i.e. three months> of employment. The contribution by each employee is <#> percent (# %) of their gross salary, which is deducted from their paycheque. This is matched by the employer to a maximum of <#> percent (# %). Employees may **not** elect to place these contributions with another investment broker/agent while employed by <enter name of NSF>. Withdrawals from the Group RRSP plan are restricted for the duration of employment with <enter name of NSF>.

# **PROFESSIONAL DEVELOPMENT:**

At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee’s professional development. If these opportunities are directly related to the employee’s position, or are suggested by the Executive Director, then some or all of the cost of registration, course materials and travel expenses may be covered.

If <enter name of NSF> has agreed to pay for a course, the fees will be paid on evidence of successful completion. If <enter name of NSF> sponsors a course (or courses) and the employee departs <enter name of NSF> within a year of completion, the course fees will become repayable in full.

# **CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY:**

## **Confidential Information**

From time to time, employees of <enter name of NSF> may come into contact with confidential information, including but not limited to information about <enter name of NSF>’s members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment, must not be used by an employee for personal gain or to further an outside enterprise.

## **Intellectual Property**

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at <enter name of NSF> shall be the property of <enter name of NSF>and the employee is deemed to have waived all rights in favour of <enter name of NSF>. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

## **IT Information Storage and Security**

Any storage devices (CD’s, USB’s, Floppy Discs) used by employees at <enter name of NSF>, acknowledge that these devices and their contents are the property of <enter name of NSF>. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

# **HEALTH AND SAFETY:**

<Enter name of NSF> is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, customers and visitors. <Enter name of NSF> along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with <enter the Occupational Health and Safety Act that covers your jurisdiction>. Please see Appendix ‘F’ for more detailed information.

Employees who have health and safety concerns or identify potential hazards should contact the <enter contact person or dept.>.

## **Alcohol and Drug Use**

Alcohol consumption or illegal drug use is not permitted on the premises. From time to time, with the Executive Director’s permission, alcohol may be used to celebrate an occasion/event.

## **Smoke Free Environment**

Smoking is not permitted on all company premises, and is applicable to all employees, guests, contractors and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.

## **Scents**

<Enter name of NSF> will strive to eliminate scented products from the workplace, as some individuals may have allergies or sensitivities to perfumes, lotions, colognes and/or chemical smells.

Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products. Employees will be required to abide by this policy and avoid using scented products.

Visitors and <enter name of NSF> employees will be informed of this policy through signs posted at entrances and elevators/stairwells, or by their host.

# **HARASSMENT/DISCRIMINATION:**

**Note: The COC is revising its policies on Harassment, Workplace Violence and Discrimination. Once they have revised, we will review ‘best practices’ and will recommend amendments to this policy as required.**

<Enter name of NSF> wants to provide a harassment and discrimination free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. <Enter name of NSF> will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment and discrimination but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

# **WORKPLACE VIOLENCE:**

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

<Enter name of NSF> has a zero tolerance limit with regards to violence in the workplace. Employees or volunteers engaging in violent activities and/or behaviours will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

**REPORTING PROCEDURE: Discrimination, Harassment & Violence in the Workplace**

If you believe you have been personally harassed, discriminated against or experienced violence in the workplace you may make a written complaint. The written complaint must be delivered to <enter company representative/job title>. Your complaint should include:

* the approximate date and time of each incident you wish to report
* the name of the person or persons involved in each incident
* the name of any person or persons who witnessed each incident
* a full description of what occurred in each incident

Investigating Reports of Discrimination, Harassment & Violence

Once a written complaint has been received, <enter name of NSF> will complete a thorough investigation. Harassment, discrimination and violence in the workplace should not be ignored as silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

For the purposes of this section the following definitions apply:

**Complainant –** The person who has made a complaint about another individual who they believe committed an act of violence against them.

**Respondent –** The person whom another individual has accused of committing an act of violence.

The investigation will include:

* Informing the respondent(s) of the complaint.
* Interview the complainant, any person involved in the incident and any identified witnesses.
* Interview any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).

* The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
* <Enter name of NSF> will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
* During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
* If necessary, <enter name of NSF> may employ outside assistance or request the use of our legal counsel.
* Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
* Where it is determined that harassment, discrimination and/or violence in the workplace has occurred, a written report of the remedial action will be given to the employees concerned.

If the complainant decides not to lay a formal complaint, the Executive Director may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid (the respondent(s).

If it is determined that personal harassment, discrimination and/or violence in the workplace has occurred, appropriate disciplinary measures will be taken as soon as possible.

