

**CANADIAN YEARLY MEETING
PERSONNEL POLICY MANUAL**

Table of Contents

Preamble

1. GENERAL	4
2. THE EMPLOYMENT RELATIONSHIP	5
3. STANDARDS OF PRACTICE.....	5
3.1 <i>Employment Classifications</i>	5
3.2 <i>Conditional Offer of Employment</i>	6
3.3 <i>Probationary Period</i>	6
3.4 <i>Performance Evaluation</i>	6
3.5 <i>Staff Development</i>	7
4. HOURS OF WORK	7
4.1 <i>General</i>	7
4.2 <i>Overtime</i>	7
4.3 <i>Travel</i>	8
5. STAFF BENEFITS.....	8
5.1 <i>Group Insurance</i>	8
5.2 <i>Retirement Savings Plan</i>	9
5.3 <i>Annual Vacation</i>	9
5.4 <i>Statutory Holidays</i>	10
6. LEAVES OF ABSENCE	11
6.1 <i>Pregnancy and Parental Leave</i>	11
6.2 <i>Personal Leave</i>	11
6.3 <i>Sick Leave</i>	12
6.4 <i>Jury Duty</i>	13
6.5 <i>Other leave entitlements</i>	14
7. CODE OF BEHAVIOUR, STAFF RIGHTS AND RESPONSIBILITIES	14
7.1 <i>Code of Behaviour</i>	14

CYM Personnel Policy [2016 – 02]

7.2.	<i>Attendance</i>	14
7.3	<i>Discipline Policy</i>	16
7.4	<i>Confidential Information</i>	16
7.5	<i>Conflict of Interest</i>	17
7.6	<i>Computer and Internet Use</i>	18
7.7	<i>Drug and Alcohol in the Workplace</i>	19
7.8	<i>Accommodation for Special Needs</i>	20
8.	COMMITTEES.....	21
8.1	<i>Role of Staff on Committees</i>	21
8.2	<i>Committee of Care</i>	23
9.	ADMINISTRATIVE MATTERS.....	23
9.1	<i>Pay Days</i>	23
9.2	<i>Friends' Peace Testimony/Withholding of Military Taxes</i>	24
9.3	<i>Expenses</i>	24
10.	CONFLICT RESOLUTION.....	26
10.1	<i>Policy Statement</i>	26
10.2	<i>Confidentiality</i>	26
10.3	<i>Process for General Conflicts</i>	26
10.4	<i>Process for Conflicts about the Terms and Conditions of Employment</i>	27
10.5	<i>Process for Complaints against the Personnel Committee</i>	27
11.	TERMINATION OF EMPLOYMENT.....	27
11.1	<i>Termination during Probation</i>	27
11.2	<i>Termination without Cause</i>	28
11.3	<i>Termination for Cause</i>	28
11.4	<i>Resignation or Retirement</i>	29
11.5	<i>Return of Property</i>	29
11.6	<i>Lay-Offs</i>	29
11.7	<i>Exit Interview</i>	29
12.	HEALTH AND SAFETY IN THE WORKPLACE.....	29
12.1	<i>Commitment to Health and Safety</i>	29
12.2	<i>Health and Safety Policy and Program</i>	30
13.	POLICY TO ADDRESS WORKPLACE HARASSMENT AND DISCRIMINATION.....	31
13.1	<i>Policy Statement</i>	31
13.2	<i>Definitions</i>	31
13.3	<i>Responsibilities of Staff, Clerks, CYM Standing, Employing and Personnel Committees</i>	33

CYM Personnel Policy [2016 – 02]	
13.4	Reporting 34
13.5	Investigation of Complaints 35
13.6	Confidentiality 35
13.7	Record Keeping 36
13.8	Consequences 36
13.9	No Reprisals 36
13.10	Complaint to the Human Rights Tribunal 36
13.11	Monitor and Review 37
14.	POLICY TO ADDRESS WORKPLACE VIOLENCE37
14.1	Policy Statement 37
14.2	Definitions 37
14.3	Responsibilities of Staff, CYM clerks, Standing, Employing and Personnel Committees 38
14.4	Risk of Workplace Violence from a Person with a History of Violent Behaviour 39
14.5	Reporting Incidents of Workplace Violence 39
14.6	Investigation of Complaints 40
14.7	Confidentiality 40
14.8	Record Keeping 41
14.9	Consequences 41
14.10	No Reprisals 41
14.11	Monitor and Review 41
APPENDIX "PP-A":	Application for Leave42
APPENDIX "PP-B":	Authorization Form for Unearned Vacation 43
APPENDIX "PP-C":	Incident Reporting Requirements For Health And Safety And Workplace Policies To Address Harassment, Discrimination And Violence, 44
APPENDIX "PP-D":	Role of Continuing Meeting of Ministry and Counsel (CMMC) in Addressing Incidents..... 45
APPENDIX "PP-E":	Workplace Violence and Harassment Incident Report47
APPENDIX "PP-F" :	CYM Privacy Policy49
Staff Acknowledgement53

PREAMBLE

CYM is a faith community. When we hire members of our community, either party can experience a change in the nature of the previous relationship, depending on how power and responsibilities are perceived and exercised. Such new relationships require trust, open communication, and compassion from both parties in order to sustain a positive working relationship.

1. GENERAL

- 1.1 The provisions of this Personnel Policy Manual (“Manual”) will form part of the contract of employment for each staff member who works for Canadian Yearly Meeting (referred to throughout this Manual as “CYM” or “the Employer”).
- 1.2 Should the terms of this Manual conflict with the terms or conditions of any written employment agreement, the terms of the written employment agreement shall supersede the terms of this Manual.
- 1.3 CYM reserves the right to change any terms, conditions, policies or procedures in this Manual at its discretion. Staff will be provided with amendments to this Manual as they occur.
- 1.4 This Manual should be interpreted to be consistent with CYM’s obligations under the *Employment Standards Act, 2000*, of Ontario, as amended from time to time (“ESA”). Should the terms of this Manual conflict with one or more provisions of the ESA, the provision(s) of the ESA shall prevail and CYM’s Policy in question shall be deemed to be amended accordingly.
- 1.5 The CYM Personnel Policy Committee is responsible for implementing and upholding the policies set forth in this document. See CYM Operational Manual Section 2 for a list of the responsibilities of this committee.
- 1.6 We encourage open dialogue in order to promote a fair, safe and productive workplace. Questions, concerns or suggestions about how CYM might make changes should be sent to a member of the Personnel Policy Committee.
- 1.7 This Manual will be reviewed by the Personnel Policy Committee regularly, (at least every three (3) years, or as needed).
- 1.8 When the permanent work location of employees of CYM is in a province other than Ontario, the Employment Standards Act of that province shall apply. Local legal advice may need to be sought. In Ontario the guiding legislation is the Employment Standards Act, 2000, (ESA), which is referenced in this document.

2. THE EMPLOYMENT RELATIONSHIP

- 2.1 Good working relationships require attention and intention. The quality of the relationship contributes significantly to the health of the workplace and to the quality of the work being done.
- 2.2 Friends' experience with our testimonies of peace, equality, integrity and simplicity can guide us. The working relationship is a two-way process and within it, there need to be opportunities to review reciprocal roles and responsibilities. Staff can expect CYM to treat them with dignity and respect.
- 2.3 Those CYM committees who hire and supervise staff shall express clear expectations of staff, and shall regularly review performance and communicate any concerns. Some of these ideas are expanded in the subsection 8.1 "Role of Staff on Committees".
- 2.4 An additional support and means of communication for a staff member can be a Committee of Care. For details see subsection 8.2 "Committees of Care."
- 2.5 CYM, the Personnel Policy Committee and the Employing Committees shall seek ongoing training and learning opportunities to facilitate their communication skills, strengthen their human resources management skills, and understand their legal responsibilities.
- 2.6 Conflicts will be addressed openly and promptly to re-establish trust and communication. CYM and the Personnel Policy Committee will put in place a process to manage and/or resolve conflicts. See Section 10 "Conflict Resolution".
- 2.7 Conflicts deemed to involve workplace harassment; discrimination or violence will be dealt with and managed separately. See Sections 13 & 14 "Policy to Address Workplace Harassment and Discrimination and Policy to Address Workplace Violence."

3. STANDARDS OF PRACTICE

3.1 Employment Classifications

- 3.1.1 A Full-Time staff member is defined as an employee who is regularly scheduled to work at least thirty-five hours per week (35 hrs/wk).
- 3.1.2 A Part-Time staff member is defined as an employee who is regularly scheduled to work less than thirty-five hours per week (35 hrs/wk). The Employer must approve the schedule of each Part-Time staff.
- 3.1.3 A Permanent staff member is defined as an employee who was hired on an indefinite basis and whose employment does not have a specified end date. Permanent staff can be full-time or part-time.

CYM Personnel Policy [2016 – 02]

3.1.4 A Short-term staff member is defined as an employee who is hired for a fixed term of up to twelve (12) months (maximum) to undertake a specific set of tasks either on a part-time or full-time basis.

3.1.5 A Casual staff member is defined as an employee who is hired for a defined period or is assigned work on an intermittent basis.

3.2 Conditional Offer of Employment

3.2.1 When hiring new staff, CYM will provide successful candidates with a conditional offer of employment and their employment with the CYM will be conditional upon an acceptance of the terms and conditions as outlined in their contract of employment and in this Manual.

3.3 Probationary Period

3.3.1 All new staff shall be on probation for the first three (3) months of employment with CYM (“the probationary period”). The purpose of the probationary period is to provide both the staff member and CYM with an opportunity to assess the suitability of the staff member for the position. The probationary period may be extended at the discretion of the Employer.

3.4 Performance Evaluation

3.4.1 Performance evaluations serve to identify successes and areas of concern according to the job description of the staff member. They can also serve as an opportunity to reflect upon and foster the communication within the employment relationship.

It is important to address incidents or areas of concern regarding job functions as they arise; thus, it is not appropriate to introduce them for the first time during a performance evaluation.

3.4.2 A performance evaluation will be carried out before the end of the probationary period. Additional evaluations may be carried out at the discretion of the Personnel Policy Committee, which coordinates all evaluations.

3.4.3 The employer shall make a written assessment of a probationary staff member’s performance just prior to the end of the probationary period. For staff who move to permanent status, written assessments are conducted at the one-year mark of employment and then at least every two (2), or as needed.

3.4.4 The purposes of the performance evaluations are:

(a) to provide an opportunity for both staff and employer to record the achievements and to share areas of concern regarding job functions, staff and employer relations and organizational needs;

(b) to identify current strengths and areas for improvement;

CYM Personnel Policy [2016 – 02]

- (c) to reinforce and improve staff performance by ensuring that the expectations of staff are clear, to provide feedback on how they are meeting these expectations, and to determine a plan to address performance concerns if necessary;
- (d) to provide an opportunity for the employer to review the job description and workload;
- (e) to review achievement of performance objectives from the previous evaluation and to develop performance objectives for the next period;
- (f) to develop a plan regarding any training and staff development;
- (g) to provide an opportunity for the staff member and employer to reflect on organizational changes needed as a result of the performance evaluation.

3.5 Staff Development

- 3.5.1 Staff are encouraged to attend conferences, conventions, courses and other professional development activities which qualify as contributing to the development of the individual's potential as a CYM staff member. Both the employer and the staff member may initiate proposals, but final approval must be given by the employer.
- 3.5.2 Staff are permitted up to five (5) paid days in any one (1) year period for professional development. Unused days are not carried over from year to year and will not be paid out upon retirement, resignation, termination of employment, or for any reason whatsoever.

