



# Human Resources Policies and Procedure Manual

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## **POLICY STATEMENT #1 - PURPOSE**

The ESIO has provided the Human Resources Manual as a resource and guide to all staff members of the Organization.

### **GUIDELINES:**

#### **PURPOSE**

- The purpose of this Human Resources policies manual is to put forth guidelines for the use of the CEO and staff of the ESIO.
- A copy of this policy is provided to all staff of the ESIO. Adherence to the policies and procedure in this manual is a condition of employment and a failure to adhere to these policies may result in discipline, up to and including dismissal.
- From time to time the ESIO may find it necessary to amend the Policy Manual. Such changes shall form a part of the original agreement and shall be binding.
- In all cases, ESIO staff is expected to adhere to the highest standards of professional conduct while representing the ESIO.
- In the event of a discrepancy between any of these policies and an Employment Agreement, the Employment Agreement shall prevail.

#### **MANDATE**

- To catalyze the development, growth and sustainability of companies, entrepreneurs and people who work in the Edmonton screen media industries.

#### **IMPLEMENTATION**

- Each ESIO staff member is responsible for the equitable application of this policy within the area of the ESIO under his/her jurisdiction. The CEO shall have ultimate responsibility for its overall implementation.
- Deviation from the policy requires the prior approval of the CEO. The CEO has discretion to deviate from this policy. This will be determined on a case-by-case basis and will not set a precedent.

## **POLICY STATEMENT #2 - CONFIDENTIALITY**

The ESIO is committed to protecting the privacy and intellectual property of its community which includes its employees, stakeholders, suppliers, consumers, contractors and non-profit affiliates in compliance with applicable legislation and ESIO policies and procedures.

During the course of employment, employees of the ESIO acknowledge that they will acquire information about certain matters relating the ESIO, its community and its affairs which are confidential. This information is defined as information, including personal information and organizational or proprietary information, which is not readily made available to the public, or which one only gains access to because of their position or participation within the ESIO.

#### GUIDELINES

All employees, as a condition of their employment, are required to adhere to the following guidelines pertaining to the use and disclosure of confidential information of the ESIO:

- All confidential information to which an employee has access must remain confidential, must only be used for the purposes for which it has been collected, for the purposes of performing the duties of their position, and cannot be disclosed without prior authorization from the CEO or used for personal gain or to further an outside enterprise.
- Any use of confidential information will be done with the utmost discretion and respect for the information and those involved.
- All confidential information must be appropriately stored and secured in a way that ensures protection from the unauthorized use or disclosure of the information.
- The ESIO may request at any time during the course of employment or upon termination of the employment relationship, that an employee surrender to the ESIO all confidential information that was supplied by the ESIO or that was used, created or controlled by the employee.
- In order to protect the interests of the ESIO, and the community, it is the expectation of the ESIO that all confidential information attained by an employee will be maintained in confidence following the termination of the employment relationship.
- Failure to follow the ESIO's Confidential Information Policy Statement may result in disciplinary action up to and including the termination of employment and that the unauthorized use, access, reproduction, distribution or disclosure of confidential information may cause damage to the ESIO, for which the ESIO may seek damages.
- All breaches of confidentiality are to be reported to the Finance Director immediately, and all breaches will be investigated.
- This Policy Statement does not supersede the Whistleblowers Policy Statement.

#### **POLICY STATEMENT #3 - WHISTLEBLOWER AND INVESTIGATION**

The ESIO is committed to maintaining the highest standard of quality, integrity, honesty and accountability. In line with this commitment, the ESIO requires all employees to uphold these high standards as well as demonstrate high personal ethics while conducting their duties and responsibilities.

This Policy Statement enables employees to report any suspected wrongdoing or violations of law, policies and procedures, and regulations without fear of retaliation. Employees will not be terminated, demoted, reassigned or otherwise penalized in any way for reporting suspected wrongdoing when reports are made in good faith under this Policy Statement.