# **CONFLICT/DISPUTE RESOLUTION:**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, <enter name of NSF> recommends the following process for conflict or dispute resolution:

* Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
* If speaking to the individual does not work, speak to the Executive Director. The Executive Director will arrange a meeting between those involved in the dispute, to determine a resolution.
* If the Executive Director is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

# **OPERATIONAL POLICIES:**

## **Political Activity**

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees’ political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to <enter name of NSF>.

Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

**Mobile Phone/PDA Acceptable Use**

<Enter name of NSF> employees are directed to utilize their personal or company-supplied cellular phones for business purposes only during regular business hours. Compliance with the following rules and regulations are expected:

* Employees are expected to exercise the same discretion in using personal cell phones as they use with company phones.
* Employees are directed to avoid making or receiving personal calls during work time, and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
* Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
* <Enter name of NSF> is not liable for the loss of personal cellular phones brought into the workplace.
* Employees are strictly prohibited from using cellular phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment.
* Employees are strictly prohibited from using cellular phones or similar devices for any other available purpose (i.e. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
* For privacy reasons, <enter name of NSF> employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission.

Operating a Mobile Phone while Driving:

It is strictly prohibited to manually use mobile phones, and PDA's while operating <enter name of NSF> owned and operated vehicles, or while operating a vehicle on <enter name of NSF> business.

* To make or receive calls:
  + Pull over and stop
  + Use hands-free device or applicable features
  + Allow a passenger to operate the phone
  + Use voice mail and respond to the call at a safer time
  + Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines and or charges laid by the authorities for illegal use of a mobile phone or PDA while operating a vehicle in the course of their employment. Employees who violates this policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

## Computer/Internet Acceptable Use

Computer-based technology and internet systems are to be used for appropriate company business only. All <enter name of NSF> information and correspondence, including email, transmitted/received using our computer-based technology is considered to be the business property of the company and is to be managed accordingly for appropriate business-related matters.

Password Protection:

* Internet access is managed via individual user accounts and confidential passwords.
* All user names and passwords for owned and operated devices must be supplied to the information technology (IT) department.
* <Enter name of NSF> employees will be required to provide the IT department with a minimum of <#> security questions/answers to be used in the event that a password is lost, forgotten or compromised.
* In the event that an employee loses, forgets, or believes that his/her password has become compromised, the employee must inform the IT department immediately. The IT department shall confirm the user name, reset the password, and inform the employee of the changes made.

Security:

Any and all passwords may not be disclosed to, or shared with, other users or third parties. Internet accounts are to be accessed only by assigned users for legitimate business purposes. Employees are not permitted to obtain anyone else's account password. If a user has reason to believe that his/her password has been compromised, the user must inform the IT department immediately.

Internet users must comply with the following security guidelines, rules, and regulations:

* Personal files or data downloaded from the internet may not be stored on <enter name of NSF>’s PC hard drives or network file servers.
* Video and sound files must not be downloaded from the internet unless their use has been authorized for the purposes of conducting <enter name of NSF> business.
* Users must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.
* Users are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as for identifying and avoiding any online material deemed sensitive, private, and copyrighted.
* Employees utilizing the internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose <enter name of NSF> information or intellectual capital to unauthorized third parties.

Appropriate Use of Internet:

Employees may use the internet only to complete their job duties, under the purview of <enter name of NSF>'s business objectives. Permissible, acceptable, and appropriate internet related work activities include:

* Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
* Collaborating and communicating with other employees, business partners, and customers of <enter name of NSF>, according to the individual's assigned job duties and responsibilities.
* Conducting professional development activities (i.e. news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the user's job requirements.

Inappropriate Use of Internet:

Inappropriate and unacceptable internet use includes, but is not limited to:

* Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
* Any usage that conflicts with <enter name of NSF>'s mission, goals, and reputation.
* Copying, destroying, altering any data, documentation, or other information that belongs to <enter name of NSF> or any other business entity without authorization.
* Downloading unreasonably large files that may hinder network performance. All users shall use the internet in such a way that they do not interfere with others' usage.
* Accessing, downloading, or printing any content that violates any of <enter name of NSF>'s existing policies or Canadian law, i.e. sexually explicit material.
* Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon <enter name of NSF>.
* Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.
* Engaging in any activity that could compromise the security of <enter name of NSF> host servers or computers. Any and all passwords may not be disclosed to, or shared with, other users.
* Allowing unauthorized or third parties to access <enter name of NSF>'s network and resources.

Email:

Email communications must be conducted with respect and adhere to <Enter name of NSF>’s Code of Ethics. All email communications should be created with professionalism and attention to detail.