4. HOURS OF WORK

4.1 General

- 4.1.1 Because of the nature of CYM business, the work schedule may vary depending on the job. Hours of work are determined based on the type of work performed and are subject to change. CYM will use its best efforts to provide advance notice of schedule changes.
- 4.1.2 Flexibility is allowed in individual schedules, provided that all functions are adequately covered. Job descriptions will reflect a workload that may be reasonably carried out in the agreed-upon work week.

4.2 Overtime

- 4.2.1 Due to work requirements, staff may at times be asked by the Employer to perform duties beyond their regular working hours.
- 4.2.2 All overtime hours, along with a plan for taking compensatory time, **must be approved in advance of being worked** by the staff member's immediate supervisor/clerk.

CYM Personnel Policy [2016 – 02]

- 4.2.3 Overtime hours worked by any staff up to forty-four (44) hours per week shall accrue at one (1) hour of paid time off for each hour of overtime worked. Overtime hours worked by any staff in excess of forty-four (44) hours per week shall accrue at one and one-half (1.5) hours of paid time off for each hour of overtime worked beyond forty-four (44). For the purposes of this Policy, a week begins at 12:01 a.m. Sunday morning.
- 4.2.4 Any compensatory time off work must be taken within three (3) months of the work week in which the overtime was earned. If the Employer is unable to accommodate the time off, then the Employer will pay any remaining overtime wages due to the staff member.
- 4.2.5 For the purposes of this policy, a staff member's regular rate is their hourly wage or, for salaried staff, their regular weekly earnings divided by the hours of work.
- 4.2.6 Non-Managerial staff may not work more than forty-eight (48) hours in one week except in accordance with the Employment Standards Act.¹ A staff member and CYM can agree in writing to average the staff member's hours. and a formal averaging agreement will be required. Details about the application for an averaging agreement with staff are contained in the Operations Manual Section 6.2.3

4.3 Travel

- 4.3.1 Apart from commuting to and from the Employer's regular location of work, time spent travelling to or from a place where work was or will be performed is working time. Staff working more than their regular weekly hours of work will be paid at straight time for each hour worked. For those eligible employees, overtime will be paid for those hours of work past forty-four (44) hours in a week.

Time spent working or in attendance at a conference or seminar is paid, while non-working time is not compensated. For example, employees will not be paid for eating periods, sleeping or other rest periods, or periods of time spent on purely personal pursuits that are not work-related.

5. STAFF BENEFITS

5.1 Group Insurance

- 5.1.1 Staff shall be entitled to participate in the current Employer's Group Insurance Benefits Plan ("the Plan), in accordance with the qualifying terms and conditions of the Plan, which is administered by CFSC. Details about the current Plan are in the Operational Manual Section 7.2
- 5.1.2 Participation in the Plan is mandatory except as exempted pursuant to the terms and conditions of the Plan.

¹ For more information see <http://www.labour.gov.on.ca/english/es/pubs/guide/hours.php>

- 5.1.3 All decisions with respect to entitlement are at the sole discretion of the Insurance Carrier and CYM's only obligation is to pay its identified share of the premiums. CYM reserves the right to change carriers and terms of the benefits at its discretion.

5.2 Retirement Savings Plan

- 5.2.1 Eligible staff will receive five percent (5%) of their salary for direct deposit by the CYM Bookkeeper into their designated Registered Retirement Saving Plan (RRSP). Staff who wish to have an additional five percent (5%) per year deducted from their salary should inform the Bookkeeper, who will add it to the direct deposit..
- 5.2.2 When staff reach the maximum salary level within their job category, their annual experience increment will be replaced with an additional one percent (1%) of their salary for deposit into their RRSP for the next eight (8) years to a maximum of thirteen percent (13%) per year.

5.3 Annual Vacation

- 5.3.1 No vacation may be scheduled during the first three (3) months of employment.
- 5.3.2 **Permanent Full-Time** Staff's annual vacation is calculated monthly on an earned basis as follows:

Staff are entitled to vacation time on the basis of 1 2/3 days per month to a maximum of twenty (20) days per year. Vacation pay will be calculated on the basis of eight per cent (8%) of wages earned in the previous twelve (12) month period during which vacation time is earned.
- 5.3.3 Vacation time is pro-rated for all other staff.
- 5.3.4 The staff member and supervisor/clerk will arrange a mutually convenient time for vacations to be taken. Requests must be received prior to the applicable work schedule being posted. In extraordinary circumstances, the supervisor/clerk may approve **unearned** vacation time; approval of such vacation is at the absolute discretion of CYM. Should the staff member leave employment before this time is "earned", the Staff member will reimburse CYM.
- 5.3.5 Any vacation taken but not yet earned will be deducted from the staff member's outstanding wages. The staff member is required to sign an "Authorization Form" found at Appendix "C" of this Manual before taking unearned vacation.
- 5.3.6 All staff **must** take a minimum of ten (10) days of vacation every year. For those staff who receive more than ten (10) vacation days a year, they can carry over five (5) vacation days into the next vacation year with the consent of the Employing Committee/ supervisor. All vacation earned but not taken by the end of the vacation year, and not carried over, shall be forfeited.

- 5.3.7 Staff on any statutory leave (e.g. pregnancy leave) continue to accrue up to two (2) weeks of unpaid vacation time per year in accordance with the ESA, which should be taken at a time of mutual agreement when return to work is being determined.
- 5.3.8 Staff on paid or partial leave continue to accrue vacation pay at a rate of four percent (4%) of wages paid, in addition to up to two (2) weeks of unpaid vacation time a year.
- 5.3.9 The vacation year shall be from January 1 to December 31.

5.4 Statutory Holidays

- 5.4.1 Nine (9) statutory (public) holidays are recognized by CYM:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

- 5.4.2 The following non-statutory holidays are also recognized and paid by CYM:

Easter Monday
Civic Holiday
and half day each on Christmas Eve and New Year's Eve

- 5.4.3 Staff who agree to work on the above named statutory and non-statutory holidays will be paid in one of two (2) ways:

- (a) receive regular wages on that day plus a substitute day off within three (3) months of the public holiday, or
- (b) if the Employer and the staff member agree in writing, receive premium pay. Premium pay is 1.5 times a staff member's regular rate of pay.

- 5.4.4 When a statutory (public) holiday falls on a non-working day, a staff member may choose from:

- (a) take a substitute day off with public holiday pay within three (3) months of the public holiday or,
- (b) if the Employer and the staff member agree, take a substitute day off within 12 months of the public holiday, or
- (c) receive public holiday pay for the public holiday instead of receiving a substitute day off. This arrangement requires written agreement prior to the public holiday.

- 5.4.5 For staff who do not normally work on weekends, when a statutory holiday falls on a Saturday or Sunday, the next consecutive working day shall be considered the holiday unless the Employer designates otherwise in writing.
- 5.4.6 When a statutory holiday falls within a staff member's annual vacation, there shall be no deduction from the vacation credits for that day.
- 5.4.7 Staff must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless the staff member has a reasonable reason. (e.g. public holiday falls during vacation leave, sick leave).
- 5.4.8 The amount of public holiday pay to which a staff member is entitled consists of the regular wages earned by the staff member in the four (4) work weeks before the work week with the public holiday, divided by 20. Regular wages do not include any overtime or premium pay payable to a staff member.

6. LEAVES OF ABSENCE

6.1 Pregnancy and Parental Leave

- 6.1.1 Eligible staff will be granted Pregnancy and/or Parental Leave in accordance with the provisions of the ESA. Pregnancy Leave can be taken for up to seventeen (17) weeks. An additional Parental Leave can be taken for up to thirty-five (35) weeks. If no Pregnancy Leave was taken, the Parental Leave can last up to thirty-seven (37) weeks. For details about eligibility for the Pregnancy and Parental Leave Top-Up allowance, which is supplementary to any Employment Insurance maternity or parental benefits, see Section 8.2 of the Operational Manual.
- 6.1.2 Except in exceptional cases, staff must inform the Employer in writing at least two (2) weeks before beginning a Pregnancy or Parental Leave to indicate when they intend to begin their leave and when they anticipate returning to work.
- 6.1.3 Staff must also provide the Employer with at least four (4) weeks written notice if they are changing the original end date of their leave.
- 6.1.4 During pregnancy and/or parental leaves, a staff member who is eligible to participate in the CYM Group Insurance Benefits Plan may continue to do so, unless she/he provides written notice that she/he does not intend to pay her/his required contributions to the Plan. The staff member must pay her/his required contributions before the leave commences by either lump sum payment or post-dated cheques.

6.2 Personal Leave

CYM Personnel Policy [2016 – 02]

- 6.2.1 Full-Time staff shall receive up to five (5) days of paid personal leave per calendar year for personal and family matters (e.g. bereavement, care of immediate family members). This is prorated for part-time staff
- 6.2.2 Unused personal leave may not be carried over from year to year or used to extend a vacation.
- 6.2.3 Any unused personal leave will not be paid out upon retirement, resignation, termination of employment, or for any reason whatsoever.
- 6.2.4 The Employing Committee must pre-authorize all personal leave except in emergency situations; these must be brought to the Committee at the earliest possible time to facilitate coverage.

6.3 Sick Leave

- 6.3.1 Sick leave is a form of accommodation which is designed to provide protection against loss of earnings during absence from work because of illness or injury.
- 6.3.2 If a staff member is unable to report for work, he or she must inform his/her immediate supervisor/clerk as soon as possible.
- 6.3.3 Permanent, full-time staff are entitled to a maximum of sixteen (16) days of paid sick leave per year. This is prorated for part time staff. Sick leave may include days for preventative health care. Staff are encouraged to use flexible work hours to accommodate shorter time appointments.
- 6.3.4 No sick leave may be carried forward to the next calendar year and staff will not be paid out sick leave upon resignation, retirement, or termination of employment for any reason whatsoever.
- 6.3.5 To be eligible for paid sick leave, staff may be required to provide medical evidence, satisfactory to CYM and in accordance with this Policy, that they are substantially unable to work, even with accommodation, as a result of the illness or injury. The medical certificate must show evidence that the staff member was seen contemporaneously with the illness/injury. Where the staff member remains on sick leave, the medical certificate must also provide an estimated date of return to work. The staff member may be required to have his/her treating medical practitioner complete a specific medical questionnaire provided by CYM, regarding the staff member's ability to work, but not the nature of the illness.
- 6.3.6 The medical documentation will be reviewed in confidence by Clerk of Personnel Implementation or the Employing Committee. They will consult with the appropriate medical practitioner(s) where required (always with the staff member's consent), will meet with the staff member (by phone or in person) to discuss his/her medical condition when appropriate, and will determine medical eligibility for paid sick leave.
- 6.3.7 When staff are on sick leave, CYM may contact them for additional or updated medical documentation and they may be asked for their consent so that CYM can contact their treating

CYM Personnel Policy [2016 – 02]

medical practitioner for additional and/or updated medical documentation to substantiate their current medical condition.