Wrongdoing under this Policy Statement involves any unethical or inappropriate behavior including but not limited to:

- Unlawful act - civil or criminal
- Breach of Code of Conduct, Code of Ethics, Confidentiality and Conflict of Interest
- Breach or failure to comply with ESIO policy or procedures
- Dangerous practices that violate health and safety policies and procedures in the workplace or could cause harm to property or persons
- Violations of rights of others
- Concealment of wrongdoing after becoming aware it exists

#### GUIDELINES

All employees have a responsibility to report violations of laws, policies, procedures, regulations and ethical standards. The ESIO commits to taking all reports seriously and initiating an investigation within five working days of the report being filed.

To report wrongdoing, the following steps should be taken:

1. Formally report suspected wrongdoing to the Finance Director, in cases where concerns involve the designated representative the report is to be made to the CEO or their designate. Concerns related to the CEO should be filed with the Board Chair.
2. An employee reporting suspected wrongdoing should be prepared to provide the following:
  - a. An outline of the known or suspected wrongdoing.
  - b. Details to the best of the employees' knowledge of where, when and how it occurred.
  - c. Names of those suspected to be involved.
  - d. Names of anyone who may have relevant information.
  - e. Details of how the employee came to know about the suspected activity.
  - f. Names of anyone that the employee has discussed or reported this incident to.

The following will occur during the investigation of suspected wrongdoings:

1. The report of wrongdoings will be reviewed by the Finance Director. Depending on the significance of the allegations raised by the report, the Finance Director may deem it necessary to consult with the CEO to determine the appropriate approach to investigating or responding to the issues raised.

2. The report will not proceed to a formal investigation if:
  - a. The matter may be effectively resolved through an alternative, informal process, or another established process;
  - b. The matter is determined to be frivolous or vexatious, or is determined to have not been brought in good faith or on the basis of reasonable belief. Reports found to have been intentionally false or made maliciously, or in bad faith may result in disciplinary action;
  - c. The report fails to provide particulars of wrongdoing.
3. If it is determined that an investigation is not warranted, the decision will be communicated to the CEO, including the basis for this decision, and the employee that made the report will be informed in person by the Finance Director. If the employee does not agree with the decision, they can request in writing the decision be reviewed by the CEO within two weeks. The request for review should include a basis for why it should be reviewed. Within two weeks the CEO will make and communicate the decision either confirming or revising the Finance Director decision.
4. Any investigation will be done in a manner that, to the greatest extent possible, respects the individual privacy and confidentiality of everyone involved. The ESIO confidentiality Policy Statement will be followed and Information will only be disclosed to the extent necessary to ensure a fair investigation. Failure of any party to maintain confidentiality may result in disciplinary action.
5. As a part of the investigation, the Finance Director, or a designated investigator, may interview the individual making the report, the respondents to the report and any persons with relevant information.
6. Individuals accused of wrongdoing are entitled to disclosure of the particular allegations against them and will be given a full and fair opportunity to respond.
7. Subject to any legal constraints and the confidential nature of the investigation, the Finance Director will inform the employee that made the report of the general outcome of the investigation, however are not entitled to information that is deemed confidential regarding the particulars.
8. Investigation reports will be retained in a manner that is appropriate to maintain the privacy of the information within the Personnel Files.

## Retaliatory Action

The ESIO will not take, tolerate, or allow any indirect or direct reprisal or harassment against an employee who in good faith either reports perceived wrongdoing, or acts as a witness in an investigation under this Policy Statement. Any retaliatory action will be considered a serious breach of this Policy Statement and will be subject to disciplinary action up to and including termination of employment, contractual relationship or association with the ESIO.

## **POLICY STATEMENT #4 - EMPLOYEES PERSONAL INFORMATION PROTECTION**

The ESIO is committed to safeguarding the personal information entrusted to us by our community and is managed according to applicable legislation to maintain confidentiality and privacy and is only used for the purposes that it was collected.

### GUIDELINES:

The ESIO collects, uses and discloses personal employee information to meet the following purposes:

- Determining eligibility for employment or volunteer work, including verifying qualifications and references;
- Establishing training and development requirements;
- Assessing and managing performance issues;
- Administering pay and benefits;
- Processing employee work related claims (e.g. workers' compensation, insurance claims);
- Complying with the requirements of funding bodies;
- Complying with applicable legislation.