Accessing & Monitoring Computer/Internet Usage:

<Enter name of NSF> reserves the right to access and monitor staff use of company email, computer usage and internet systems. Only authorized staff may examine such usage/records for business-related issues. <Enter name of NSF> will do its best to accommodate employee privacy while being diligent and thorough when conducting investigations regarding company email, and computer and internet usage.

## Personal Use of Company Property or Equipment

All provided equipment and/or property are intended for their assigned business purposes only, and are also intended exclusively for use in the performance of <enter name of NSF> business.

Employees are strictly prohibited from using equipment or property for unapproved business activity.

<Enter name of NSF> also prohibits the use of any company equipment or property for personal use. Employees are not permitted to use any of the fleet vehicles or tools for themselves, the care of their own personal property or of that of their families.

Maintenance/Care:

* It is the responsibility of the employee in possession of <enter name of NSF> property to ensure that equipment and/or property are properly maintained.
* <Enter name of NSF>materials and property are intended only for their approved use.
* In the event that any <enter name of NSF>owned materials or property are lost or stolen, employees are required to report the loss/incident to <enter name of manager or dept.> as soon as possible, and will be required to participate in any investigations that are deemed necessary.
* Employees are expected to adhere to all operating instructions and guidelines, safety standards and general care instructions.
* In the event that damage to the material(s) occurs, it should be reported to <enter name of manager or dept.> as soon as possible, with a description of the extent of the damage, and whether or not it is still a viable piece of equipment.
* Damaged equipment/material(s) should be returned to <enter name of manager or dept.> for assessment and repair or warranty service.
* Employees are required to minimize any possible damage to equipment that is not in use by safely storing the equipment/machinery.
* Employees are not permitted to use any equipment that has been tagged as being out of service, for any reason, without the consent of their immediate supervisor/manager.

## **Social Media Personal Use**

Social Media: forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. These include but are not limited to: Facebook, Twitter, LinkedIn, Pinterest, Snapchat, Tumblr, YouTube, Google Plus+, and Instagram.

Employees who maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with <enter name of NSF>. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization, its employees, customers, vendors or competitors may result in disciplinary action, up to and including termination.

Employees should follow the guidelines below when making posts or comments on any social media site whether it is public or private:

* Employees are expected to conduct themselves professionally both on and off duty. Where a staff member publically associates with the company, all materials associated with their page may reflect on <enter name of NSF>. Please be advised that inappropriate comments, photographs, links, etc. are to be avoided.
* Posts involving the following will not be tolerated and will subject the employee to discipline:
  + Proprietary and confidential company information
  + Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors
  + Defamatory statements regarding the company, its employees, customers, competitors, or vendors
* Where an employee mentions the company, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.
* Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.
* Employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated <enter name of NSF> representative.
* Employees are prohibited from using social media during regular working hours, employees should limit its use to official breaks, (i.e. meal breaks). As internet access at <enter name of NSF> is monitored, please be advised that excessive use of social media for personal reasons is a misappropriation of company time and resources, and may be subject to disciplinary action.
* Employees are prohibited from using <enter name of NSF> protected materials (copyright material, branding and/or logo(s)) without prior express written permission.

## **Travel Policy**

As an employee of <enter name of NSF>, you may occasionally be required to travel on company business. This policy will outline the proper procedures regarding: Transportation, Meals, Lodging, and Documentation & Reporting.

<Enter name of NSF> will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Executive Director for approval.

Transportation

All company transportation will be conducted in the most economical manner possible.

Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by <enter name of NSF>. All tickets shall be purchased from <enter name of NSF> preferred vendors.

*Air Travel*

* Air travel is required for employees traveling in excess of <enter distance i.e. 500 km>.
* Coach class shall be used as the standard.

*Surface Transportation*

* The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed contingent on production of a receipt. Expenses related to personal travel will not be reimbursed.

Private Vehicles:

* Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, public transportation, or if it offers a significant savings of time. The employee must have business use coverage through his/her personal insurance provider.
* Standard mileage reimbursement is <$> per kilometer.
* Parking, tolls, and ferries required will be reimbursed.
* Commuting expenses are not reimbursable.
* Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
* Any traffic violations, including parking tickets, will not be reimbursed by the company.

Rental Cars:

* Only compact or economy models will be used.
* Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval.
* Rental of vehicles should be discouraged in metropolitan areas that have substantial public transportation services available.
* Renting of vehicles will be booked through a preferred vendor.
* Personal liability and physical damage insurance is required on all rented vehicles, either pre-arranged through negotiations with a preferred vendor or through standard renting from a non-preferred vendor.
* In the event of damage to a rental car, contact your supervisor immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
* Any traffic violations, including parking tickets, will not be reimbursed by the company.