- 6.3.8 Staff are expected to make every reasonable effort to provide CYM with current and complete information required to determine entitlement to sick leave, to comply with the treatment plan recommended by their medical practitioner and to return to work in a timely fashion in accordance with medical recommendations.
- 6.3.9 Staff will be ineligible for sick leave if they are engaged in employment or other work for wage or profit while receiving disability benefits.
- 6.3.10 CYM may deny, suspend, or discontinue paid sick leave, or commence recovery of sick leave credits that have been paid when:
- (a) The medical evidence provided is incomplete or is not sufficient to support the claim;
 - (b) The staff member refuses to participate in an independent medical exam (“IME”) or fails to attend at a scheduled IME without reasonable explanation (cancellation costs will be charged to the staff member in such a circumstance);
 - (c) The staff member fails to comply with their treatment plan;
 - (d) The staff member or his/her medical practitioner fails to respond to information requests from CYM within a reasonable period of time;
 - (e) The available evidence (including non-medical evidence) indicates that the staff member’s claim is not valid;
- 6.3.11 When staff are not approved for sick leave, or when the paid benefits are denied, suspended or discontinued, they will be advised as to the reason(s) and will also be advised that they may provide additional current medical documentation for reconsideration of the claim within a two (2) week period of time from receipt of the notification that the claim has been denied. If they apply for reconsideration, they will be advised in writing of the decision to approve or to deny the reconsidered claim..
- 6.3.12 If a staff member has been on sick leave (whether paid or unpaid, and however paid) for more than twenty-four (24) months, CYM shall contact the staff member to ascertain whether he or she continues to be unable to return to work. If there is no reasonable foreseeability that the staff member can return to work, CYM reserves the right to terminate the employment of the staff member upon the provision of the notice and severance pay to which the staff member is entitled under the ESA. No decision will be made to terminate the employment of a staff member on extended sick leave until CYM has assessed that it cannot accommodate the staff member.

6.4 Jury Duty

CYM Personnel Policy [2016 – 02]

- 6.4.1 Employers are required by law to allow staff time off for jury duty. However, the legislation regarding whether a staff member will be compensated for loss of income during jury duty, varies according to the province in which the staff member works.

In Ontario the law does not require employers to pay salary for employees summoned for jury duty. The Employing Committee, the staff and if need be, the Personnel Policy Committee and the CYM Treasurer, should consult when a staff member is called to jury duty, taking into account, both possible undue hardship for the staff member and the effect on CYM's financial capacity, including a need for replacement staff. In certain circumstances, a deferral from jury duty can be requested.

For staff working in provinces other than Ontario, Employing Committees should consult the relevant legislation, before consulting with staff and the above named bodies.

- 6.4.2 Staff may have a conscientious objection to serving on a jury and may wish to explore this with their Committee of Care, if they are subpoenaed.
- 6.4.3 If a staff member continues to receive income from CYM, and their jury duty extends to the point that they are receiving compensation for their service, the compensation is to be reported by the staff member to the CYM Bookkeeper, so that the amount may be adjusted.

6.5 Other leave entitlements

- 6.5.1 Staff will be entitled to all leaves available to them in accordance with the ESA including Family Medical Leave, Declared Emergency Leave, Organ Donor Leave, Reservist Leave, Family Caregiver Leave, Critically Ill Child Leave, Crime-Related Child Death or Disappearance Leave.

7. CODE OF BEHAVIOUR, STAFF RIGHTS AND RESPONSIBILITIES

7.1 Code of Behaviour

- 7.1.1 Staff are expected to conduct themselves in a professional manner at all times.
- 7.1.2 Each staff member is expected to aid other staff or volunteers as needed, provided it does not interfere with his/her assigned duties or tasks.
- 7.1.3 Any staff member who finds that he/she cannot work in harmony with the other staff must bring the matter to the attention of a supervisor.
- 7.1.4 Use of inappropriate language will not be tolerated.

7.2. Attendance

- 7.2.1 All staff are expected, as a condition of employment, to report to work on a regular and consistent basis unless previously scheduled off. Failure to attend work on a regular basis

CYM Personnel Policy [2016 – 02]

could eventually lead to the termination of employment with CYM due to the staff member's inability to fulfill their employment obligations.

- 7.2.2 Eligible staff can negotiate with their respective Employing Committee or the Personnel Implementation Committee an arrangement by which they are able to work from home all or part of the time.
- 7.2.3 Culpable (or blameworthy) absenteeism is a form of misconduct which is subject to discipline up to and including termination of employment for just cause. In this kind of absenteeism, the staff member is able to come to work but deliberately absents themselves without valid reasons. These would include but are not limited to:
- (a) being absent without permission or leave;
 - (b) abusing a granted leave of absence;
 - (c) failing to notify the Employer of an absence in accordance with CYM Policy;
 - (d) failing to provide a reasonable or sufficient explanation for absence (including medical evidence);
 - (e) habitual lateness;
 - (f) leaving the assigned work area prior to the conclusion of the staff member's schedule work period;
 - (g) abusing breaks or lunch periods;
 - (h) failing to report for accepted overtime shifts;
 - (i) where a staff member calls in sick but is seen elsewhere or in pursuit of other activities that the staff member could not, due to the alleged condition, reasonably be expected to pursue; and
 - (j) where there is a pattern to the absence such as when days off occur conspicuously on either side of weekends or consistently on a specific day of the week such as the day after pay day.
- 7.2.4 All staff unable to report to work as scheduled shall notify their immediate supervisor/clerk as much in advance as reasonably possible prior to the commencement of their schedule period of work and no later than one (1) hour before his/her shift is scheduled to begin. The staff member shall report at this time how long he/she expects to be absent and the reason for the absence
- 7.2.5 The staff member shall be advised by his/her immediate supervisor/clerk at the time of the absence notification whether or not a medical certificate is required for that current absence.

CYM Personnel Policy [2016 – 02]

- 7.2.6 Where a staff member becomes ill on the job requiring absence, and where the illness is not subject to Workplace Safety & Insurance Board reporting procedures, permission to leave the workplace must be obtained from his/her immediate supervisor or member of the employing committee and failing that the Clerk of Personnel Policy Committee.
- 7.2.7 It is the staff member's responsibility to keep the Employer informed of his/her condition, progress and expected date of return to work.
- 7.2.8 The Employer shall maintain regular contact with the staff member throughout the period of absence and for staffing purposes the Employer may contact the staff member regarding their progress and expected return to work date.
- 7.2.9 Where the staff member does not know the duration of the absence at the outset, he/she must report to the Employer at intervals mutually agreed upon by the staff member and the Employer.

7.3 Discipline Policy

- 7.3.1 A progressive discipline approach will be used in dealing with all misconduct. The following forms of disciplinary action may be taken and documented:
 - (a) Verbal reprimand;
 - (b) Written reprimand;
 - (c) Suspension with or without pay;
 - (d) Termination of employment for just cause.
- 7.3.2 Depending on the severity of the misconduct any of the above steps may be omitted.

7.4 Confidential Information

- 7.4.1 Staff of CYM will come into contact with confidential information, including but not limited to CYM's strategic plans; personnel records; financial and donor data; electronic files, member or volunteer lists; member or volunteer profiles; member or volunteer information; and other property relating to the affairs of CYM ("CYM confidential information"). CYM confidential information is the exclusive property of CYM. Staff are required to keep confidential any such matters that may be disclosed to them or may otherwise be learned by the staff in the course of their employment. See Appendix E for the CYM Privacy Policy.
- 7.4.2 CYM staff may not, directly or indirectly, and for any reason, without the Employer's written authorization, use or disclose confidential information or personal information to anyone except as required to do so to carry out their duties to CYM at any time during or after their employment with CYM.

CYM Personnel Policy [2016 – 02]

- 7.4.3 Confidential information obtained as a result of employment with CYM may not be used by any of CYM's staff to further any private enterprise, or as a means of making personal gains.
- 7.4.4 If staff are in doubt at any time as to whether certain information is confidential, they must get approval from the Employer before disclosing it to anyone.
- 7.4.5 In the course of their work with CYM, staff may become aware of personal information about fellow staff and/or CYM contractors which should appropriately be kept private. CYM depends on the maturity and loyalty of each staff member to keep private any such personal information and to keep confidential any personal information they come into contact with during the course of their employment with CYM.
- 7.4.6 Any breach in the duty of confidence is a serious matter, and may result in discipline up to and including termination for just cause.

7.5 Conflict of Interest

- 7.5.1 Staff shall act in the best interest of CYM at all times.
- 7.5.2 Staff shall perform their employment duties and arrange their private affairs in such a manner that will prevent real, potential or perceived conflicts of interest from arising.
- 7.5.3 Staff shall not knowingly take advantage of, or benefit from, information obtained in the course of their official duties and responsibilities and that information which is not generally available to the public.
- 7.5.4 All staff owe loyalty to CYM and must avoid engaging in any private or personal business interest that may conflict with the duties and responsibilities owed to the CYM. Staff must avoid any business or other interest outside CYM which creates:
 - (a) excessive demand upon time and effort on the job; and
 - (b) a conflict of interest in the form of an obligation, interest, distraction or participation which would interfere with the independent exercise of judgement and efforts in CYM's best interests.
- 7.5.5 Staff shall not, after they leave CYM, act in such a manner as to take improper advantage of their previous employment with CYM.
- 7.5.6 Conflicts of interest known to a staff member shall be reported to the Employer so that a resolution may be sought.
- 7.5.7 If staff are in doubt at any time as to whether something is or may become a conflict of interest, they should contact the Employing or Personnel Implementation Committee to discuss the situation further and to get direction on how to proceed.
- 7.5.8 A breach of this Policy may lead to disciplinary action up to and including termination of employment for just cause.

7.6 Computer and Internet Use

- 7.6.1 Some staff have access to computers and/or the Internet at CYM in order to meet business requirements. Staff are expected to utilize computers in a professional, business-like manner. All computer use, whether the computer is owned by CYM or a personal computer shall be in a manner which retains the integrity and professionalism of CYM. Passwords are provided for an individual's specific use and are not to be shared.
- 7.6.2 Staff shall have no reasonable expectation of privacy in their use of CYM's computers and equipment. Staff are reminded that CYM has the right to review a staff member's computer use, including monitoring e-mail and internet access. CYM reserves the right to monitor e-mail and internet use to ensure compliance with this Policy. Staff are advised that the Employer may, in its sole discretion and without further notice to staff, intercept, retrieve, access, review and disclose internet e-mail and other related services for one or more of the following purposes:
- (a) to monitor excessive recreational use while staff are at work and/or using company-provided systems;
 - (b) to engage in technical maintenance, repair and management;
 - (c) to investigate a breach of an employment agreement, or policy;
 - (d) to meet a legal requirement to produce documents, including by engaging in e-discovery;
 - (e) to ensure continuity of work processes;
 - (f) to improve business processes and manage productivity; and
 - (g) to prevent misconduct and ensure compliance with the law.
- 7.6.3 Staff are reminded that when sending or receiving e-mail from CYM's computers, they are identified as a staff member of CYM. All e-mails shall comply with appropriate "netiquette" and should be consistent with CYM's reputation, standards and other workplace rules.
- 7.6.4 Computers are to be utilized for bona fide business purposes only. In particular, staff must comply with the following:
- (a) do not utilize the Employer's computers in conflict with CYM's interests, such as to operate a personal business or seek alternate employment;
 - (b) do not broadcast personal points of view such as commentaries on social or political issues;
 - (c) do not send e-mail chain letters;

CYM Personnel Policy [2016 – 02]

- (d) only participate in internet chat groups or social networking web sites that are part of their assigned work duties;
 - (e) do not use CYM's computers and internet lines to buy or sell personal items; or
 - (f) do not use Employer's computers and internet lines to participate in on-line games.
- 7.6.5 Staff shall not use CYM's computer system for any illegal, unethical or immoral purposes. For example, CYM's computers, facilities and equipment shall not be used to access child pornography, obscenity or hate literature and shall not be used to transmit defamatory, derogatory or false messages.
- 7.6.6 Staff are reminded of the obligations contained in the Ontario *Human Rights Code* and all staff's right to freedom from discrimination and harassment in employment. Staff shall not access or download material which might reasonably offend their co-workers or send, store or transmit offensive, objectionable, pornographic, obscene, sexist, racist, homophobic or provocative messages. Staff are reminded not to send threatening or demeaning messages or to circulate jokes which might reasonably offend a co-worker.
- 7.6.7 Staff shall not share personal information, which should remain private and confidential, concerning themselves or their co-workers via the internet.
- 7.6.8 Staff shall not download software from the internet unless prior management approval is obtained. Staff are not to participate in any use which might infringe copyright, other intellectual property rights or licensing agreements.
- 7.6.9 Staff shall not utilize CYM's computers and internet lines in a manner which may compromise the integrity of the system or which could denigrate the system's performance. Given the proliferation of computer viruses, staff shall not open any attachment where the source is suspect. All e-mail attachments shall be checked to ensure that they remain free from viruses before they are opened or downloaded.