We only collect, use and disclose the amount and type of personal employee information that is reasonable to meet the above purposes. The following is a list of personal employee information that we may collect, use and disclose to meet those purposes, this list is not exhaustive and may change from time to time to meet the needs of the ESIO.

- Contact information including home address, phone number etc.;
- Employment or volunteer information such as resume, reference information, interview notes, letter of offer, policy acknowledgement forms, background verification information, workplace performance, emergency contact information etc.;
- Benefits information such as forms relating to applications or changes to health and insurance benefits;
- Financial information including banking information, tax-related information, credit information and Social Insurance Number;
- Medical information used for the purposes of identifying appropriate accommodations and for the administration of benefits and entitlements.

### Commitment to safeguarding personal information

- The ESIO makes every reasonable effort to ensure that personal information is accurate and complete. It is the employees responsibility to ensure personal information is updated as needed.
- The ESIO protects personal information in a manner appropriate for the sensitivity of the information and makes every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.
- The ESIO retains personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes.
- Employees are responsible to update information within seven (7) days of changes to any of the following:
  - o Name
  - o Address
  - o Primary telephone numbers
  - o Emergency contact information

### Access to records containing personal information

- Individuals have a right to access their own personal information in a record that is in the custody or under the control of the ESIO, subject to some exceptions. For example, organizations are required under the Personal Information Protection Act to refuse to provide access to information that would reveal personal information about another individual.
- If the ESIO refuses a request in whole or in part, a reason for the refusal will be provided.
- Employees may make a request for access to personal information by making a request to view their personnel file to the Finance Director. Contents of the file cannot be removed, however requests for correction of an error or omission can be made.

### **POLICY STATEMENT #5 - RECRUITMENT AND SELECTION**

The ESIO seeks to employ people of the highest qualification that support the mission and vision of the ESIO and its services to the Edmonton screen media industries.

#### GUIDELINES:

- The Board is responsible for the recruitment, selection and hiring of the CEO.

- The recruitment, selection, evaluation, and discipline of all staff is the responsibility of the CEO.
- Employment opportunities will be posted internally or externally as appropriate. Qualified internal applicants are encouraged to apply. Internal applicants who are not selected for an interview or who are determined not to be the successful candidate will have the opportunity to discuss this with the hiring manager, in an effort to support the employee's personal development and provide support to continued development.
- An Employment Agreement shall be sent to the chosen applicant outlining the terms of employment, job title, job description, salary and benefits. The ESIO Human Resources Policies will be attached to the Agreement.
- It is the goal of the ESIO to avoid creating or maintaining circumstances in which the appearance or the possibility of favoritism, conflicts or management disruptions exist. Therefore due to the non-profit nature of the ESIO, the Organization shall not hire any immediate family member of the Board or staff. "Immediate family" is defined as spouse/domestic partner (same and opposite gender), children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse/domestic partner, and other persons who are members of the employee's household. Any real or perceived conflicts of interest are the obligation of the employee to declare.

#### EQUAL OPPORTUNITY EMPLOYMENT

- The ESIO complies with the Alberta's Employment Standards Code and Regulation. These are minimum standards of employment for employers and employees in the workplace.
- The ESIO adheres to a policy of non-discrimination on the basis of race, creed, colour, national origin, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship or disability.

#### PROBATIONARY PERIOD

- The purpose of the probationary period is for the ESIO and the employee to decide if the working relationship is mutually acceptable.
- All staff shall serve a initial mandatory probationary period of three (3) months, which may be extended to six (6) months at the discretion, if deemed appropriate, of the CEO. A staff evaluation shall be completed and discussed with the employee prior to the end of the probationary period.
- The ESIO or the employee may terminate the employment relationship during the three month probationary period without prejudice.

#### POLICY STATEMENT #6 - COMPENSATION



As a municipally funded organization, The ESIO seeks to provide compensation to all employees that recognizes the value of the employment relationship while being financially responsible.