Rail Travel:

* All reservations will be made in coach class.

Bus Travel:

* Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee.

Meals:

* A per-diem rate of <$> will be supplied to traveling employees to cover the costs associated with reasonably priced meals. Employees are not required to produce receipts for these meals.

Lodging:

* Reservations for accommodations should be made with mid-range hotels.
* Reservations should be made with preferred vendors.

Expense Reports

* Employees are expected to submit an expense account report within 48 hours upon their return.
* Reimbursement will be awarded upon approval of the expense account report.
* Employees are obligated to retain and submit receipts for any business expense not covered by the per-diem.
* Entertainment costs will not be covered.
* Incidentals will not be reimbursed when travel is less than one (1) full day.
* Ticket receipts for airline fares must be submitted with the expense account report.
* All expenses documented must be associated with a valid business purpose, and fall within the organization’s guidelines.

Approval

* The Executive Director approves all travel related expenses.
* Employees cannot approve the reimbursement of their own travel expenses.
* Employees cannot approve the reimbursement of travel expenses of an employee that they report to either directly, or indirectly.

# **ACKNOWLEDGMENT & AGREEMENT:** see appendix ‘G’

# **Appendix ‘A’ - Public/Statutory Holidays**

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

**Alberta:**

* [**Fact Sheet**](file:///C:\Users\Camily\Desktop\•%09http:\work.alberta.ca\employment-standards\general-holidays.html)
* **[Employment Standards Code](http://www.qp.alberta.ca/1266.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779744015)**
  + **Part 2 – Standards; Division 5 – General Holidays & General Holiday Pay**

**British Columbia:**

* [**Fact Sheet**](https://www.labour.gov.bc.ca/esb/facshts/statutory_holidays.htm)
* **[Employment Standards Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01)** 
  + **Part 5 – Statutory Holidays**

**Manitoba:**

* **[Fact Sheet](https://www.gov.mb.ca/labour/standards/doc,gen-holidays-after-april-30-07,factsheet.html)**
* **[Employment Standards Code](https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php)**
  + **Division 4 – General Holidays**

**New Brunswick:**

* [**Fact Sheet**](http://www2.gnb.ca/content/dam/gnb/Departments/petl-epft/PDF/es/FactSheets/PublicHolidaysVacation.pdf)
* **[Employment Standards Act](http://laws.gnb.ca/en/ShowPdf/cs/E-7.2.pdf)** 
  + **Part I – Definitions**
  + **Part III – Employment Standards; Public Holidays**

**Newfoundland & Labrador:**

* **[Labour Standards Act](http://assembly.nl.ca/Legislation/sr/statutes/l02.htm" \l "15_)**
  + **Part II – Public Holidays**

**Northwest Territories:**

* [**Fact Sheet**](https://www.ece.gov.nt.ca/advanced-education/employment-standards/frequently-asked-questions/statutory-holidays-and-holiday)
* [**Employment Standards Act**](https://www.justice.gov.nt.ca/en/files/legislation/employment-standards/employment-standards.a.pdf)
  + **Part 3 – Days of Work, Leave and Holidays; Statutory Holidays**

**Nova Scotia:**

* [**Fact Sheet**](http://novascotia.ca/lae/employmentrights/holidaypay.asp)
* [**Labour Standards Code**](http://nslegislature.ca/legc/statutes/labour%20standards%20code.pdf)
  + **Holidays with Pay (section 37 – 43)**

**Nunavut:**

* [**Labour Standards Act**](http://www.gov.nu.ca/sites/default/files/gnjustice2/justicedocuments/Consolidated%20Law/Original/633389069861718750-1600283562-type106.pdf)
  + **Definitions**
  + **Part IV – General Holidays**

**Ontario:**

* [**Fact Sheet**](file:///C:\Users\Camily\Desktop\•%09http:\www.labour.gov.on.ca\english\es\pubs\guide\publicholidays.php)
* **[Employment Standards Act](http://www.ontario.ca/laws/statute/00e41?_ga=1.230849183.1271277183.1452612995)**
  + **Part I – Definitions**
  + **Part X – Public Holidays**

**Prince Edward Island:**

* [**Fact Sheet**](http://www.gov.pe.ca/labour/index.php3?number=1022265&lang=E)
* [**Employment Standards Act**](http://www.gov.pe.ca/law/statutes/pdf/e-06_2.pdf)
  + **Paid Holidays**