7.7 Drug and Alcohol in the Workplace

7.7.1 CYM is committed to providing its staff with a healthy, comfortable and productive workplace environment. Staff have the responsibility to report to work capable of performing their tasks productively and safely. Impairment from drugs, alcohol and medications can have serious adverse impact on the workplace.

(i) Alcohol

7.7.2 The following are strictly prohibited during working hours and whenever the staff member is representing CYM or conducting CYM business:

- (a) Being under the influence of alcohol;
- (b) Consuming alcohol; and

(c) Possessing, distributing, offering or selling alcoholic beverages.

7.7.3 Staff may wish to consume alcohol served at social events but are required to exercise moderation and good judgment, and to avoid operating a motor vehicle with a blood alcohol level above the legal standard.

(ii) Medications

7.7.4 All staff are expected to use prescribed and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication other than as prescribed or using someone else's medication) during working hours, at CYM social events and whenever the staff member is representing CYM or conducting CYM business, is prohibited.

7.7.5 Staff are required to investigate through their doctor or pharmacist whether a medication can affect their ability to work safely and take appropriate steps to minimize associated risk. Staff must report any requirement for modified work due to the risk of impairment from use of medication to their supervisor /clerk and follow any recommended course of action to minimize the safety risk.

(iii) Other Drugs and Improper Use of Medication

7.7.6 The following are strictly prohibited while at CYM, during working hours, at CYM social events, and whenever a staff member is representing CYM or conducting CYM business:

(a) Being impaired by drugs;

(b) Using, possessing, distributing, offering or selling illegal drugs;

(c) Possessing prescription medication without a legally obtained prescription; and

(d) Distributing, offering or selling prescription medications.

7.8 Accommodation for Special Needs

7.8.1 While CYM will endeavour to remove barriers that cause discrimination in the various aspects of the employment relationship (hiring, designing job requirements, promotions, training, and so on), it recognizes that individuals may nevertheless continue to require individual accommodations for reasons such as their religious observances, disabilities, and so on.

7.8.2 It is CYM's Policy to respond in a timely and sensitive manner whenever a need for individual workplace accommodation is brought to its attention. Staff who indicate a need for a workplace accommodation can expect CYM to treat them with dignity and respect.

7.8.3 Staff who require accommodation are expected to take the initiative to inform CYM of the need for accommodation. Staff must do so by submitting a request for accommodation in writing to the Personnel Implementation Committee. The request shall provide:

(a) The prohibited ground with respect to which accommodation is being requested, e.g. age, disability.

To see a full list of prohibited grounds and more information about the duty to accommodate in the workplace;

<http://www.ohrc.on.ca/en/policy-and-guidelines-disability-and-duty-accommodate>

(b) The reason why accommodation is required, including enough information to confirm the existence of a need for accommodation; and

(c) The specific needs related to the prohibited ground.

7.8.4 When necessary to facilitate the assessment and determination of the appropriate accommodation for a staff member with a disability, the staff member may be required to provide relevant medical information to CYM.

7.8.5 Staff seeking accommodation are expected to provide their fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.

7.8.6 CYM will assess the accommodation issue in light of the information provided. Staff should allow for a reasonable time for reply. During this assessment phase, CYM reserves the right to require further information, including relevant medical information or opinions. CYM further reserves the right to require the staff member to participate in a formal needs assessment by a qualified medical practitioner or other trained professional of their choosing, in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.

7.8.7 CYM will finalize a decision regarding the accommodation issue in a timely manner and shall communicate the decision to the Staff member in writing.

7.8.8 It is important to understand that CYM is not required to make changes to workplace policies, rules, practices and operations or provide accommodation that will result in undue hardship. However, it will ensure that all effective options to accommodate, short of undue hardship, are considered. If accommodation is not possible because of undue hardship, or other considered reason, the staff member can expect CYM to explain this clearly to him or her and explain why this is so.

8. COMMITTEES

8.1 Role of Staff on Committees

8.1.1 The Quaker discernment process requires that those involved share honestly and openly whatever Light they are given. If a staff member feels constrained from acting as a full member of the committee they serve, they may not be able to contribute to the discernment process. They might not feel free to offer their own proposals, to the detriment of the

CYM Personnel Policy [2016 – 02]

Committee. We recognize the risk that a staff member may find himself or herself moving ahead of the Committee, managing the Committee and thus assuming a leadership role. Staff often have more time to focus on the issues than Committee members. The position of a staff member may be similar to that of a Friend under the weight of a concern.

- 8.1.2 Committee work within CYM depends on a trusting and reciprocal relationship between the volunteer Committee members and the staff whom they employ.
- 8.1.3 Staff are an essential resource for CYM and its Committees in doing its work. There needs to be clarity about the respective roles and responsibilities of committee clerks, staff and committee members, while including space for this to be flexible.
- 8.1.4 There is a duality of relationships between Committees, clerks and staff. CYM seeks to make fair well-informed decisions that are not influenced by conflicting interests and seek to identify and manage conflicts or perceived conflicts when they exist.
- 8.1.5 Guiding Principles regarding the role of staff

These guiding principles can help clarify the role of staff in relation to the Committees they serve:

- (a) The staff member's role with the Committee they serve is to help inform the Committee's discussion and to participate fully in the discernment process;
- (b) The staff member's role within a committee, other than the one they serve in a staff member capacity, is to be a resource. They will not be expected to carry out programming responsibilities for such committees, but to be mindful of the limits of their role, when serving in such a capacity;
- (c) The clerk and staff will consult regularly, particularly when new initiatives are being brought before the committee;
- (d) The clerk will prepare the agenda for committee meetings in close consultation with the committee staff.
- (e) The staff member will assist the clerk to identify information, materials, etc., which committee members might be expected to need in considering agenda items;
- (f) The staff member and the clerk will determine who will prepare and present these materials (clerk, staff member, committee member, or invited guest);
- (g) Committees, clerks and staff need to work together to ensure critical elements of a committee's tasks, decisions and challenges are well understood by all members;
- (h) If specialized skills or knowledge are crucial to committee work and the clerk's collaboration with a staff member, CYM will provide and/or support learning opportunities for those involved;

CYM Personnel Policy [2016 – 02]

- (i) While participating fully in the discernment process, when the clerk seeks the committee's approval of a clearly articulated sense of the meeting on a particular matter, the staff member, as is the clerk, is silent;
 - (j) In circumstances where conflicts arise, committee clerks will implement the conflict resolution guidelines in the Personnel Policy.
- 8.1.6 Staff have specific gifts, skills, and experience, which they offer to their Committee. Their experience and attention to the daily implementation of the Committee's work places them in a unique position. Staff bring clarifying information, an understanding of current, and in more seasoned staff, past or former practice, to help inform the Committee as it seeks to move towards unity in its decision-making. Staff may have an understanding of other program work that may influence a particular area under study by the Committee. During the Committee's meeting for worship for business, contributions of the staff member are an important part of the Committee's search for unity. They provide continuity and expertise, which is a valued resource to a volunteer committee.
- 8.1.7 Like the clerk, staff have a responsibility to participate in the discernment and yet practise loving restraint from influencing the Committee to move in a particular direction. This specialized and unique role needs to be respected and embraced by all Committee members, trusting that the Spirit can and will guide the committee in its search for unity and truth in all our work.

8.2 Committee of Care

- 8.2.1 Committees of Care provide both practical and spiritual support to staff engaged in the work of CYM. Staff are strongly encouraged to make use of a Committee of Care (see Organization and Procedure of CYM, Section 8.11).
- 8.2.2 A Committee of Care of two (2) to four (4) persons is named by the Personnel Policy Committee after consultation with the staff member concerned. New staff are contacted by a designated member of the Personnel Policy Committee shortly after their contract begins to discuss formation of a Committee of Care. Although the formation of a Committee of Care is at the discretion of the staff member, staff are strongly encouraged to make use of a Committee of Care.
- 8.2.3 At the first meeting of the Committee of Care, a clerk is appointed who is then responsible for setting regular meetings with the staff member. Committee members should give assurances about the need for confidentiality. Should the staff member need to meet with the Committee before the next scheduled meeting, he or she will contact its clerk.

9. ADMINISTRATIVE MATTERS

9.1 Pay Days

- 9.1.1 CYM staff are paid monthly. The payroll is currently administered as direct deposit for most staff. CYM reserves the right to change its payroll practices at its absolute discretion.

9.2 Friends' Peace Testimony/Withholding of Military Taxes

- 9.2.1 CYM is clear that the resources entrusted to us are not intended to be used in the preparation for war but rather for the nurturing of life. CYM seeks ways that may express this conviction in practice as a responsible employer. CYM supports its staff living according to their beliefs when they are conscientious objectors to the payment of taxes for military purposes.
- 9.2.2 CYM recognizes that not all its staff will feel led to this particular form of witness. A staff member may initiate a request to have the military portion of their income tax remittance withheld by writing a letter to the Personnel Policy Committee or Employing Committee stating the reasons he/she feels called to be part of this witness. The Committee then requests that funds either be withheld in a special account within the financial accounts of CYM or remitted to Conscience Canada's Peace Tax Fund until a mechanism for such conscientious objectors is created by the Canadian Government. The Committee will inform the Clerk of CYM how it has accommodated the staff member's request. (For more information see CYM minutes 1988-9-52 and 1991-8-55)

9.3 Expenses

General

- 9.3.1 This policy is intended to assure fair, consistent, equitable, and judicious use of funds, which are generously entrusted to our stewardship by our donors, as well as fair reimbursement of expenses incurred directly on business and projects.
- 9.3.2 All expenditures must be for work that supports our charitable purposes, as required by law², and be connected to approved program work or approved expenditures within the relevant budget.
- 9.3.3 Receipts for expenditures by staff must be submitted within two (2) months of the expense being incurred for reimbursement. The CYM Bookkeeper will reimburse expenditures in a timely fashion; however, payment is not guaranteed in less than 21 days.
- 9.3.4 All expenses have to be submitted, with original receipts, to the CYM Bookkeeper through an Expense Report.
- 9.3.5. If a receipt cannot be produced for an expense, as much detail about the expense (date, amount, type of expense, purpose, etc.) must be provided. The CYM Bookkeeper and Treasurer will determine if the expense qualifies to be reimbursed.

² Canadian Yearly Meeting is the overseeing body for Quakers in Canada. The programs are those enabling our religious work focused in Canada with an annual gathering and a number of committee meetings related to religious education, mission etc.

CYM Personnel Policy [2016 – 02]

- 9.3.6 Staff expense reports will be submitted monthly to the Bookkeeper. Staff serving on committees will submit expenses as they arise within two (2) months of the expense being incurred.
- 9.3.7 Unless prior approval is received from the CYM Treasurer, all expenses must be submitted by the date of the fiscal year end as it is critical that expenses incurred in a particular fiscal year are so allocated in the accounting system. Failure to submit in time may result in the expense not being reimbursed.

Professional Development Activities and Conferences

- 9.3.8 Staff will be reimbursed for costs associated with approved professional development activities and attendance at conferences and Yearly Meetings including travel registration, accommodation and meals.

Home Office Expenses

- 9.3.9 Details about these expenses are covered in the Operational Manual Section 11.