**GUIDELINES:**

**SALARIES**

- Each employee position will be classified with a salary range, which includes a minimum and maximum.
- Salaries shall be determined on an annual basis and paid monthly.
- Salary on appointment may be at a level above the minimum of the salary range depending on skills, qualifications and relevant experience as determined by the CEO.
- The CEO will review position classifications and salary ranges when it is determined there is a significant change to the position requirements and as deemed necessary to maintain fair and equitable compensation practices.

**POLICY STATEMENT #7 - EMPLOYEE HEALTH BENEFITS**

The ESIO recognizes the importance of Employee health and wellness and offers an employer sponsored health benefits plan, approved by the CEO, to full time permanent staff members.

**POLICY STATEMENT #8 - PAID ABSENCE ALLOWANCES**

The ESIO recognizes the importance of Employee health and wellness, and accounts for both planned and emergency absences from work with vacation, sick and personal leave credits to support this.

**GUIDELINES:**

**VACATION LEAVE**

- Vacation credits begin accumulating on the date of employment. A permanent employee is entitled to take vacation time as it is earned. Vacations may be taken at a time of mutual consent between the employee and the Finance Director. Approval for vacation time shall be at the discretion of the Finance Director, whose approval shall not be unreasonably withheld.
- Unless superseded by their Employment Agreement, in the first and second year, each full time permanent staff member earns vacation credits at the rate of .834 days per month (ten working days annually). In the third and fourth year, each full time permanent staff member earns vacation credits at the rate of 1.25 days per month (fifteen working days annually). Beginning in the fifth year, each full time permanent staff member earns vacation credits at the rate of 1.67 days per month (twenty working days annually).

- Part time staff paid wages on an hourly basis will earn vacation as prescribed by the Alberta Employment Standards and Regulations.
- Vacation time is viewed as essential to the well being of staff and therefore vacations are to be taken during the calendar year. Vacation for employees starting mid-year will be prorated. Employees may carry forward up to five (5) days earned vacation to be used by the end of the second quarter of the next year subject to specific written request and approval of the Finance Director. Vacation credits that are not utilized by the end of the second quarter may be scheduled by the Finance Director.
- Cash is not paid in lieu of the vacation time except in cases of termination.

#### SICK LEAVE

- Permanent full time employees can earn sick leave credits at the rate one and one quarter (1-1/4) days per month from the date of appointment, to maximum of 205 days.
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- There is no payout of unused credits.
- New employees are eligible for sick leave during the probationary period at the discretion of the Finance Director.
- Employees may be required to provide a note from a certified medical professional before returning to work.
- Use of sick leave must be requested of the Finance Director as soon as reasonably possible.
- The ESIO is committed to an early and safe return to work. The ESIO reserves the right to request medical information that can include information about Functional Abilities before the employee returns to work. Any costs associated with the request will be the responsibility of the Employee.
- During periods of extended absence due to Sick Leave, sick leave credits will be used first, then employees can request the use of vacation time to cover extended absences. The ESIO will provide a Record of Employment to employees that exhaust their paid absence allowances.

#### PERSONAL LEAVE

- Personal leave falls within the sick leave allotment. The combination of Sick and Personal Leave in any calendar year may not exceed the maximum entitlement for Sick Leave.

- Personal leave is time off with pay as a result of the need for an employee to tend to outside demands. Personal leave can be used for personal responsibilities, appointments, family obligations, or any other purpose not related to illness.
- Typically, notice of these days off should, if possible, be given at least two (2) days in advance, or in an unanticipated need arises, the morning of by 8:30am.
- Employees may use up to a maximum of four (4) days of Personal Leave per calendar year, with a maximum of two (2) days of Personal Leave per six months.
- There is no payout of unused Personal Leave credits or carryover of unused credits into a new calendar year.
- Requests for personal leave should be made to the Finance Director. Beyond extended personal leaves mentioned above, it is at the discretion of the CEO (or Board, if the leave is for the CEO) to approve leaves based on the impact of the organization.

#### **BEREAVEMENT LEAVE**

- Bereavement leave is time off with pay as a result of death or crisis in the employee's immediate family.
- An employee shall be granted three (3) consecutive working days with pay in the event of a death in the employee's immediate family. Bereavement leave for the death of any other relative shall be at the discretion of the Finance Director.
- Bereavement leave that is used for other crises shall not exceed three (3) days in each calendar year and is subject to approval by the Finance Director.
- Bereavement leave may be extended up to a maximum of two (2) days for extended travel from the employee's residence or at the discretion of the Finance Director.