**Quebec:**

* **[Labour Standards](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/N_1_1/N1_1_A.html)**
  + **Chapter IV – Labour Standards,** Division III – Statutory General Holidays & Non-Working Days with Pay

**Saskatchewan:**

* [**Fact Sheet**](https://www.saskatchewan.ca/business/employment-standards/vacations-holidays-leaves-and-absences/public-holidays/public-holiday-pay)
* **[Employment Act](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S15-1.pdf)** 
  + **Part II; Division 2, Subdivision 7 - Public Holidays**

**Yukon:**

* [**Fact Sheet**](http://www.community.gov.yk.ca/stat_holidays.html)
* **[Employment Standards Act](http://www.gov.yk.ca/legislation/acts/emst_c.pdf)** 
  + **Part 5 – General Holidays**

# **Appendix ‘B’ - Termination**

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

**Alberta:**

* **[Fact Sheet](http://work.alberta.ca/documents/Termination-of-Employment-and-Temp-Layoff.pdf)**
* **[Employment Standards Code](http://www.qp.alberta.ca/1266.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779744015)**
  + **Part 2 – Standards; Division 1 – Pay Earnings (section 9-10), Division 8 – Termination of Employment**

**British Columbia:**

* **[Fact Sheet](https://www.labour.gov.bc.ca/esb/facshts/termination.htm)**
* **[Employment Standards Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01)** 
  + **Part 8 – Termination of Employment**

**Manitoba:**

* **[Fact Sheet](https://www.gov.mb.ca/labour/standards/doc,terminate-employment-after-apr-30-07,factsheet.html)**
* **[Employment Standards Code](https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php)**
  + **Division 10 – Termination of Employment, Subdivision 1-3**

**New Brunswick:**

* **[Fact Sheet](http://www2.gnb.ca/content/dam/gnb/Departments/petl-epft/PDF/es/FactSheets/LayoffTermination.pdf)**
* **[Employment Standards Act](http://laws.gnb.ca/en/ShowPdf/cs/E-7.2.pdf)**

**Part III – Employment Standards; Notice of Termination**

**Newfoundland & Labrador:**

* **[Labour Standards Act](http://assembly.nl.ca/Legislation/sr/statutes/l02.htm" \l "15_)**
  + **Part X – Notice of Termination**

**Northwest Territories:**

* **[Fact Sheet](https://www.ece.gov.nt.ca/advanced-education/employment-standards/frequently-asked-questions/termination-and-termination-pay)**
* [**Employment Standards Act**](https://www.justice.gov.nt.ca/en/files/legislation/employment-standards/employment-standards.a.pdf)
  + **Part 4 – Termination & Layoffs; Termination of Employment**

**Nova Scotia:**

* **[Fact Sheet](http://novascotia.ca/lae/employmentrights/endemployment.asp)**
* [**Labour Standards Code**](http://nslegislature.ca/legc/statutes/labour%20standards%20code.pdf)
  + **Termination of Employment (section 71 – 78)**

**Nunavut:**

* [**Labour Standards Act**](http://www.gov.nu.ca/sites/default/files/gnjustice2/justicedocuments/Consolidated%20Law/Original/633389069861718750-1600283562-type106.pdf)
  + **Part II.1 – Termination of Employment**

**Ontario:**

* **[Fact Sheet](http://www.labour.gov.on.ca/english/es/tools/esworkbook/termsev.php)**
* **[Employment Standards Act](http://www.ontario.ca/laws/statute/00e41?_ga=1.230849183.1271277183.1452612995)**
  + **Part XV – Termination & Severance of Employment**

**Prince Edward Island:**

* **[Fact Sheet](http://www.gov.pe.ca/labour/index.php3?number=1025373&lang=E)**
* [**Employment Standards Act**](http://www.gov.pe.ca/law/statutes/pdf/e-06_2.pdf)
  + **Notice of Termination**

**Quebec:**

* **[Fact Sheet](http://www.cnt.gouv.qc.ca/en/end-of-employment/notice-of-termination-of-employment)**
* **[Labour Standards](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/N_1_1/N1_1_A.html)**
  + **Chapter IV – Labour Standards;** Division VI – Notice of Termination of Employment or Layoff and Work Certificate

**Saskatchewan:**

* **[Fact Sheet](https://www.saskatchewan.ca/business/employment-standards/layoffs-and-termination)**
* **[Employment Act](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S15-1.pdf)**
  + **Part II; Division 2, Subdivision 12 – Layoff and Termination**