Travel

- 9.3.10 Staff will be reimbursed for costs associated with approved travel. The most appropriate means of transportation should be used, taking into consideration factors such as cost, time, effective use of resources, health, etc. Staff are to travel as economically as possible, booking sufficiently in advance to take advantage of cheaper rates. Bus, train or airfares will be fully reimbursed; travel by car will be reimbursed at the current Canadian Automobile Association rate for a compact car. Where car rental costs are less expensive this alternative should be considered. If a staff member chooses to use a means of transportation more costly than would normally be considered, a written agreement will be made wherein he/she agrees to assume the extra costs.
- 9.3.11 Any receipts related to air, train, or bus travel need to be submitted with boarding passes or receipts that indicate travel was completed as required by Canada Revenue Agency. Expense reimbursement can be denied if proof of travel cannot be produced.

Disputed Expenses

- 9.3.12 Staff will make every effort to submit timely and complete expense reports that are consistent with the expense policy. If any expense is questioned by the CYM Bookkeeper, more information will be requested before reimbursement. Contact the CYM Treasurer for specific information regarding the decision-making process for disputed expenses and other items regarding expense report submission.

10. CONFLICT RESOLUTION³

10.1 Policy Statement

10.1.1 CYM is committed to ensuring a work environment in which problems and conflicts can be discussed and resolved. A healthy exchange of ideas can be creative. Ongoing disagreement does not facilitate a positive work environment. It is important to all involved to have a fair, respectful and consistent process in place to deal with conflicts, misunderstandings, and disagreements and to have the matter resolved as quickly and as fairly as possible, and without reprisal.

10.1.2 Friends' faith, and the practice of our testimonies of peace, equality, integrity, community and simplicity, will guide us in this work. It is CYM's intention that this process provide an opportunity to improve communication and understanding and to ensure the accountability of the employer to address conflict by following the procedures and reporting with documentation.

10.1.3 While it is the role of the Personnel Policy and/or Employing Committees to ensure implementation of this process, the Clerks of CYM will be kept informed where relevant.

10.2 Confidentiality

10.2.1 Throughout the process, the privacy and dignity of each person is to be respected and information shared only with those directly involved in the outcome.

10.3 Process for General Conflicts

10.3.1 When concerns or questions arise, staff are encouraged to deal with them promptly, so as to avoid an accumulation of concerns and development of a major conflict. Staff are expected to avoid complaining to other staff or volunteers. When needing to work on feelings about the situation staff are expected to seek confidential environments such as their Committee of Care or a counsellor. Concerns are to be aired directly, privately, and honestly with the person(s) involved.

The aggrieved person needs to describe in a clear and articulate way the incident(s), which led to the concern. Each staff member, committee member, or supervisor is expected to be receptive to discussing the issues, which have caused the concern(s), and to be open to different perspectives and to new Light. All are encouraged to seek to resolve concerns through direct, informal processes whenever possible.

10.3.2 If the conflict is not resolved by this initial process, the staff member needs to contact his/her clerk or supervisor in writing, to seek assistance in resolving the conflict.

10.3.3 When an unresolved conflict situation is brought in writing to the attention of a clerk or supervisor, the clerk or supervisor will gather information related to the conflict situation from

³ For general conflicts only. Any conflicts relating to workplace harassment, discrimination or violence are to be treated and managed separately pursuant to the respective policy.

CYM Personnel Policy [2016 – 02]

the two (or more) parties. If one of the parties is under the supervision of another individual, the clerk or supervisor must discuss the matter with the other clerk/supervisor prior to bringing the parties together.

10.3.4 The clerk or supervisor will bring the parties together and attempt to find a solution to the conflict. Any party to the conflict may bring one support person to any formal discussion, provided the other participants in the discussion are notified well in advance. The role of the support person is to listen and provide support, not to "argue the case." Support for conflict resolution skills will be provided by the Personnel Policy Committee, when needed, to the clerk or supervisor to assist her/him in developing an effective conflict resolution process.

10.3.5 If the conflict is not resolved when the parties meet, the clerk/supervisor will discuss the matter with the Clerk of the Personnel Policy Committee, who will inform the CYM Clerks of the situation. With the approval of the Clerks, the Personnel Policy Committee will allocate additional internal or external resources specializing in conflict resolution to assist the parties in resolving the conflict. The result of this intervention is then reported to the Personnel Policy Committee and the CYM Clerks.

10.3.6 Committees of Care may be appointed or referred to as needed, at any time during the process.

10.4 Process for Conflicts about the Terms and Conditions of Employment

10.4.1 If the staff member and the clerk/supervisor are in conflict about the terms and conditions of employment or the supervisory relationship, the issues involved will be raised in writing with the Clerk of the Personnel Policy Committee who will collect information and arrange to bring the parties together.

10.4.2 If the conflict remains outstanding following this process, the Clerk of the Personnel Policy Committee, will inform the Committee of Clerks of the situation. With the approval of the Clerks, the Personnel Policy Committee will allocate additional internal or external resources specializing in conflict resolution and/or human resources management to assist the parties in resolving the conflict. The result of this intervention is then reported to the Personnel Policy Committee and the Committee of Clerks.

10.4.3 The steps taken in the all of the above processes must be documented. The outcome will then be filed in the staff member's personnel file.

10.5 Process for Complaints against the Personnel Committee

10.5.1 If a staff member or a group of staff raise a complaint against the Personnel Policy Committee, interviews will be conducted by an external consultant, appointed by the Committee of Clerks after consultation with them. The external investigator's report, which may include recommendations, will be forwarded to the Committee of Clerks for consideration. The final decision(s) on the matters in question rest with the Committee of Clerks.

11. TERMINATION OF EMPLOYMENT

Should any of the terms of this section conflict with the terms or conditions of any written employment agreement, the terms of the written employment agreement shall supersede the terms of this section.

11.1 Termination during Probation

11.1.1 A probationary staff member's employment may be terminated at any time during the first three (3) months of the probationary period, with or without cause, without notice or payment in lieu of notice, except as may be prescribed by the ESA. Staff shall be paid any outstanding wages and vacation pay, and any other ESA entitlements, earned to or owed on the date of termination.

11.2 Termination without Cause

11.2.1 The employment of a staff member who has completed the first three (3) months of his/her probationary period may be terminated by CYM at any time and for any reason on a without cause basis, upon the provision of notice of termination, as is minimally required by the ESA ("the ESA Notice Period"). At its discretion, the employer may provide the staff member with pay in lieu of notice or a combination of both working notice or pay in lieu of notice.

11.2.2 The notice referenced in the above paragraph is inclusive of all statutory and common law entitlements to notice of termination or payment in lieu of that notice. Staff shall also receive all entitlements under the ESA to which he/she is eligible including without limiting severance pay, if applicable, any outstanding vacation pay accrued to the end of the ESA Notice Period, and if the staff member is enrolled in the Employer's Group Benefits Plan, continuation in that Plan during the ESA Notice Period.

11.3 Termination for Cause

11.3.1 CYM may terminate a staff member's employment for cause at any time and without notice, or payment in lieu of notice. Cause for termination shall be deemed to include, but shall not be restricted to, the following:

- (a) disregard or disobedience of any order or instruction from the employer;
- (b) an act of insubordination which has not been condoned by CYM;
- (c) an act of dishonesty, significant carelessness or negligence in the performance of the staff member's employment duties or responsibilities;
- (d) failure to comply with any of the provisions of his/her Employment Agreement;
- (e) failure to comply with any of the policies in this Manual;
- (f) absence from work without notifying CYM and without reasonable excuse; and

- (g) conviction of any criminal offence which might adversely affect the reputation of CYM in the eyes of its members, the public and any other stakeholders.

11.4 Resignation or Retirement

- 11.4.1 Staff are expected to provide two (2) weeks' notice of resignation or retirement in writing to the employer. However, a position may require a longer period, which will be included in the staff member's letter of employment.
- 11.4.2 If staff are able to provide a longer notice period than required, this is helpful to the employer given the time it takes to engage a hiring process and the desire for there to be transition between staff.
- 11.4.3 CYM may, at its sole discretion, waive the notice period in whole or in part and provide the staff member with payment in lieu of the waived period.

11.5 Return of Property

- 11.5.1 Upon the termination of employment by either party for any reason, a staff member must return all property issued to staff such as computer, cell phones (and any accessories and passwords), keys, electronic files and access cards.

11.6 Lay-Offs

- 11.6.1 CYM reserves the right to temporarily lay-off its staff in accordance with the ESA.

11.7 Exit Interview

- 11.7.1 An exit interview may be conducted with each staff member at the end of their term of service. The purpose of the exit interview is to gather information so that the Personnel Policy Committee can evaluate the person's experience and formulate future goals. A sample list of questions can be found in the Operations Manual 12.1.8

12. HEALTH AND SAFETY IN THE WORKPLACE

12.1 Commitment to Health and Safety

- 12.1.1 CYM is committed to the health and safety of all its staff, contractors and volunteers. The integrity of our organization, staff, contractors and volunteers depends on the health and safety of everyone involved. We are committed to ensuring a safe workplace through effective administration, education, and training, which is the responsibility of the CYM Personnel Policy Committee and CYM employing committees.
- 12.1.2 The organization endeavours in all circumstances to take every reasonable precaution for the protection of our staff, contractors and volunteers. No task is to be regarded as so urgent that time cannot be taken to perform it in a safe and healthy manner.

- 12.1.3 All staff, contractors and volunteers of CYM are required to be in compliance with the *Occupational Health and Safety Act* and all applicable regulations and any safe work practices established by the organization.
- 12.1.4 Everyone at the organization has a responsibility to ensure a safe and healthy workplace, working together to prevent incidents that could create unwanted losses, personal injuries, or illnesses.

12.2 Health and Safety Policy and Program

- 12.2.1 This policy is applicable to all persons in the organization; those employed by the organization, those contracted for services to the organization and those working in a voluntary capacity.
- 12.2.2 The workplace includes: the CYM national office, Camp NeeKauNis, and the location of CYM's annual sessions. Risk assessments will be undertaken in each location using a risk assessment tool appropriate to the specific workplace. Copies of completed risk assessments will be kept in the CYM office as relevant. In addition, copies of the completed check lists for each staff member's health and safety training will be kept at the workplace and submitted to the CYM office for inclusion in the staff member's personnel file.
- 12.2.3 CYM will ensure that workplaces are safe through the establishment of safe work practices, procedures, and training.
- 12.2.4 We expect that workers (volunteer or paid) will work in compliance with established safe work practices and procedures. Workers will be informed and trained in the practices and procedures, as well as receive supervision.
- 12.2.5 It is the responsibility of each staff member to keep a clean and organized work area. All potential hazards shall be cleaned up, and all equipment shall be kept in its designated location.
- 12.2.6 Health and safety issues should be discussed immediately. All issues are to be brought to the attention of the designated supervisor, or the relevant clerk, depending on the location, See Appendix "PPC" for a list of locations and relevant supervisors.
- 12.2.7 If an injury has occurred, medical attention, if required, should be sought immediately. The incident must be reported to the CYM Office Administrator, regardless of how trivial it may appear.
- 12.2.8 Anyone who violates safety standards, causes hazardous or dangerous situations, or fails to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.
- 12.2.9 Personnel Policy Committee will review with employing committees their health and safety responsibilities for employees on an annual basis.

12.2.10 CYM shall post at a conspicuous location in the workplace a copy of the occupational health and safety policy.

13. POLICY TO ADDRESS WORKPLACE HARASSMENT AND DISCRIMINATION

13.1 Policy Statement

This policy is applicable to all persons in the CYM organization; those employed by the organization, those contracted for services to the organization and those working in a voluntary capacity.

13.1.1 CYM is committed to providing a work environment in which all individuals are treated with respect and dignity. We expect our workplace will be one that is free of discrimination and harassment, in which all people respect one another and work together to achieve common goals. Harassment committed by or against a staff member or volunteer is unacceptable conduct that will not be tolerated. The employer will take all reasonable and practical measures to prevent and protect staff and volunteers from acts of harassment.

13.1.2 This Policy applies to all staff and volunteers of CYM, regardless of tenure, including without limitation all staff, supervisors and clerks. The Policy applies to all programs and activities that occur while on CYM premises or other location(s) where the staff member or volunteer may be located as a result of his/her employment, or while he/she is engaging in CYM business, gatherings, activities or social events. If children are involved, please consult the *Safe Nurture of Children in our Care* policy. If an incident involves only visitors, partners or participants, please follow the guidelines in Appendix “PP-D”, concerning the role of Continuing Meeting of Ministry and Counsel (CMMC) in addressing those incidents.

13.2 Definitions

13.2.1 **Complainant:** the person who files a formal complaint in writing pursuant to this Policy.

13.2.2 **Staff member:** an individual in an employment relationship with CYM or a contractor who is paid for services.

13.2.3 **Volunteer:** an individual who performs work or supply services to CYM for no monetary compensation, **including those who serve on employing committees.** For the purposes of this Policy only, “staff member” may include “volunteer” where appropriate.

13.2.4 **Respondent:** the individual against whom allegations that could constitute a violation of this Policy have been made.

13.2.5 **Workplace:** any place where CYM’s work-related activities are conducted. It includes, but is not limited to, the CYM national office, Camp NeeKauNis, the location of CYM’s annual sessions and gatherings and events sponsored by CYM standing committees, the physical work premises, work-related social functions, work assignments outside CYM’s work premises, work-related travel and work-related conferences or training sessions. See Appendix “PP-C” for a list of locations and relevant supervisors.

13.2.6 **Workplace harassment:** is defined in the *Ontario Health and Safety Act (OHSA)*⁴ as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Examples of workplace harassment include, but are not limited to:

- (a) Unwelcome jokes, slurs, innuendoes or taunting;
- (b) Behaviour or conduct which might reasonably be expected to cause harm, discomfort, offence or humiliation;
- (c) Body language or gestures that are disrespectful;
- (d) Inappropriate communication via electronic mail and/or attainment, display and distribution of improper information from the internet;
- (e) Inappropriate, unwelcome touching, come-ons or sexual flirtation; and
- (f) Display of sexually offensive pictures or objects.

13.2.7 **Workplace harassment** does not include:

- (a) Performance management, such as routine coaching and feedback, fair and objective performance evaluations, performance improvement plans or through appropriate and justifiable disciplinary action;
- (b) Providing fair and reasonable constructive feedback or evaluation of the work completed by a colleague or a direct report;
- (c) Assigning additional work;
- (d) Voicing minor differences of opinion; and
- (e) Showing frustration or annoyance, where such behaviour is justified and displayed in a respectful manner without any threat of violence, intimidation or other reprisals, and where it is shown only on an occasional basis.

13.2.8 **Discrimination:** on the basis of one or more prohibited grounds [see 13.2.10], directly or indirectly: refusing to hire, promote, train, upgrade or transfer; disciplining, dismissing or laying-off; establishing or following any policy or practice which deprives persons of career opportunities; and/or making adverse distinctions between staff.

13.2.9 **Discriminatory harassment:** a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome, to a

⁴ For a full definition consult: http://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag_part3-01.php

CYM Personnel Policy [2016 – 02]

staff member based on one or more prohibited grounds. Examples of discriminatory harassment would include:

- (a) Jokes or slurs about a prohibited ground, for example, racist or homophobic jokes;
- (b) Degrading words used to describe a person based on a prohibited ground; and
- (c) Derogatory or degrading remarks directed towards all members of a group who share characteristics based on a prohibited ground.

13.2.10 **Prohibited ground:** one of those listed in the Ontario *Human Rights Code*: race, colour, creed (religion), place or ethnic origin, sex (including pregnancy and gender identity), age (eighteen years old and over), disability (including mental, physical, developmental or learning disabilities), ancestry, citizenship, sexual orientation, marital status (including the status of being married, single, widowed, divorced, separated, or living in a conjugal relationship outside of marriage), or family status (such as being in a parent-child relationship).

13.2.11 **Sexual harassment:** any unwelcome conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, on an opportunity for training or promotion, or on the receipt of services or a contract. Sexual harassment includes:

- (a) Sexist jokes;
- (b) Display or circulation of sexually offensive visual material;
- (c) Sexually degrading words used to describe a person or directed towards members of one sex;
- (d) Leering (suggestive staring) or other obscene/offensive comments or gestures;
- (e) Unwelcome physical contact, such as patting, touching, pinching, hitting;
- (f) Unwelcome sexual flirtations, advances, propositions;
- (g) Persistent unwanted contact or attention after the end of a consensual relationship;
- (h) Requests for sexual favours;
- (i) Unwanted touching; and
- (j) Sexual assault.

13.3 Responsibilities of Staff, Clerks, CYM Standing, Employing and Personnel Committees

CYM Personnel Policy [2016 – 02]

13.3.1 Staff and volunteers are expected to:

- (a) Act respectfully towards other individuals while at work and while participating in any work-related activity;
- (b) Report any incident of workplace harassment of which they have knowledge;
- (c) Understand and comply with this Policy and all related procedures;
- (d) Co-operate with any efforts to investigate and resolve matters arising under this Policy;
- (e) Participate in education and training programs; and
- (f) Respond appropriately to any incident of harassment or discrimination.

13.3.2 Clerks of CYM, its Standing, Employing and Personnel Committees are expected to:

- (a) Ensure training and education of all staff with respect to this Policy;
- (b) Promote a discrimination and harassment-free working environment;
- (c) Review all reports of harassment in a prompt, objective and sensitive manner; and
- (d) Facilitate appropriate support for all those either directly or indirectly involved in a workplace incident.

13.4 Reporting

13.4.1 CYM encourages the reporting of harassment and discrimination. A staff member who believes that he/she has been subjected to discriminatory or harassing behaviour is encouraged to follow the steps outlined below:

- (a) Prior to filing a formal report of an incident, the staff member should tell the other person(s) that the behaviour is unwelcome and that it should stop. The staff member should carefully record details of all incidents including the date and time of the incident, the nature of the incident, and names of people who may have been witnesses.
- (b) The staff member may ask for support from his/her supervisor to communicate their objections to the incident(s) to the other person(s) and/or to prepare and submit a formal complaint if he/she chooses. If appropriate, the staff member should attempt to maintain a respectful relationship and, in any event, avoid rumours, retaliation or escalation of ill-will.
- (c) If the behaviour does not stop after the staff member has spoken to the person(s), the staff member may choose to file a formal complaint outlining the particulars of the allegations to the Clerk of the Personnel Policy Committee (personnel-clerk@quaker.ca) or designate, or the Presiding Clerk of CYM (cym-clerk@quaker.ca) or designate. The complaint should be in writing, using the Workplace Violence and Harassment Incident Report,

CYM Personnel Policy [2016 – 02]

Appendix “PP-E”, signed by the individual making the complaint and providing as much detail as possible, including who, what, where, when and the names of any witnesses. In the event that the Respondent is either of the Clerks named above, the Report should be submitted to the Clerk of Trustees (trustees-clerk@quaker.ca). If an incident involves only visitors, partners or participants, the complaint will also be forwarded to the Clerk of Continuing Meeting of Ministry and Counsel (CMMC) (cmmc-clerk@quaker.ca), or designate.

- (d) Formal complaints shall be filed within a reasonable period of time following when the incident(s) complained about happened. Please note that anonymous complaints may not be investigated.

13.5 Investigation of Complaints

- 13.5.1 All reports of harassment and discrimination will be taken seriously and will be documented and if the allegations constitute a violation of this Policy, they will be investigated. The form of investigation will depend on the circumstances and may involve appropriate law enforcement or other competent persons as determined by the Clerk of Personnel Policy Committee, or designate in consultation with the CYM Clerks, taking into consideration the nature of the harassment or discrimination and the concerns of Staff who experienced the harassment or discrimination.
- 13.5.2 Upon receipt of a formal written and signed complaint of harassment or discrimination, the CYM Clerks will assign the investigation to an internal or external person to investigate. In a situation involving only visitors, partners or participants, the investigation could be referred to CMMC. More detailed information is provided in Appendix “PP-D”.
- 13.5.3 The Respondent should be advised that the above steps have been taken and to refrain from discussing the complaint with anyone other than those involved in the investigation.
- 13.5.4 The investigation may include interviewing the Complainant and the Respondent as soon as possible, interviewing any witnesses, reviewing relevant documents and other materials, and producing a final report detailing findings and recommendations (if any).
- 13.5.5 Following the investigation, the investigator may make a finding of:
- (a) sufficient evidence to support a finding of violation of this Policy;
 - (b) insufficient evidence to support a finding of violation of this Policy, or
 - (c) no violation of this Policy.
- 13.5.6 Upon being advised of the investigator’s findings, the CYM Clerks will determine whether any action is required which may include preventive, corrective and/or disciplinary action.

13.6 Confidentiality

CYM Personnel Policy [2016 – 02]

13.6.1 Confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved: only those on a “need to know” basis will be advised of the complaint and/or investigation. The CYM Clerks and the PPC Clerk will endeavour to maintain confidentiality to the extent possible; staff are advised that gossiping about an incident will not be tolerated. Those with questions or concerns should speak to the Clerk of Trustees.

13.7 Record Keeping

13.7.1 The documents corresponding to any investigation will be kept on file in a secure location, separate from any staff member’s personnel files, for as long as necessary. Records of any remedial action taken will be placed in the appropriate staff member’s personnel file.

13.8 Consequences

13.8.1 No staff or any other individual affiliated with CYM shall subject any other person to harassment or discrimination or allow or create conditions that support harassment or discrimination. A staff member who subjects another staff member(s) to harassment or discrimination or otherwise violates this Policy may be subject to disciplinary action, up to and including immediate dismissal for just cause.

13.8.2 Additionally, discipline, up to and including immediate dismissal for just cause, may be imposed on the following individuals in the following circumstances:

- (a) On clerks/supervisors who were aware of harassment or discrimination and permitted it to take place; and/or
- (b) On staff who have made a false accusation of harassment or discrimination, knowingly or in a malicious manner.

13.9 No Reprisals

13.9.1 CYM will not tolerate reprisals or retaliatory measures against a staff member who, in good faith, raises a complaint of harassment or discrimination within the meaning of this Policy. These protections also apply to anyone who cooperates in the investigation of the complaint. Disciplinary action may be taken against a staff member who takes any reprisal against a staff member who reports harassment or discrimination.

13.10 Complaint to the Human Rights Tribunal

13.10.1 For a staff member or a volunteer in Ontario, who believe that they have been subject to harassment or discrimination that is based on a prohibited ground under the Ontario *Human Rights Code* are encouraged to follow the reporting procedures under this Policy. However, nothing in this Policy prevents a staff member or a volunteer from filing an application with the Human Rights Tribunal of Ontario within one (1) year of the alleged incident. Staff retain the right to exercise any other legal avenues that may be available to them. Those resident in other provinces or territories should consult the relevant agency.

<http://www.chrc-ccdp.ca/eng/content/provincial-and-territorial-human-rights-agencies>

13.11 Monitor and Review

13.11.1 The CYM Personnel Policy Committee will review this Policy and the effectiveness of its workplace harassment prevention measures at least every **twelve (12) months**.

A Resource to facilitate Restorative Justice will be developed.

14. POLICY TO ADDRESS WORKPLACE VIOLENCE

14.1 Policy Statement

This policy is applicable to all persons in the CYM organization; those employed by the organization, those contracted for services to the organization and those working in a voluntary capacity.

14.1.1 CYM is committed to working with its staff and volunteers to provide a safe workplace. Any threat or act of violence committed by or against a staff member, contractor or volunteer is unacceptable conduct that will not be tolerated. CYM will take all reasonable and practical measures to prevent and protect staff, contractors and volunteers from acts of violence. CYM will assess the workplace for safety on an ongoing basis and identify factors that contribute to workplace violence.

14.1.2 This Policy applies to all CYM staff, contractors and volunteers, regardless of tenure or position, including without limitation staff, supervisors and clerks. The Policy applies to all programs and activities that occur while on CYM premises or while at other location(s) where a staff member or volunteer may be located as a result of his or her employment, or while he/she is engaging in CYM business, gatherings, activities or social events. If children are involved, please consult the *Safe Nurture of Children in our Care* policy. If an incident involves only visitors, partners or participants, please follow the guidelines in Appendix “PP-D”, concerning the role of Continuing Meeting of Ministry and Counsel (CMMC) in addressing those incidents.

14.2 Definitions

14.2.1 **Complainant:** the person who files a formal complaint in writing pursuant to this Policy.

14.2.2 **Staff member:** an individual in an employment relationship with CYM or a contractor who is paid for services to CYM.

14.2.3 **Volunteer:** an individual who performs work or supply services to CYM for no monetary compensation, **including those who serve on employing committees**. For the purposes of

this Policy only, “staff member” may include “volunteer” or a “contractor for services”, where appropriate.

14.2.4 **Respondent:** the individual against whom allegations that could constitute a violation of this Policy have been made.

14.2.5 **Workplace:** any place where CYM work-related activities are conducted. It includes, but is not limited to, the CYM national office, Camp NeeKauNis, the location of CYM’s annual sessions and gatherings and events sponsored by CYM standing committees, the physical work premises, work-related social functions, work assignments off work premises, work-related travel and work-related conferences or training sessions. See Appendix “PP-C” for a list of locations and relevant supervisors.

14.2.6 **Workplace violence** is defined in the *Ontario Health and Safety Act (OHSA)*⁵ as the threat, exercise, or attempted exercise, of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. Examples of workplace violence include, but are not limited to:

- (a) Threatening behaviour such as shaking fists, destroying property or throwing objects;
- (b) Verbal or written threats that express an intent to inflict harm;
- (c) Physical attacks; and
- (d) Any other act that would arouse fear in a reasonable person in the circumstances.

14.3 Responsibilities of Staff, CYM clerks, Standing, Employing and Personnel Committees

14.3.1 Staff and volunteers are expected to:

- (a) Act respectfully towards other individuals while at work and while participating in any work-related activity;
- (b) Ensure their own immediate physical safety in the event of workplace violence, then to report the incident to the police or a supervisor or a clerk as the situation warrants and as outlined below;
- (c) Report any incident of workplace violence that they have knowledge of;
- (d) Understand and comply with this Policy and all related procedures;
- (e) Co-operate with any efforts to investigate and resolve matters arising under this Policy; and

⁵ For a full definition, consult: http://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag_part3-01.php

CYM Personnel Policy [2016 – 02]

- (f) Participate in education and training programs and be able to respond appropriately to any incident of workplace violence.

14.3.2 Clerks of CYM, its Standing, Employing and Personnel Committees are expected to:

- (a) Ensure training and education of all staff with respect to this Policy;
- (b) Implement the program to address workplace violence;
- (c) Promote a violence-free working environment;
- (d) Take all reasonable precautions in the circumstances for the protection of a staff member if the employer becomes aware of a domestic violence situation that would likely expose a staff member to physical injury in the workplace;
- (e) Review all reports of workplace violence in a prompt, objective and sensitive manner, respecting the privacy of all concerned as much as possible; and
- (f) Facilitate medical attention and appropriate support for all those either directly or indirectly involved in a workplace incident.

14.4 Risk of Workplace Violence from a Person with a History of Violent Behaviour

14.4.1 CYM will provide staff with any known information, including personal information, about a person with a history of violent behaviour if the staff member can be expected to encounter such a person in the course of his or her work and the risk of workplace violence is likely to expose the staff member to physical injury. The employer will not disclose more information than is reasonably necessary for the protection of a staff member from physical injury.

14.5 Reporting Incidents of Workplace Violence

14.5.1 If the incident is of an urgent and serious nature, staff should first contact 911 and ensure they are in a safe place before following the steps below.

Otherwise, staff who believe that they have been subject to, have witnessed, have knowledge of, or have a reason to believe workplace violence may occur, shall:

- (a) Immediately report such information verbally to the relevant clerk for the location wherein the incident occurred. See Appendix “PP-C” for a list of locations and relevant supervisors. If there is a serious and immediate threat, staff will receive information and instructions from the relevant clerk and, depending on the nature of the workplace violence, the appropriate law enforcement agency may be summoned;
- (b) Complete the Workplace Violence and Harassment Incident Report at Appendix “PP-E” and submit it to Clerk of Personnel Policy Committee (personnel-clerk@quaker.ca) or designate, or in their absence the Clerk of CYM (cym-clerk@quaker.ca) or designate, once the immediate threat has been addressed. Non-emergencies that may include threats or

CYM Personnel Policy [2016 – 02]

threatening behaviours must also be reported, and the Workplace Violence and Harassment Incident Report must be completed as soon as possible and the staff member must provide it to those named above; If an incident involves only visitors, partners or participants, the report will also be forwarded to the Clerk of Continuing Meeting of Ministry and Counsel (CMMC) (cmmc-clerk@quaker.ca) or designate.

- (c) Make detailed notes of the incident(s) as soon as possible including the date, time, and nature of incident(s) and names of any witnesses and include this information on the Workplace Violence and Harassment Incident Report.

14.6 Investigation of Complaints

- 14.6.1 All reports of workplace violence or potential incidents will be taken seriously and documented. If the allegations constitute a violation of this Policy, they will be investigated. The form of investigation will depend on the circumstances and may involve appropriate law enforcement or other competent persons as determined by the CYM Clerks, taking into consideration the nature of the workplace violence and the concerns of staff who experienced or witnessed the workplace violence.
- 14.6.2 Upon receipt of the completed Workplace Violence and Harassment Incident Report, outlining the formal complaint of workplace violence, the CYM Clerks will assign the investigation to an internal or external person to investigate. In a situation involving only visitors, partners or participants, the investigation could be referred to CMMC. More detailed information is provided in Appendix “PP-D”.
- 14.6.3 The investigation may include interviewing the Complainant and the Respondent as soon as possible, interviewing any witnesses, reviewing relevant documents and other materials and producing a final report detailing findings and recommendations (if any).
- 14.6.4 Following the investigation, the investigator may make a finding of:
 - (a) sufficient evidence to support a finding of violation of this Policy;
 - (b) insufficient evidence to support a finding of violation of this Policy; or
 - (c) no violation of this Policy.
- 14.6.5 Upon being advised of the investigator’s findings, the CYM Clerks will determine whether any action is required, which may include preventive, corrective and/or disciplinary action.
- 14.6.6 Please note that the appropriate law enforcement agency may conduct its own independent investigation.

14.7 Confidentiality

- 14.7.1 Confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved: only those on a “need to know” basis will be advised of the complaint

CYM Personnel Policy [2016 – 02]

and/or the investigation. CYM will endeavour to maintain confidentiality to the extent possible; staff are advised that gossiping about an incident will not be tolerated. Those with questions or concerns should speak to the Clerk of Trustees

14.8 Record Keeping

14.8.1 The documents corresponding to any investigation will be kept on file in a secure location, separate from any staff member's personnel files, for as long as necessary. Records of any remedial action taken will be placed in the appropriate staff member's personnel file.

14.9 Consequences

14.9.1 No staff or any other individual affiliated with CYM shall subject any other person to workplace violence or allow or create conditions that support workplace violence. A staff member that subjects another staff member to workplace violence or otherwise violates this Policy may be subject to disciplinary action, up to and including immediate dismissal for just cause.

14.9.2 Additionally, discipline, up to and including immediate dismissal for just cause may be imposed on staff who have made a false accusation under this Policy, knowingly or in a malicious or bad faith manner.

14.10 No Reprisals

14.10.1 CYM will not tolerate reprisals or retaliatory measures against a staff member who, in good faith, raises a complaint of workplace violence within the meaning of this Policy. These protections apply to anyone who cooperates in the investigation of the complaint. Disciplinary action may be taken against any person who takes any reprisal against a person who reports workplace violence.

14.11 Monitor and Review

14.11.1 The CYM Personnel Policy Committee will review this Policy and the effectiveness of its workplace violence prevention measures at least every **twelve (12) months** and after any critical incident of violence in the workplace.

A Resource to facilitate Restorative Justice will be developed.

APPENDIX “PP-A”

Application for Leave

I _____ **was away / will be away**
[Staff member’s name] [circle one]

from _____ **to** _____
[day/hour] [day/hour]

for a total of: _____
[day(s)/hour(s)]

- I wish to take this time as:
- Sick Leave**
 - Vacation**
 - Overtime Lieu Time**
 - Personal Leave**
 - Other:** _____

Staff member’s Signature: _____

Date: _____

Approved by: _____

APPENDIX “PP-B”

Taking Unearned Vacation

1. I wish to take vacation on the following dates: _____
2. I understand that I have not earned enough vacation time and/or pay to satisfy my vacation request.
3. In exchange for CYM granting my request to take unearned vacation, I agree as follows:

If I cease receiving wages from CYM for any reason whatsoever including by reason of my resignation or termination of my employment, prior to my earning the outstanding vacation owed, I understand and agree that CYM may deduct the balance of the overpayment owing from any wages still owed to me.

4. The term "wages" as defined in this Authorization is as defined in the *Employment Standards Act, 2000* of Ontario as amended from time to time.

Staff member Name (Print)

Staff member Signature

Date

APPENDIX “PP-C”

INCIDENT REPORTING REQUIREMENTS FOR HEALTH AND SAFETY AND WORKPLACE POLICIES TO ADDRESS VIOLENCE, HARASSMENT AND DISCRIMINATION

Given that there are multiple workplaces and locations for gatherings, with site specific needs, the responsibility for the following tasks will rest with the relevant body within Yearly Meeting, in consultation with their employees, contractors and volunteers:

- assessment of risks
- implementation of measures and procedures to control the risks
- development of measures and procedures for summoning immediate assistance
- report of an incident for investigation

The following are the relevant Clerks or designated supervisor for the different locations:

- CYM national office – CYM Office Management Committee (cym-clerk@quaker.ca)
- Camp NeeKauNis – Camp NeeKauNis Committee (neekaunis-clerk@quaker.ca)
- Location of Yearly Meeting’s annual sessions – CYM Programme Committee (program-clerk@quaker.ca)
- Other employing committees, e.g., Canadian Friends Service Committee, Camp NeeKauNis Committee, Education and Outreach Committee, Publications and Communications Committee and those committees hosting events will need to develop procedures to fulfil the requirements of Sections 12, 13 and 14 of the CYM Personnel Policy.

Any incident of violence, harassment or discrimination involving employees, volunteers, visitors, partners, or participants will be reported immediately to the relevant Clerk for the location wherein the incident occurred, as the Clerk is responsible for initiating the process. Clerks will name another Friend to act with them in responding to an incident.

The above named Friends must maintain confidentiality. It is important that those not involved, do not circulate rumours, or seek to gain information to which they are not entitled.

When an employee is involved, the procedure outlined in the Personnel Policy Sections 13.4 & 13.5 and 14.5 & 14.6 will be followed. When a non-employee is involved the procedure in Appendix “PP-D”, Role of Continuing Meeting of Ministry and Counsel (CMMC) will be followed.

Should the Clerks, who have responded to an incident, need support after they have initiated the reporting process, they are encouraged to contact Continuing Meeting of Ministry and Counsel (CMMC) (cmmc-clerk@quaker.ca)

When the investigation is completed, copies of the forms and a record of any steps taken by the investigator or the CMMC Investigating Committee will be kept in a confidential file at the CYM office.

The investigator or the CMMC Investigating Committee, will inform the Clerk(s) of CYM (cym-clerk@quaker.ca) and the Clerk of Trustees, (trustees-clerk@quaker.ca) (and if applicable the Clerk of CMMC) (cmmc-clerk@quaker.ca), of the finding of the investigation as per 13.5.5 or 14.6.4 of the Personnel Policy.

Those involved will complete an evaluation process to reassess and mitigate the risk to prevent a recurrence. That report will be submitted to the CYM Trustees.

APPENDIX “PP-D”

ROLE OF CONTINUING MEETING OF MINISTRY AND COUNSEL (CMMC) IN REPORTING AND ADDRESSING INCIDENTS INVOLVING NON-EMPLOYEES (VOLUNTEERS, VISITORS, PARTNERS AND PARTICIPANTS)

When a relevant Clerk or designate, as cited in APPENDIX “PP-C”, has received a report of an incident of workplace harassment, discrimination or violence as defined in Sections 13.2.6 and 14.2.6 of this policy, they will initiate the process outlined in 13.4.1 and 14.5.1.

If the incident involves only volunteers, visitors, partners, or participants, the relevant Clerk or designate will also inform the Clerk of Continuing Meeting of Ministry and Counsel (CMMC). (cmmc-clerk@quaker.ca) If the incident involves CFSC (clerk@quakerservice.ca) or Camp NeeKauNis (neekaunis-clerk@quaker.ca) volunteers, partners or participants, the Clerks of those bodies or designate will also be informed.

When the seriousness of the incident warrants it, the Clerks of CYM, or in their absence the Clerk of Trustees will contact the insurance provider.

The relevant Clerk or designate will be responsible for ensuring that the Workplace Violence and Harassment Incident Report is completed (This form is in Appendix “PP-E” and available to download from www.quaker.ca). The relevant Clerk or designate will collect the completed form as soon as possible and forward it to CMMC, when they are acting as the investigator.

Once filled out, this form is only seen by the CMMC investigating committee, unless it is needed by police or insurance.

With the transfer of the Incident Report to the CMMC Investigating Committee, the responsibilities of the relevant Clerk or designate related to this matter are completed and the following process begins:

1. The CMMC Investigating Committee will convene immediately to investigate the situation and determine next steps, including offering support for those involved and, as necessary, establishing appropriate consequences or boundaries to protect the alleged person(s) harmed, or witnesses or others.
2. The CMMC Investigating Committee will inform all persons involved in the incident of actions taken, taking care to respect confidentiality. This process will include the Clerks who reported the incident, as they will be responsible, once the investigation is concluded, for initiating a risk re-assessment to prevent a recurrence and reporting the results to the Trustees.
3. The CMMC Investigating Committee will offer Committees of Care to the person(s) allegedly harmed, person(s) who allegedly caused harm, and any witnesses, and will then contact the Clerks of the relevant Monthly Meetings to request the arrangement of such committees. A similar offer will be made to the reporting Clerks. CYM is not responsible for providing Committees of Care to those who are not members or attenders within Canadian Yearly Meeting. In such cases, the Investigating Committee will recommend that such individuals seek appropriate support, as necessary.
4. Copies of the forms and record of any steps taken by the CMMC Investigating Committee will be kept in a confidential file at the CYM office.

CYM Personnel Policy [2016 – 02]

5. The person(s) harmed can pursue resolution through other means with his or her Committee of Care and/or the CMMC Investigating Committee.
6. The CMMC Investigating Committee will inform the Clerk(s) of CYM, (cym-clerk@quaker.ca) the Clerk of CMMC and the Clerk of Trustees (trustees-clerk@quaker.ca) of its finding as per 13.5.5 or 14.6.4 of the Personnel Policy.
7. The relevant Clerk for the location of the incident then forwards a report to the Trustees of the risk re-assessment, see #2 above.

A Resource to facilitate Restorative Justice will be developed.

APPENDIX “PP-E”

WORKPLACE HARASSMENT/VIOLENCE INCIDENT REPORT

The purpose of this report is to initiate an investigation around an incident(s) of workplace harassment or violence occurring at Canadian Yearly Meeting.

Please complete this report and forward it in a sealed envelope marked PRIVATE AND CONFIDENTIAL to the Clerk of the Personnel Policy Committee, (personnel-clerk@quaker.ca) or in their absence the Clerk of CYM (cym-clerk@quaker.ca).

A formal, confidential investigation will be initiated upon receipt of the completed/signed report.

Date: _____ Time: _____

Location: _____

Name of individual(s) directly involved in the incident:

Witnesses: _____

Description of the Incident (use additional page(s) if necessary):

Staff member’s Explanation of Events:

CYM Personnel Policy [2016 – 02]

What impact has this conduct had on you?

Recommendations (if any):

Reported by (please print):

Signature of Staff member:

Report received by:

Date of Report:

Canadian Yearly Meeting takes every complaint of harassment or violence very seriously. A person making a complaint is encouraged to provide as much information and detail as he or she can to assist the company in handling the complaint.

Retaliation against an individual for reporting an incident is strictly prohibited.

Please note that a deliberately false or malicious complaint is considered to be a serious matter and will be subject to disciplinary action.

APPENDIX “PP-F”

PRIVACY STANDARDS POLICY OF CANADIAN YEARLY MEETING

1. Purpose

Canadian Yearly Meeting of the Religious Society of Friends (CYM) has a Privacy Standards Policy (PSP) applicable to all individuals who work in the CYM Office, are employed by CYM or serve the CYM on CYM committees or in other ways. This Policy describes the procedures to be used in proper collection, retention and distribution of personal information.

2. Privacy Officer

2.1 Each year Representative Meeting of CYM will name a Privacy Officer and Privacy Committee whose responsibility is to ensure compliance with the PSP.

2.2 The Privacy Committee will review the PSP annually.

2.3 This Policy will be included in the Personnel Policy Handbook. Employees and clerks of CYM committees will be informed of the proper care of personal information in order to keep it confidential and secure.

3. Collection

3.1 Records containing personal information are retained by CYM.

3.2 All employees have access to their own personal information owned by CYM. Any personal information obtained by other organizations and agencies of the CYM must comply with the standards comparable to the CYM PSP.

4. Definitions

4.1 Personal Information: Any factual or subjective information, recorded (or not) in any format, about an identifiable individual. Personal information does not include the name, job title or business contact information of an employee of an organization.

The legislation considers personal information located in any format which would include any of the following: home address and phone number, age, marital status, family members' names, employee files including photographic images, identification numbers, ethnic origin, evaluations, disciplinary actions, the existence of a dispute, opinions, comments, social status, income, credit records, donation information, loan records, and medical records.

4.2 Commercial Activity: Any particular transaction, act or conduct, or any regular course of conduct that is of a commercial (or fund-raising) character, including the selling, bartering for or leasing of donor, membership, or other personal lists.

4.3 Consent: Voluntary agreement with what is being done or proposed. Consent can either be expressed or implied. Express consent is given explicitly, either in writing or orally. Express consent is unequivocal and does not require any inference on the part of the organization seeking consent. Implied consent arises where consent may reasonably be inferred from the action or inaction of the individual, for example, how registration forms are used for Yearly Meeting of CYM.

4.4 Disclosure: Making personal information available to others outside the organization.

4.5 Use: Refers to the treatment and handling of personal information within an organization.

5. Principles

There are 10 principles established by Schedule 1 of the Personal Information Protection and Electronic Documents Act of Canada that describe the handling of personal information. These principles include: accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, and provision of recourse.

It is our intent to comply with all of these principles.

5.1 Accountability:

- establish a Privacy Officer to ensure compliance
- establish a Privacy Committee to work with the Privacy Officer
- perform an annual review of Privacy Policy
- protect all personal information held by CYM or transferred to a third party for processing
- instruct that CYM Office and each CYM committee follow the established procedures for the collection, retention, and distribution of information in their care.

5.2 Identify the Purpose:

- we will identify the reasons for collecting personal information before or at the time of collection. CYM Office and each CYM committee will review all personal information holdings to ensure they are all required for a specific purpose.
- we will ensure that the purposes for which personal information is used are limited to what a reasonable person would expect under the circumstances.

5.3 Obtain Consent:

- for information collected by CYM, implied consent will be the norm, subject to ongoing review by the Privacy Committee.

5.4 Limit Collection of Personal Information:

- CYM will limit the amount and type of personal information collected based on what is necessary for the identified purposes.
- identify the type of personal information needed and the handling policies for same.

5.5 Limit the Use, Disclosure and Retention:

- establish the best practices and legal requirements which will be used for overall records management in the office. This will involve maintaining appropriate records disposition, when timely, for the records that contain personal information.
- dispose of personal information that is no longer needed – document any new purpose for the use of personal information.
- dispose of any information that does not have a specific purpose or that no longer fulfils its intended purpose.
- ensure appropriate means of disposal for personal information such as shredding or deleting electronic records.
- ensure that records of archival value are transferred to archives where restrictions are in place consistent with privacy standards

5.6 Accuracy:

- information on an individual collected by CYM is to be as complete and up-to-date as possible, taking into account its use and the interests of the individual.

5.7 Safeguards:

- we take seriously our responsibility to protect personal information against loss or theft, to safeguard the information from unauthorized access, disclosure, copying, use or modification, and to protect personal information regardless of what format it is stored on.
- we will review and update security measures regularly taking the following factors into consideration in selecting appropriate safeguards:
 - sensitivity of the information
 - amount of information
 - extent of distribution
 - format of the information
 - type of record

5.8 Openness:

- we will inform donors, volunteers, committees and employees of our policies for the management of personal information.

5.9 Access:

- when requested, we will inform individuals of any personal information that is held on them including: how the information is or has been used, and we will provide a list of any organizations to which it has been disclosed. Individuals will have access to their personal information. We will correct or amend any personal information if its accuracy and completeness is challenged or found to be deficient.

5.10 Recourse:

- we encourage you to contact us with any questions or concerns you have about this privacy policy. If you have a question concerning this policy or if you have a complaint, please contact: Privacy Committee, Canadian Yearly Meeting, 91A Fourth Ave., Ottawa ON K1S 2L1.

6. Exceptions to Consent Principles with respect to Collection, Use and Disclosure

CYM may use personal information without consent:

- if it is clearly in the individual's best interests and consent is not available in a timely way.
- if personal information is required to investigate a breach of an agreement or contravention of a federal or provincial law.
- if it is publicly available.
- for an emergency that threatens an individual's life, health or security. CYM may disclose and use personal information without consent:
 - to a lawfully authorized government authority.

- to comply with a subpoena, warrant, or order made by a court or other judicial body.

7. Online Donations Policy

CYM has policies and procedures designed to protect the privacy of our people who donate on-line. We will never share or sell your personal information with any external organization. Any personal information (including name, address, credit card number, phone number etc.) are protected internally. All personnel with access to personal information are aware of our policies.

STAFF ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understood and agree to abide by the policies and procedures in the Canadian Yearly Meeting Personnel Policy Manual, issued to me on _____.
(Date)

I recognize that a violation of any of these policies and procedures may result in disciplinary action up to and including dismissal.

Staff member Name (Print)

Staff member Signature

(Date)