#### **DEFINITIONS**

- Immediate Family Member is defined as spouse/domestic partner (same and opposite gender), children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse/domestic partner, and other persons who are members of the employee's household.

#### **POLICY STATEMENT #9 - STATUTORY HOLIDAYS**

The ESIO follows the Alberta Employment Standards and Regulations for Statutory Holidays.

#### **GUIDELINES:**

- Employment Standards recognizes the following days as statutory holidays:

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

- In addition, the ESIO observes August Civic Holiday and all business days between Christmas and New Years as statutory holidays. If any of the holidays fall on a Saturday or Sunday, employees will be entitled to the first normal work day after the holiday in lieu. This additional time off does not count against an employees earned Vacation Leave.
- Requests for paid holidays in observance of religious or cultural celebrations in lieu of those listed above should be made to the Finance Director.

### **POLICY STATEMENT #10 LEAVES OF ABSENCE**

The ESIO recognizes that employees may need to request additional time away from work for a variety of reasons. Therefore, the following guidelines are in accordance with provincial legislative requirements.

#### **GUIDELINES:**

#### **PERSONAL LEAVE OF ABSENCE**

- Staff may be granted a leave of absence without pay for personal reasons at the discretion of the CEO.
- Flex Benefits are not eligible for continuance during periods of personal leave of absence.
- Positions are not protected during personal leave of absences.

#### **MATERNITY AND PARENTAL LEAVE**

- An employee who has completed 90 days of employment will, upon written request, be granted maternity or parental leave without pay. Combined maternity and parental leave cannot exceed eighteen months.
- Employee request for maternity and parental leave must include the request start date of leave and the anticipated return date.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.
- If a pregnancy ends in a miscarriage or stillbirth within 16 weeks of the estimated due date, the employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after it begins.

- New parents have the right to take Parental Leave-- unpaid time off work when a baby is born or a child first comes into their care. Birth mothers who took pregnancy leave are entitled to up to 62 weeks' parental leave.
- Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave. In addition, the right to a parental leave is independent of the right to pregnancy leave. For example, a birth father could be on parental leave at the same time the birth mother is on either her pregnancy leave or parental leave.
- The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.
- Employees will not be penalized in any way because the employee is or will be eligible to take a pregnancy or parental leave, or for taking or planning to take a pregnancy or parental leave.

#### RESERVIST LEAVE

- An employee who has completed 26 weeks of employment will, upon written request, be granted reservist leave without pay.
- Employee request for reservist leave must include the request start date of leave and the anticipated return date. The Employer may request additional information when reviewing the request.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.
- The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.

#### LONG-TERM ILLNESS AND INJURY LEAVE

- An employee who has completed 90 days of employment will, upon written request, be granted long-term illness and injury leave without pay up to a maximum of 16 weeks.
- Employee request for long-term illness and injury leave must include the request start date of leave and the anticipated return date. A medical certificate that states an estimated duration of the leave must also be provided.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.  
The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.

#### CRITICAL ILLNESS LEAVE

- An employee who has completed 90 days of employment will, upon written request, be granted critical illness leave without pay. Employees will be provided up to 36 weeks to care for a child or 16 weeks to care for an adult family member.

- Employee request for critical illness leave must include the request start date of leave and the anticipated return date. A medical certificate that confirms the need for care and states an estimated duration of the leave must also be provided.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.  
The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.

#### COMPASSIONATE CARE LEAVE

- An employee who has completed 90 days of employment will, upon written request, be granted compassionate care leave without pay. Employees will be provided up to 27 weeks to care for a dying family member.
- Employee request for compassionate care leave must include the request start date of leave and the anticipated return date. A medical certificate that confirms the need for care must also be provided.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.
- The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.

#### DEATH OR DISAPPEARANCE OF A CHILD LEAVE

- An employee who has completed 90 days of employment will, upon written request, be granted death or disappearance of a child leave without pay. Employees will be provided up to 52 weeks if a child has disappeared or 104 weeks if a child has died as a result of a crime.
- Employees will be provided with a record of employment to apply for Employment Insurance benefits during leave.  
The ESIO will, to the best of its ability, ensure employees return to their original position, or to a position of equal responsibility on return from leave however no guarantees exist that the exact position left will be available on return.

#### CITIZENSHIP CEREMONY LEAVE

- An employee who has completed 90 days of employment will, upon written request, be granted citizenship ceremony leave without pay. Employees will be provided up to 1/2 day to obtain a Canadian citizenship certificate

#### POLICY STATEMENT #11 - OFFICE PROCEDURES

##### GUIDELINES:

##### OFFICE HOURS

- The office operates on a five (5) day week from 8:30 AM to 5:00 PM, with breaks as required under Alberta employment standards. Full time staff work a total of forty (40) hours per week.
- Additional hours may be required from time to time outside of the standard office hours.

#### OVERTIME

- The ESIO follows the Alberta Employment Standards and Regulations for overtime.
- On occasion, work may be required outside of regular work hours. Staff are asked to flex their work schedule to meet the demands of their work within an 8 hour work day rather than accumulate overtime. When flex time is not possible, staff members who work in excess of 8 hours a day or 44 hours per week shall be compensated with time in lieu.
- Time in lieu may be accumulated for participation in scheduled work duties, such as board and committee meetings, as well as for community events where the staff member's primary reason for attendance is directly related to their work. All overtime must be preapproved in writing by the CEO. Voluntary attendance at events (openings, receptions, launches, etc.) is not eligible for time in lieu. Equally ineligible is time that employees voluntarily put in outside of office hours.
- Time in lieu is to be reported by each staff member and will be tracked in the payroll system and include the date, time and reason for the overtime. Management will request each staff member's time in lieu information for the human resources file.
- Time in lieu is to be taken within six (6) months, although employees are encouraged to take time in lieu within the same month it occurs wherever possible. Time in lieu is to be taken at a rate of 1.5 hours per hour of overtime. Time away from the office, including for flex time or time in lieu, should be at the mutual convenience of the staff member, his/her colleagues and the CEO. Staff members should make every effort to notify his/her colleagues of their time away.
- As per Alberta Employment Standards (AES) when either the employer or employee ends the employment relationship by giving a written notice of termination, the employer can require the employee to use up some or all the outstanding banked overtime during the notice period. This would not extend the notice period.

#### REIMBURSEMENT OF EXPENSES

- The ESIO will reimburse employees for relevant out of pocket expenses incurred while performing their duties. These expenses could include but are not limited to mileage for meetings away from the office, approved meeting expenses, conference/workshop fees. Rates of reimbursement are detailed in the Employee Travel Expense Policy and are subject to changes/updates as required.

#### MEDIA

- All ESIO employees will represent the ESIO in a positive and respectful way, and accurately present facts, information, and position statements pertaining to the ESIO. Employees will consult with the CEO before responding to media or speaking engagement requests. Breach of this Policy Statement will be considered grounds for disciplinary action up to and including dismissal and legal action.

## **POLICY STATEMENT #12 - CONFLICT OF INTEREST**

Consistent with the board policy on communication, ESIO employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. Conflicts of interest may arise when the ESIO interacts with people or organizations that have personal relationships with staff. This could include family members or anyone else with whom the employee has had artistic, business, financial, legal, personal, volunteer, board, employment or professional relationships (both positive and negative).

Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests (direct or perceived) conflict with the interests of the organization.

### **GUIDELINES:**

- An ESIO employee must never place himself or herself in a position of obligation resulting from accepting gifts over \$50.00, excessive entertainment or fees from persons or organizations seeking assistance from the ESIO.
- The ESIO expects employees to carry out their business and personal activities in a prudent manner, to be objective in decision-making and refrain from enhancing their personal position by virtue of their association with the ESIO.
- The responsibilities of employees preclude the promoting of an employee's own interests in a manner injurious to, or in competition with, the ESIO.
- Any employee who feels he or she may be ethically compromised with respect to the conflict of interest Policy Statement must discuss it with the CEO immediately. If the CEO is potentially conflicted, he or she must discuss it with the Chair of the Board of Directors immediately.
- Employees cannot be sitting board members of any organization that applies for grants, loans or investments from the ESIO.
- Employees are not eligible to apply for any grants available through the ESIO and are discouraged from applying for grants on behalf of another individual, collective, or organization.
- Past employees must wait 2 years after departure before being eligible to apply for ESIO grants or ESMF loans or investments.



- Employees must recognize, declare, and take active steps to avoid or manage any potential conflicts of interest that arise as a result of their activities or personal relationships in the community. Those steps may include, but are not limited to:
  - Discussing and declaring conflicts to the CEO as soon as they come to light (while the CEO must take these steps with the Board Chair or designate).
  - Recording potential conflicts in writing through systems that may be established by the ESIO from time to time for transparency and record keeping.
  - Isolating themselves from any involvement with ESIO processes that expose them to those conflicts.
  - Isolating themselves from situations in the community that might make them appear to be in a conflict of interest.
- The CEO will determine whether an employee's associations are such that they might affect the individual's capacity to properly fulfill their responsibility to the ESIO or whether it might adversely affect the ESIO's reputation. In the event that the CEO considers that such conflict(s) is/are material, the individual may be asked to a) terminate their association with that organization; b) have that organization withdraw its application; or c) resign from their position with the ESIO.

#### OUTSIDE CONSULTING AGREEMENTS

- ESIO employees are not restricted from accepting outside contracts for their services provided those contracts do not place the employee in a conflict of interest, or detract from the employee's ability to fulfill his or her duties at the ESIO. In all cases, employees need to be aware of the potential perception of the ESIO's position of influence and must contact the CEO and obtain written approval before accepting contracts.

#### POLICY STATEMENT #13 - PERFORMANCE

##### GUIDELINES:

##### ON-GOING WORK PERFORMANCE

- All staff will have annual work plans established with the CEO. This document connects the employee's job description with direct and measurable outcomes.
- Staff will meet on a quarterly basis with the CEO to review work plans. At these meetings, employees will have an opportunity to provide comments on clarity, appropriateness of work, timeliness or any other matters covered related to their assigned work and job descriptions.
- Information gained through this process will inform part of the annual written staff evaluation.

## ANNUAL PERFORMANCE EVALUATIONS

- Written employee evaluations shall be completed annually by the CEO. The evaluation will be discussed with each employee by the CEO.
- Each employee will have an ongoing opportunity to provide comments on ongoing performance management.

## STAFF DEVELOPMENT

- Upon prior approval by the CEO, the ESIO will, to an annual limit, reimburse employees for the following pre-approved expenses when they support or enhance skills that are relevant to their work at the ESIO:
  - Conferences
  - Workshops/courses
  - Memberships in professional organizations.
- Assistance may be given for other professional development programs as determined by the CEO.
- Staff development opportunities will be linked with work plans and evaluation goals whenever possible.

## GRIEVANCE PROCEDURES

- Any staff member who has a grievance or problem related to his/her work shall resolve the matter with the Finance Director. If the grievance is with the CEO, the employee will resolve the matter with the Chair of the Board. Grievances can include but are not limited to assigned work, occupational health/safety, conflicts with fellow employees, and/or outside partners/contractors.

## POLICY STATEMENT #14 - RESIGNATION/TERMINATION OF EMPLOYMENT

### GUIDELINES:

#### RESIGNATION

- Unless superseded by their Employment Agreement, all staff members shall give at least 14 days notice of their resignation/termination of employment.

#### TERMINATION

- Any staff member's employment may be terminated by the ESIO for reasons of:
  - shortage of work or funds, reorganization, reclassification or for any other reason with statutory notice or pay in lieu given; or

- just cause, without any further notice to the staff member.
- Employees are required to return all property to the ESIO upon notice of resignation or termination of employment.

#### EXIT INTERVIEWS

- An exit interview will be conducted with all staff as part of the termination process.
- If in person exit interviews are not possible, the opportunity to complete a written interview will be extended.

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