**Yukon:**

* **[Employment Standards Act](http://www.gov.yk.ca/legislation/acts/emst_c.pdf)**
  + **Part 8 – Termination of Employment**

# **Appendix ‘C’ - Sample Exit Interview Questionnaire**

1. Overall, how did you find your experience working on this team?
2. What did you like about it?
3. What could have been better?
4. What was your primary reason for leaving?
5. Did you receive enough training and support to do your job effectively?
6. Did you receive sufficient feedback about your performance between reviews?
7. Did any policies or procedures (or any other obstacles) make your job more difficult?
8. Would you consider working for this organization again in the future?
9. What does your new position offer that your previous one doesn't?
10. Any other comments?

|  |  |
| --- | --- |
| Employee Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interviewer’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# **Appendix ‘D’ - Maternity, Parental and Adoptive Leave**

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

**Alberta:**

* **[Fact Sheet](https://work.alberta.ca/documents/Maternity-Leave-and-Parental-Leave.pdf)**
* **[Employment Standards Code](http://www.qp.alberta.ca/1266.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779744015)**
  + **Part 2 – Standards; Division 7 – Maternity Leave & Parental Leave**

**British Columbia:**

* **[Fact Sheet (Parental)](https://www.labour.gov.bc.ca/esb/igm/esa-part-6/igm-esa-s-51.htm)**
* **[Fact Sheet (Pregnancy/Maternity)](https://www.labour.gov.bc.ca/esb/igm/esa-part-6/igm-esa-s-50.htm)**
* [**Employment Standards Act**](http://www.bclaws.ca/Recon/document/ID/freeside/00_96113_01)
  + **Part 6 – Leaves & Jury Duty; Pregnancy Leave, Parental Leave**

**Manitoba:**

* **[Fact Sheet (Parental)](https://www.gov.mb.ca/labour/standards/doc,parental-leave,factsheet.html)**
* [**Fact Sheet (Maternity)**](https://www.gov.mb.ca/labour/standards/doc,maternity-leave,factsheet.html)
* [**Employment Standards Code**](https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php)
  + **Part 2 – Minimum Standards; Division 9 – Unpaid Leaves; Maternity Leave, Parental Leave**

**New Brunswick:**

* [**Fact Sheet (Section 2 – Employment; Maternity and Parental Leave)**](http://www.gnb.ca/hrc-cdp/e/g/Guideline-Pregnancy-Discrimination-New-Brunswick.pdf)
* **[Employment Standards Act](http://laws.gnb.ca/en/ShowPdf/cs/E-7.2.pdf)**
  + **Part III – Employment Standards; Maternity, Child Care**

**Newfoundland & Labrador:**

* [**Labour Standards Act**](http://assembly.nl.ca/Legislation/sr/statutes/l02.htm#15_)
  + **Part VII – Pregnancy, Adoption & Parental Leave**

**Northwest Territories:**

* [**Fact Sheet**](https://www.ece.gov.nt.ca/advanced-education/employment-standards/frequently-asked-questions/statutory-holidays-and-holiday)
* [**Employment Standards Act**](https://www.justice.gov.nt.ca/en/files/legislation/employment-standards/employment-standards.a.pdf)
  + **Part 3 – Days of Work, Leave and Holidays; Pregnancy Leave, Parental Leave**

**Nova Scotia:**

* **[Fact Sheet](http://novascotia.ca/lae/employmentrights/pregnancyparentalfaq.asp)**
* [**Labour Standards Code**](http://nslegislature.ca/legc/statutes/labour%20standards%20code.pdf)
  + **Pregnancy Leave & Parental Leave (section 59-60)**

**Nunavut:**

* [**Labour Standards Act**](http://www.gov.nu.ca/sites/default/files/gnjustice2/justicedocuments/Consolidated%20Law/Original/633389069861718750-1600283562-type106.pdf)
  + **Part V – Pregnancy & Parental Leave**

**Ontario:**

* **[Fact Sheet](http://www.labour.gov.on.ca/english/es/pubs/guide/pregnancy.php)**
* [**Employment Standards Act**](http://www.ontario.ca/laws/statute/00e41?_ga=1.230849183.1271277183.1452612995)
  + **Part XIV – Leaves of Absence; Pregnancy Leave, Parental Leave**

**Prince Edward Island:**

* **[Fact Sheet](http://www.gov.pe.ca/labour/index.php3?number=1022361&lang=E)**
* [**Employment Standards Act**](http://www.gov.pe.ca/law/statutes/pdf/e-06_2.pdf)
  + **Maternity, Parental & Adoption Leave**

