

## 1. RESPONSIBILITY

1.1 It is the responsibility of the Management Team to maintain human resources policies, procedures and controls.

1.2 It is the responsibility of the Board of Directors through the Selection Committee to recruit, select and hire the Facilities and Human Resources Manager and Finance and Marketing Manager.

1.3 It is the responsibility of the President with the Human Resources Committee to:

1.3.1 Manage the performance of the Management Team positions.

1.3.2 Make recommendations to the Board for compensation and benefits for the Management Team Positions.

## 2. RECRUITMENT

2.1 O'Keefe Ranch and Interior Heritage Society is an equal opportunity employer. Candidates will not be discriminated against on the basis of age, gender, creed, ethnic background, marital status, race, colour, sexual orientation, handicap, family status or criminal conviction for which a pardon has been granted.

2.2 Reference checks will be completed before any offer for employment is prepared.

2.3 All new employees working with vulnerable clientele must produce a Criminal Record Check from the local police department prior to their employment. Employees will be reimbursed for the cost of such check.

2.4 All new employees must undergo a minimum of three months probation before they will be considered a regular employee eligible for benefits.

2.5 **O'Keefe Ranch and Interior Heritage Society** reserves the right to terminate the employment of any individual during their probationary period without notice and without cause.

2.6 All new employees will be provided with an orientation to the organization, their new job and their new work location within one week of their start date.

## 2.7 Job Offers

2.7.1 All job offers will be made in writing.

2.7.2 Job offers will contain at a minimum:

(i) The job title.

(ii) The location of the job.

(iii) The start date.

(iv) The salary or wage rate being offered.

(v) Additional compensation being offered (performance bonus, benefits coverage, pension/RRSP contribution, perquisites).

(vi) Any conditions the candidate must fulfill (medical exam, proof of insurance).

(vii) The probationary period for the position.

(viii) A request for acceptance of the offer in writing.

2.7.3 Applicants who have been asked to supply a Criminal Record Check from the local police department must do so prior to commencing employment or their offer of employment will be withdrawn.

## 3 ORIENTATION

3.1 The Facilities and Human Resources Manager will arrange for appropriate orientation for every new employee.

3.2 At a minimum, orientation procedures must include:

3.2.1 Location of the human resources manual.

3.2.2 Explanation and enrolments for payroll, pension and benefits plan.

3.2.3 Provision of personal information for emergency contacts.

3.2.4 Signature on code of ethics, conflict of interest and health and safety policy as read and understood.

3.2.5 Where the job requirements include special training (e.g., a child protection training course), a signed acknowledgement that the training has been successfully completed.

3.2.6 Collection of a completed TD-1 tax form and TD1 BC

3.3 In addition, orientation procedures may include:

3.3.1 Keys and security codes.

3.3.2 Meeting staff members.

- 3.3.3 Specialized training courses.
- 3.3.4 Equipment and supplies locations.
- 3.3.5 Passwords.
- 3.3.6 Phone system instructions.
- 3.3.7 Location of forms, organizational policies and procedures.
- 3.3.8 Suggested reading material.

## **4 ASSESSMENT**

4.1 All employees are expected to behave in a manner that is legal, ethical, free from conflicts of interest, respectful of others and free from harassment. Employees who do not behave in this way will be subject to disciplinary measures such as verbal or written notice up to and including immediate dismissal.

4.2 All employees are expected to respect the standards of O'Keefe Ranch and Interior Heritage Society with respect to hours of work and work schedules, modes of dress, use of appropriate language, adherence to policies and use of business equipment for business purposes. Employees who do not respect these standards will be subject to disciplinary measures up to and including dismissal.

4.3 During their probationary period, probationary employees will have the opportunity to demonstrate that they can behave in an appropriate manner and respect the standards of O'Keefe Ranch and Interior Heritage Society as outlined above. Those who cannot or will not meet the organization's expectations for behaviour or job performance may be terminated at any time during the probationary period.

4.4 O'Keefe Ranch and Interior Heritage Society reserves the right to terminate an employee without notice at any time with cause. The term "with cause" refers to situations where an employee has broken the bond of trust between employer and employees by behaving in an illegal or unethical manner.

4.5 In all other cases, O'Keefe Ranch and Interior Heritage Society will provide notice and/or pay-in-lieu of notice when terminating an employee. Notice will be two weeks plus one week for every year of service beyond two years.

4.6 Terminations are not always because of poor performance and may be for reasons of affordability, change in business requirements or other changes of circumstances. In these cases, O'Keefe Ranch and Interior Heritage Society will endeavour to provide as much notice as possible to the employee.

4.7 Terminated employees will be paid for vacation earned but not taken, and any pay or overtime earned to the date of termination in addition to the notice period.

4.8 All performance/disciplinary conversations must be recorded in the individual's personnel file, even if it is a verbal warning so that there is a record of the action.

4.9 Annually, the Management Team are required to produce and review with each employee a written assessment of employee performance and contribution, as well as skills and potential. Performance plans and reports along with annual reviews will become part of the employee record for a period of not less than four years.

## **5. RESIGNATION / TERMINATION**

5.1 Employees on employment contract complete their assignments at the end of the contract. O'Keefe Ranch and Interior Heritage Society will make every effort to provide advance notice of any intended extensions to employment contracts in recognition of the employee's need to provide for themselves beyond the term of their current contract.

5.2 Regular full-time and part-time employees are expected to provide a minimum of two weeks' notice of their intention to resign.

5.3 Resignations should be in writing and hand-delivered or emailed to the Management Team.

5.4 Employees are reminded that loss of any employee is difficult to absorb. Employees are encouraged to provide as much verbal notice as possible of their plans, which shall be recognized by O'Keefe Ranch and Interior Heritage Society as non-binding on the employee until provided in writing.

5.5 Exceptions to the minimum two-week period may be arranged by mutual agreement between the employee and the Management Team.

5.6 In the case of a termination or resignation, on or before the last day of work, the employee will provide to the Management:

5.6.1 Their passwords for all systems, documents and telephone mailbox.

5.6.2 Pass cards, keys and security codes.

5.6.3 All organizational material and equipment in the employee's possession, such as files, discs, computers, cell phones, etc.

5.6.4 The address to which the record of employment and final pay cheque should be delivered.

5.7 Final wages will be provided within 48 hours to terminated employees and within six days of the date specified on notice of resignation by the employee.

## **6. VOLUNTEERS**

6.1 O'Keefe Ranch and Interior Heritage Society recognizes and values the contribution made to it by its volunteers, and is committed to providing volunteers with opportunities for involvement, safe working conditions and recognition of their contribution.

6.2 Volunteers are not employees. The policies pertaining to volunteer assignments are contained in this policy.

6.3 All volunteers are expected to behave in a manner that is legal, ethical, free from conflict of interest, respectful of others and free from harassment. Volunteers who do not behave in this way will be subject to reassignment or dismissal.

6.4 All volunteers are expected to respect the standards of O'Keefe Ranch and Interior Heritage Society with respect to scheduled hours, modes of dress, use of appropriate language, adherence to policies and use of business equipment for business purposes. Volunteers who do not respect these standards may be dismissed.

6.5 All volunteers have the right to be treated with respect in an environment free from harassment. Volunteers who believe they are being subjected to harassment have the right to appeal to their supervisor and/or the Facilities and Human Resources Manager and/or the President.

6.6 Volunteers whose assignments will involve working directly with clients or cash are required to arrange for a Criminal Record Check which is free for Non Profit Volunteers. Results of Criminal Record checks will be kept confidential by the Facilities and Human Resources Manager, the volunteer's supervisor and the President, but will be retained in the volunteer's file for the duration of the volunteer's assignment and for four years thereafter.

6.7 O'Keefe Ranch and Interior Heritage Society will maintain a volunteer file containing application information, criminal record check if applicable, emergency contact information and up to three years of written performance assessments. A volunteer is welcome to review the contents of their file at any time mutually agreeable to the Facilities and Human Resources Manager and the volunteer.

6.8 Unless excepted by the Facilities and Human Resources Manager, all new volunteers will undergo a trial period during the first three months of their volunteer assignment. Volunteers who demonstrate an Inability or unwillingness to adhere to the standards of O'Keefe Ranch and Interior Heritage Society policies at any time in the trial period will be asked to leave.

6.9 New volunteers will be provided with orientation to the organization, access to this and other relevant policies and any training required for their particular volunteer assignment.

6.10 O'Keefe Ranch and Interior Heritage Society recognizes that some volunteers welcome the opportunity to develop new skills and obtain working experience through their volunteer assignments. Volunteers who wish to be considered for an alternative volunteer assignment may make this request of their supervisor and the Facilities and Human Resources Manager. While not all requests may be met, the organization will make every effort to find an appropriate assignment.

6.11 O'Keefe Ranch and Interior Heritage Society recognizes that some volunteers may be interested in exploring paid employment opportunities here. Volunteers are eligible to apply for any job opportunities available externally.

6.12 O'Keefe Ranch and Interior Heritage Society engages in both formal and informal volunteer recognition. A volunteer not wishing to be recognized formally is requested to make this known to the Volunteer Coordinator.

6.13 All volunteers must be over the age of 15. Anyone under the age of 15 who is volunteering must be supervised by a Parent/Guardian who is over the age of majority (18 years) at all times. Any adult who is volunteering with their child or a child in their care under the age of 15 must be assigned a volunteer position that will not interfere with their ability to attend to their child.

## **7. PAY**

### **7.1 Pay Rates**

An employee may be hired at a rate anywhere within the range based on the judgment of the hiring manager, but may not be paid outside the range for their level.

### **7.2 Pay Increases - General Staff**

7.2.1 Any pay increases to staff are at the discretion of the Management Team provided they are within the approved budget

7.2.2 The Facilities and Human Resources Manager has the authority to grant increases for all general staff. Pay increases will be based on:

- (i) The employee's performance and contribution to the organization over the previous year.
- (ii) The ability of the Society to afford increases.

### **7.3 Pay Increases - Management Team**

7.3.1 Pay increases to the Management Team will be considered annually at the time the budget is finalized and approved, but no later than December 31st of any year.

7.3.2 The Management Team may request a review of their compensation by the Human Resources Committee of the Board of Directors. Management Team pay raises will usually take place in the context of budget discussions.

## 7.4 Benefits

7.4.1 The O'Keefe Ranch and Interior Heritage Society participates in a group benefits plan. Existing employment agreements will be honoured. In future benefits and conditions of employment will be negotiated as part of the employment agreement by the Facilities and Human Resources Manager

7.4.2 The O'Keefe Ranch and Interior Heritage Society pays 50 percent of the premiums for extended health care coverage for full-time employees.

## 7.5 Vacation and Statutory Holidays

7.5.1 O'Keefe Ranch and Interior Heritage Society recognizes the following as paid holidays:

- New Years Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

7.6 All employees must complete and sign a timesheet before being paid. Timesheets must be signed off by that person's supervisor.

## 8. **OVERTIME**

8.1 Overtime hours must be agreed upon in advance by the Management Team and will be compensated per Employment Standards Act of BC.

8.2 Monthly, the Facilities and Human Resources Manager will provide summaries of overtime worked and lieu time earned and granted during the month to the Finance Committee.

8.3 Lieu time earned may be taken at any time with the approval of the Management Team and based on organizational requirements. Lieu time may be appended to vacation leave if the workload can be otherwise accommodated.

## **9. VACATION AND UNPAID LEAVES**

9.1 Vacations shall be taken at a time between Nov. 1 and April 30 except as mutually agreed upon by employees and the Management Team or in case of the Management Team, mutually agreed upon by the Board of Directors.

9.2 Seasonal and part time employees will be paid vacation pay with each pay check.

9.3 Full time employees may request unpaid leaves in accordance with the Employment Standards Act of BC. Such requests will be brought to the Human Resources Committee for approval and reported to the Board in camera.

## **10. HARASSMENT AND VIOLENCE**

10.1 O'Keefe Ranch and Interior Heritage Society is committed to providing a supportive, respectful and safe work environment for all employees, volunteers, students, independent contractors and other persons.

10.2 Any threats or acts of harassment or violence occurring within the workplace or during work-related activities between Workers or between Workers and any person will not be tolerated.

10.3 O'Keefe Ranch and Interior Heritage Society understands that it is difficult to come forward with a complaint or report of harassment or violence in the workplace and recognizes a Worker's interest in keeping the matter confidential. Consequently, the organization will treat all incidents or reports of harassment or violence confidentially, and will investigate any reports or allegations of violence or harassment, whether reported by victims or witnesses.

10.4 Workplace harassment and violence, as well as deliberately making false accusations related to workplace harassment and violence will not be tolerated and may attract discipline up to and including dismissal. Any Worker who violates this policy will be disciplined. Disciplinary actions will depend on the nature and impact of the violation and may include a verbal or written reprimand, suspension or termination.

10.5 Nothing in this policy precludes an employee from initiating a complaint regarding workplace harassment or violence.

10.6 This policy prohibits any form of reprisal against a Worker who, in good faith, reports a legitimate workplace harassment or violence occurrence or participates in any investigation under this policy.

10.7 O'Keefe Ranch and Interior Heritage Society will not tolerate direct or indirect retaliation for exercising rights or responsibilities under this policy.

#### 10.8 MANAGEMENT RESPONSIBILITY

It is the responsibility of the Management Team to:

10.8.1 Ensure that the organization designs, creates, implements and provides policies and procedures to prevent workplace harassment and violence;

10.8.2 Perform a workplace risk assessment, at least annually, to identify trends, hazards and risks relating to workplace harassment and violence in conjunction with the Facilities and Human Resources Manager.

10.8.3 Update and maintain policies and procedures, as appropriate and at least annually, where updates are necessary;

10.8.4 Monitor trends relating to occurrences of workplace harassment and violence; and

10.8.5 Ensure that Workers receive appropriate training and orientation regarding this policy.

10.8.6 Receive results and recommendations of any investigations conducted and share confidentially with the President;

10.8.7 Ensure that all workplace participants carry out their obligations outlined in this policy;

10.8.8 Report statistics on workplace harassment and violence to the Board of Directors

10.8.9 Take reasonable precautions to protect Workers and other persons from violence and harassment in the workplace;

10.8.10 Ensure that O'Keefe Ranch and Interior Heritage Society conducts an appropriate investigation if the Facilities and Human Resources Manager becomes aware (or ought to be aware) of any incident or complaint of harassment or violence; and

10.8.11 Ensure that all concerns, complaints or occurrences of harassment or violence are investigated and dealt with in a fair, sensitive and timely manner while respecting all parties' privacy as much as possible.

10.9 It is the responsibility of all Workers to:

10.9.1 Report any occurrences of workplace harassment or violence (including workplace domestic violence) they experience or witness to the Management Team. This is regardless of whether the harassment or violence is perpetrated by a Worker or any other person in the workplace.

10.9.2 If the behaviour has the potential to escalate or has escalated to violence or threats of violence or if the Worker is concerned for their safety or is otherwise uncomfortable with the issue, the Worker shall take all necessary precautions to ensure their personal safety, call for help, report the matter orally or in writing to the Management Team or Board Chair.

## **11. HEALTH AND SAFETY**

11.1 The Management Team is responsible for establishing and maintaining a Workplace Health and Safety Program in compliance with Work Safe BC and BC Labor requirements. Quarterly reports are to be provided to the Human Resources Committee on actions taken, contemplated and any incidents that have occurred in the period.

11.2 Investigations must be undertaken and completed in a timely manner, in compliance with legislation for all safety and harassment concerns.