**Quebec:**

* [**Fact Sheet (Parental)**](http://www.cnt.gouv.qc.ca/en/leaves-and-absences/family-events/parental-leave/index.html)
* [**Fact Sheet (Maternity)**](http://www.cnt.gouv.qc.ca/en/leaves-and-absences/family-events/maternity-leave/index.html)
* [**Labour Standards**](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/N_1_1/N1_1_A.html)
  + Chapter IV – Labour Standards, Division V.1 Family or Parental Leaves and Absences (section 81.1 - 81.17)

**Saskatchewan:**

* **[Fact Sheet](https://www.saskatchewan.ca/business/employment-standards/vacations-holidays-leaves-and-absences/leaves-family-medical-and-service/family-leave" \l "maternity-leave)**
* **[Employment Act](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S15-1.pdf)**
  + **Part II; Division 2, Subdivision 11 – Employment Leave; Maternity Leave, Adoption Leave, Parental Leave**

**Yukon:**

* [**Fact Sheet**](http://www.community.gov.yk.ca/stat_holidays.html)
* [**Employment Standards Act**](http://www.gov.yk.ca/legislation/acts/emst_c.pdf)
  + **Part 6 - Maternity & Parental Leave**

# **Appendix ‘E’ - Protected Unpaid Leaves**

Note: The chart below is provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory – click on the province/territory name for applicable link.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [**Alberta**](http://www.qp.alberta.ca/1266.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779744015) | | [**British Columbia**](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01) | | [**Manitoba**](https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php) | | [**New Brunswick**](http://laws.gnb.ca/en/ShowPdf/cs/E-7.2.pdf) | |
| * Maternity Leave * Parental Leave * Reservist Leave * Jury Duty * Compassionate Care Leave | | * Pregnancy Leave * Parental Leave * Family Responsibility Leave * Compassionate Care Leave * Reservist Leave * Bereavement Leave * Jury Duty | | * Maternity Leave * Parental Leave * Bereavement Leave * Compassionate Care Leave * Family Leave * Reservist Leave * Jury Duty * Organ Donor Leave * Citizenship Ceremony Leave * Leave Related to the Death or Disappearance of a Child * Leave Related to Critical Illness of a Child | | * Maternity Leave * Child care Leave * Sick Leave * Family Responsibility Leave * Court Leave * Compassionate Care Leave * Bereavement Leave * Reservists Leave * Jury Duty * Critical Illness Leave (child) * Death or Disappearance Leave (child) | |
| [**Newfoundland & Labrador**](http://assembly.nl.ca/Legislation/sr/statutes/l02.htm#15_) | | [**Northwest Territories**](https://www.justice.gov.nt.ca/en/files/legislation/employment-standards/employment-standards.a.pdf) | | [**Nova Scotia**](http://nslegislature.ca/legc/statutes/labour%20standards%20code.pdf) | | [**Nunavut**](http://www.gov.nu.ca/sites/default/files/gnjustice2/justicedocuments/Consolidated%20Law/Original/633389069861718750-1600283562-type106.pdf) | |
| * Pregnancy Leave * Adoption Leave * Parental Leave * Bereavement Leave * Sick/Family Responsibility Leave * Reservist Leave * Jury Leave * Compassionate Care Leave * Critically Ill Child Care Leave * Crime-Related Child Death or Disappearance Leave | | * Pregnancy Leave * Parental Leave * Bereavement Leave * Court Leave * Compassionate Care Leave * Sick Leave * Reservist Leave * Emergency Leave * Citizenship Ceremony Leave * Critically Ill Child Care Leave * Crime-related Child Death or Disappearance Leave | | * Pregnancy Leave * Parental Leave * Sick Leave * Compassionate Care Leave * Bereavement Leave * Court Leave * Jury Duty | | * Pregnancy Leave * Parental Leave * Compassionate Care Leave * Jury Duty * Reservist Leave | |
| [**Ontario**](http://www.ontario.ca/laws/statute/00e41?_ga=1.230849183.1271277183.1452612995) | [**Prince Edward Island**](http://www.gov.pe.ca/law/statutes/pdf/e-06_2.pdf) | | [**Quebec**](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/N_1_1/N1_1_A.html) | | [**Saskatchewan**](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S15-1.pdf) | | [**Yukon**](http://www.gov.yk.ca/legislation/acts/emst_c.pdf) |
| * Pregnancy Leave * Parental Leave * Family Medical Leave * Organ Donor Leave * Personal Emergency Leave * Emergency Leave, Declared Emergencies * Reservists Leave * Jury Leave * Family Caregiver Leave * Critically Ill Child Care Leave * Crime-Related Child Death or Disappearance Leave | * Maternity Leave * Parental Leave * Adoption Leave * Family Leave * Sick Leave * Compassionate Care Leave * Bereavement Leave * Reservist Leave * Court Leave | | * Maternity Leave * Paternity Leave * Parental Leave * Suicide Leave * Birth, Adoption or Termination Leave * Family Care Leave * Sickness, Accident and Organ/Tissue Donation Leave Bereavement Leave * Wedding or Civil Union Leave * Victim of Crime Leave * Reservists Leave * Jury Leave | | * Maternity Leave * Adoption Leave * Parental Leave * Organ Donation Leave * Reserve Force Service Leave * Nomination, Candidate and Public Office Leave * Bereavement and Compassionate Care Leave * Critically Ill Child Care Leave * Crime-Related Child Death or Disappearance Leave * Citizenship Ceremony Leave * Jury Duty | | * Maternity Leave * Parental Leave * Sick Leave * Bereavement Leave * Compassionate Care Leave * Reservist Leave * Leave Related to Critical Illness of a Child * Leave Related to the Death or Disappearance of a Child |

As of January 2016

# **Appendix ‘F’ - Health and Safety**

**Alberta:**

* [**Occupational Health and Safety Act, Regulation and Code**](http://work.alberta.ca/occupational-health-safety/307.html)

**British Columbia:**

* [**Workers Compensation Act - Occupational Health and Safety Regulation**](http://www.bclaws.ca/Recon/document/ID/freeside/296_97_00)

**Manitoba:**

* **[Manitoba Workplace Safety and Health Act and Regulation](http://www.gov.mb.ca/labour/safety/pdf/1_2015_wsh_ar_oc.pdf)**

**New Brunswick:**

* [**Legislation and their Regulations**](http://www.worksafenb.ca/acts-and-regulations)

**Newfoundland & Labrador:**

* [**Occupational Health and Safety Act**](http://www.assembly.nl.ca/Legislation/sr/statutes/o03.htm)
* [**Occupational Health and Safety Regulations**](http://www.assembly.nl.ca/Legislation/sr/Regulations/rc120005.htm)

**Northwest Territories:**

* [**Safety Act**](https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.a.pdf?t1452710457609)
* **[Occupational Health and Safety Regulations](https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.r8.pdf?t1452710551770)**

**Nova Scotia:**

* [**Occupational Health and Safety Act**](http://nslegislature.ca/legc/statutes/occupational%20health%20and%20safety.pdf)
* [**Occupational Safety General Regulations**](https://www.novascotia.ca/just/regulations/regs/ohsgensf.htm)

**Nunavut:**

* **[Safety Act](https://www.canlii.org/en/nu/laws/stat/rsnwt-nu-1988-c-s-1/latest/rsnwt-nu-1988-c-s-1.html)**
* [**General Safety Regulations**](http://www.wscc.nt.ca/sites/default/files/documents/General%20safety%20Regs%20%28NU%29%20EN_0.pdf)

**Ontario:**

* [**Occupational Health and Safety Act, Regulations and Workplace Safety & Insurance Act**](http://www.labour.gov.on.ca/english/hs/laws/)

**Prince Edward Island:**

* [**Occupational Health and Safety Act**](http://www.gov.pe.ca/law/statutes/pdf/o-01_01.pdf)
* [**General Regulations**](http://www.gov.pe.ca/law/regulations/pdf/O&1-01G.pdf)

**Quebec:**

* [**An Act Respecting Occupational Health and Safety**](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/S_2_1/S2_1_A.html)
* [**An Act Respecting Industrial Accidents and Occupational Diseases**](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/A_3_001/A3_001_A.html)

**Saskatchewan:**

* [**Occupational Health and Safety Regulations**](http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/O1-1R1.pdf)
* [**The Saskatchewan Employment Act**](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S15-1.pdf)
  + **Note:** Although the Occupational Health and Safety Act, 1993 has been repealed, Saskatchewan’s Occupational Health and Safety Regulations, 1996 are still in force and will continue under the Saskatchewan Employment Act

**Yukon:**

* [**Occupational Health and Safety Act**](http://www.gov.yk.ca/legislation/acts/ochesa_c.pdf)

# **Appendix ‘G’ - Acknowledgement & Agreement**

I, <enter employee name>, acknowledge that I have read and understand the policies stated above. Further, I agree to adhere to these policies and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in these policies, I may face disciplinary action up to and including termination.

|  |  |
| --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Witness: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |