



Eastern Edge Art Gallery Inc

Human Resources Policy

Approved by the Board of Directors May 18, 2023

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2 Human Resources Policy

2.1 Short Title

This policy may also be referred to as the “HR Policy”. The terms have been used interchangeably throughout the document and are intended to mean the same. Eastern Edge Art Gallery Inc is most commonly known as Eastern Edge or Eastern Edge Artist-Run Centre.

2.2 Definitions

"Eastern Edge Art Gallery Inc " also known as Eastern Edge or Eastern Edge Artist Run Centre.

“Board of Directors” is the legal governing body for Eastern Edge.

“Contract Employee” all employees will be hired under a Contract for their employment with the organization. Contracts may be a term of one year or less.

“Contractor” means an individual or company that has been retained by Eastern Edge to deliver specific services. Contractors are not employees and are not covered by this HR Policy.

“Employee/Employees” refers to a/all person/s employed by Eastern Edge, whether they are on a monthly, daily, or weekly wage and who works either full-time and/or part-time.

“Fiscal Period” means the fiscal period of Eastern Edge; that is the period commencing on April 1 of a calendar year to and including March 31st of the following calendar year.

“Human Resources Committee” (HR Committee) is composed by three individuals appointed by the Board of Directors. The HR Committee is responsible for addressing and resolving all disciplinary actions as well as all staff relations, human resource management concerns and/or grievances. The HR Committee reviews and recommends to the Board of Directors any changes to the HR policy and associated procedures. The HR Committee is responsible for approving any revisions to all job descriptions, reviewing and recommending changes to the salary guideline ranges, and interviewing applicants for all senior management positions. The HR Committee is also responsible for all other duties and activities outlined in the HR Policy and as directed by the Boards of Directors.

“Human Resources file” is the employee file created for each employee that is kept under lock in the Executive Director’s office. These records will be held in confidence and will include all employee-specific Human Resources records.

“Immediate Family” for the purposes of this HR Policy, immediate family is defined as: the employee's spouse or partner, the employee’s parent and parent’s partner, the employee’s child(ren), or partner’s child(ren), the employee’s sibling(s), the employee’s grandchild(ren), and grandparent(s).

3 Purpose of Policy

The purpose of this policy, including the approved related procedures, is to maintain a harmonious and mutually beneficial relationship between the employer, Eastern Edge Board of Directors, and the employees and to ensure the integrity and efficiency of Eastern Edge. The policy describes the terms and conditions of employment and expected general working conditions. The employer wishes to ensure that all reasonable measures are provided for the safety and occupational health of its employees.

From time to time, Eastern Edge policies may require revision. The Board of Directors will review and revise these policies as required. Any amendments to this policy manual shall not constitute grounds for compensation. Amendments shall be effective from the time of their approval by the Board of Directors.

Throughout this HR Policy, the duties and responsibilities that have been identified as being those assigned to the Executive Director, depending on the organizational and operational needs at a

particular time, may be delegated to another position within the organization. If any duties or responsibilities are transferred, such changes will be approved by the Board of Directors and noted in the various job descriptions for the specific positions. All staff will be notified of any changes.

3.1 Equity Policy

Eastern Edge is committed to an organizational culture that values and promotes diversity, inclusion, and equal opportunities. We are committed to relationship-building, encouraging, uplifting, and actively supporting efforts to create equitable spaces, opportunities, and practices for all members. Eastern Edge recognizes systemic barriers that have affected the ability of marginalized communities to participate in the creative sector.

Eastern Edge values diversity, and will work to build diverse and engaging spaces that celebrates a wide range of experiences, stories, arts-practices, arts makers, and creatives. Eastern Edge strives to create a working and creative environment that has support for confronting and disrupting all forms of systemic oppression and violence. To ensure this, Eastern Edge staff and Board of Directors shall undertake equity, diversity, and inclusion learning through training and professional development opportunities to encourage personal and organizational growth.

Eastern Edge will monitor and review the equitable functionality of our spaces pertaining to: physical space, staff composition, membership engagement, and community interactions, to ensure equity, diversity, and inclusion for marginalized communities and equity seeking groups. All sections of this the HR policy are to be interpreted through an equity lens.

3.2 Land Acknowledgement

With respect and gratitude, Eastern Edge would like to acknowledge the land on which we operate as the unceded and ancestral homelands of the Beothuk. We acknowledge Ktaqmkuk, now known as the island of Newfoundland, as the traditional homeland of the Mi'kmaq and Beothuk. We also acknowledge Labrador as the traditional homelands of the Innu of Nitassinan, the Inuit of Nunatsiavut, and the Inuit of NunatuKavut. We recognize all First Peoples who were here before us, those who live with us now, and those to come. We are committed to working in a spirit of truth and reconciliation as we challenge historic and ongoing colonization, striving for respectful relationships with all peoples across turtle island.

3.3 Code of Conduct & Code of Ethics

Eastern Edge, as a non-profit registered Charity, is committed to exhibiting contemporary Canadian and international art, as well as encouraging dedicated and rigorous creative activity locally. In providing an alternative venue where artists have greater control over how their work is represented, Eastern Edge facilitates critical dialogue concerning issues in contemporary art and society, actively encouraging emerging and established artists whose work speaks to feminist, multicultural, queer, and other diverse perspectives. Eastern Edge aims to provide a supportive space to develop skills, share information and resources, foster community and create a meaningful context for artistic activity.

As a registered Non-Share Corporation under the Newfoundland and Labrador Corporations Act and as a Registered Charity under the Income Tax Act of Canada, Eastern Edge is bound by those Acts and their governing regulations.

The Organization as such has implemented customized policies and procedures to guide the organization, its staff and volunteers in support of achieving its purpose and protecting the interests of the organization and its members.

While the Code of Ethics may not cover every situation, it will serve as a guide to the general conduct, which is expected of all employees.

1. During work hours, employees must devote themselves to their duties of employment; be

prompt, courteous and professional in their performance; as well adhere to the policies and procedures of Eastern Edge.

2. Employees shall carry out the duties of their positions loyally and honestly, remembering that the primary work task is to serve Eastern Edge, its members, funders, and other stakeholders.
3. Employees shall conduct themselves while on duty and in public, in a manner that will be a credit to themselves and Eastern Edge.
4. Employees shall use information obtained on the job for the employer's intended purpose only, not for their own personal interests or those of other persons.
5. Employees shall protect and care for all Eastern Edge property entrusted to them and report to the Executive Director any faulty equipment that requires repair.
6. Employees shall bring all criticisms and concerns to the Executive Director, or the Board of Directors. Employees shall not engage in public criticism of Eastern Edge, the Board of Directors, the Executive Director, other employees and or any approved policies of Eastern Edge.
7. Employees will respect the confidentiality of all records, materials, and communications and only disclose confidential information acquired through employment when authorized by the appropriate person.
8. Employees will not participate in, or allow any behavior that is intended to degrade, humiliate, intimidate or cause fear to any member, volunteer, employee, or any person in Eastern Edge's space.

3.4 Code of Confidentiality

All employees of Eastern Edge shall work to promote the organization, its vision, goals and objectives and to uphold the Eastern Edge policies and procedures of the organization. At all times, employees are to keep information confidential with regards to Eastern Edge.

Employees must adhere to the Eastern Edge "Code of Confidentiality" during their employment with Eastern Edge. At no point during employment or following employment shall an employee disclose any confidential information gained while working for Eastern Edge. Confidential information includes, but is not limited to, financial information, policies, legal documents, staffing matters, HR records, personal information related to, applications, programming, or performance.

The fundamental principles of Eastern Edge Confidentially include:

- All personnel working on behalf of Eastern Edge will protect the confidentiality of any information acquired during the conduct of their duties.
- Confidential information may be disclosed only when authorized in writing to provide such disclosure, or when there is some legal obligation to do so.
- In any event, disclosure for legal reasons shall not occur before consultation with the Executive Director or authorized personnel of the organization. Any possibility of legal disclosure must be made known to Eastern Edge.
- No personnel working on behalf of Eastern Edge shall speak or divulge any information to the media regarding Eastern Edge business unless instructed by the Executive Director (or designate) as approved by a motion of the Board of Directors.

Violation of this code will result in suspension or dismissal.

3.5 Conflict of Interest

A Conflict of Interest is a situation in which an individual is faced with competing interests or

loyalties. A conflict of interest occurs when an individual acts to benefit their own interests or loyalties.

A conflict of interest is any situation where:

- An individual's personal interests or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to:
- Act in the organization's best interest or
- Represent the organization fairly, impartially and without bias.

The general principles to protecting against a conflict of interest and unless authorized by the Board or by a person designated by the Board, you may not:

- Act on behalf of the organization, or deal with the organization in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor
- Use your position, office or affiliation with the organization to pursue or advance your personal interests or those of a person as described above.

Additional descriptions:

- The "appearance of a conflict of interest" occurs when a reasonably well-informed person could have a perception that they are making decisions on behalf of the organization that promote their personal interests or those of a person described above;
- As an employee, they must immediately disclose a conflict of interest in writing to the Executive Director. It is important to make the disclosure when the conflict first becomes known. If they do not become aware of the conflict until after a transaction is concluded, nevertheless they must still make the disclosure immediately known.
- If they are in doubt about whether they are or may be in a conflict of interest, they must request the advice of the Executive Director or a person the Board designates.

When a real or perceived conflict is identified, the following actions shall be taken:

- The Executive Director shall inform the Chair of the Board, who shall submit the disclosure of the conflict of interest for discussion and decision by the Board; the Chair may or may not ask the employee in conflict to participate in a discussion by the Board to determine the action. The decision by the Board is final.
- The decision by the Board may be to invite the employee to attend the section of the meeting where the topic of potential conflict is discussed, or the employee in conflict may be asked to leave the meeting entirely.
- To make a decision on the conflict of interest, the Board may use a secret ballot to decide on the outcome.
- The decision of the Board must be agreed by a majority vote.
- The official minutes of the meeting must record the potential conflict of interest and how the Board has decided it shall be avoided and/or dealt with.
- When there is a failure to agree on whether a conflict of interest exists and/or on how it is to be managed, the Chair may seek legal counsel.
- The application of this policy must rely on the use of common sense, good judgement and

flexibility. The integrity, trust and honesty of the organization must be maintained at all times.

4 Employee Recruitment

4.1 Position Authorization

All positions must be approved by the Board of Directors before the position can be posted. All hiring letters and letters of appointment must be signed by a member of the Board of Directors.

4.2 Equal Employment Opportunity

The Eastern Edge provides equal opportunity for everyone regardless of race, national or ethnic origin, social origin, colour, religion, age, gender, marital status, family status, disability, pardoned conviction, or sexual orientation that does not prohibit performance of essential job functions.

4.3 Job Posting Procedure and Position Competition

All positions will be posted for a minimum of 10 working days but the posting may be open for longer at the discretion of the HR Committee.

All postings are to comply with established posting and interview procedures.

4.4 Interview Committee Structure

Generally, three members from the Board of Directors or HR Committee shall be responsible for the interviewing, selection and hiring of the Executive Director. The Executive Director and at least one member of the HR Committee will conduct all other staff position interviews.

If a member of the interview committee is in a conflict of interest, they must declare it to the Committee and shall be replaced. The remaining members of the Committee shall appoint the replacement.

4.5 Initial Screening of Applicants

Only job-related questions or questions that assess the candidate's experience, skills, training and personal suitability will be asked. All candidates will be asked the same questions. Follow-up questions are allowable.

Eastern Edge reserves the right to not fill a position if they determine that there are no qualified applicants.

4.6 Aptitude and Ability Tests

Some positions require skills for which a known level of competence exists, e.g., , computer applications, and specialized technical skills. Under these circumstances the Interview Committee may request applicants to demonstrate skills by completing an exercise involving a job-related work sample. All interviewed applicants must be given the same exercise. All test results will be confidential.

4.7 Verification of Previous Employment & Reference Checking

The Executive Director or a member of the HR Committee will be responsible for verification of employment information provided by the applicants. References and previous employers for top candidate(s) that have been short-listed following the interview will be contacted with respect to details of position(s) held and overall work habits of the candidate(s).

4.8 Verification of Licenses, Certification and Education

The Candidate will be responsible for providing original verification of their licenses, certification and educational background, including confirmation of the successful completion of all certificates, diplomas, licenses, degrees, etc. required for the job. The successful candidate will be asked to provide original documentation of all accreditation before the interview. Documents will be placed in the employee's Human Resources file.

4.9 Criminal Record Check

Criminal Reference Checking may be a condition of employment for persons applying for positions that have financial management responsibilities in the organization. The new employee will provide a copy of a current criminal record check prior to the first day of employment. The start date will be delayed until the employee has provided the criminal record check.

5 New Employee Appointment and Orientation

5.1 Contract Letter

All new employees shall be given a Contract Letter signed by the Chair of the Board or member of the HR Committee. The Letter shall outline the job title, start date and term end date for the position, salary placement and length of probationary period. Attached to the Letter will be the Job Description.

All hires will only be offered a single one-year contract appointment. Contract appointments include the length of the probationary period.

5.2 Employee Orientation

All new employees will be provided with a comprehensive orientation process. The Executive Director or a member of the HR Committee will review the HR Policy and conditions for their probation with the new employee and explain all other relevant documents. The new employee will then be asked to sign all the required forms including the declaration of understanding (which indicates that they have received a copy and understands and agrees to abide by all Eastern Edge policies).

5.3 Employee Deductions

The Executive Director or member of the HR Committee will inform the new employee about the Benefits Package and will have the new employee sign a number of forms including the Federal Income Disclosure Form T-1, Direct Deposit Authorization, and Payroll Deduction forms.

5.4 Human Resources File and Information Package

A confidential employee file (Human Resources file) will be created for each new employee. All employees will have access to their own records upon request. The Executive Director and the

members of the HR Committee shall have access to all staff records. The files will be kept in a locked cabinet at all times.

No information relating to an employee's performance shall be placed in their file unless a copy has also been given to the employee.

5.5 Sole Employer

As a condition of employment, all employees agree to be only employed by Eastern Edge, during Eastern Edge's work hours, unless:

- The additional employment is fully disclosed to the employer prior to the employee accepting the additional employment (whether casual or part time); and
- The HR Committee authorizes the additional employment.

6 Job Descriptions and Probation

6.1 Job Descriptions

Job Descriptions have been created for all positions within Eastern Edge.

All Job Descriptions shall include the following:

- Position title
- Accountability or reporting structure, including line of authority
- Responsibilities: nature and scope of work, including regular duties
- Experience, abilities, knowledge and skills required
- Qualifications: educational background and training, licenses, certificates required
- Physical and/or special working conditions

Job descriptions will be used to determine employee selection, job requirements, employee evaluations, organizational structure, and for such other purposes as determined by the HR Committee. From time to time Job Descriptions may be reviewed and revised by the Human Resources Committee. Each employee will be given a written copy of a new/updated job description.

A current written copy of the employee's job description must be signed by the employee and kept in their Human Resources file.

6.2 Probation Period

One year term employees will be placed on a three (3) month probation period. Shorter term appointments will have a reduced probationary period. At any time during the probation period the HR Committee may terminate employment without notice.

At the end of the probationary period, The Board of Directors will evaluate the Executive Director, and the Executive Director will evaluate all staff members. Upon request, a member of the HR Committee can assist the Executive Director in conducting a performance evaluation. The same Performance Appraisal process and forms will be used for the annual appraisal.

Employees who have their contracts renewed for a subsequent year, will not be required to undergo a probationary term.

Probationary employees shall not be entitled to any retroactive wages or benefit increases.

7 Hours of Work

7.1 Regular Hours of Operation

A full-time employee at Eastern Edge works 70 hours bi-weekly on a schedule as set by the Executive Director and as approved by the Board of Directors.

Assigned work hours are in general 10:00am until 5:00pm either Monday through Friday or Tuesday through Saturday, unless there is a special activity or event happening after normal hours at Eastern Edge that the staff are required to attend/work.

If a staff member is required to work alternative hours they will be given as much notice as possible (ideally two weeks notice). Time off in lieu is approved by the Executive Director to compensate for the extra time.

Employees that are away from the office during the work day must inform the Executive Director of the purpose of their absence.

7.2 Attendance in the office

Employees are expected to work in the office during regular work hours. Only by pre-approved special permission and for short periods of time will an employee be allowed to work from home.

7.3 Overtime

Overtime is generally not permitted at Eastern Edge. If overtime is required it must have prior approval from the Executive Director. Overtime compensation will be paid in the form of time off in lieu and paid out at a rate of one hour for every hour worked.

7.4 Severe Weather and Emergency Closing

The Eastern Edge office will not close except under unusual circumstances. Eastern Edge will be following the closure policy/decisions of Memorial University of Newfoundland and Labrador.

Employees are expected to be at work, unless Eastern Edge is officially closed. Employees are expected to exercise judgment regarding their ability to travel safely to and from work. However, employees that choose not to travel for work on a day when Eastern Edge has not been closed for weather-related or emergency reasons, may either use annual leave or take the day off without pay. Employees who cannot safely travel to work on a day that Eastern Edge is open, may be given permission to work from home on a case by case basis, and as approved by the Executive Director.

8 Performance Measurement Process

8.1 Annual Employee Evaluation Criteria

The Executive Director, with input from the HR Committee as appropriate, will conduct the annual evaluation using the established evaluation systems and forms, with each employee. The Chair of the Board with input from the Board, will conduct the evaluation of the Executive Director.

Upon completion of the Annual Performance Appraisal, a signed copy of the forms (signed by both the employee and the Executive Director/Chair) will be placed in the employee's Human Resources file. The employee will be given a copy of the forms.

8.2 Performance Management

The employee performance evaluation process, including goal setting, performance measurement, regular feedback, employee recognition, and documentation of progress, ensures the success of our organization. This process helps employees see how their jobs and contributions fit within the bigger picture of Eastern Edge.

Documented employee performance evaluations are communication tools that ensure the Executive Director and their staff are clear about the requirements of each employee's job. The employee performance evaluation also communicates the desired outcomes or outputs needed from each employee's job and defines how these will be measured.

The goal of the employee performance evaluation process is to focus on employee development and organizational improvement. The employee performance evaluation helps employees accomplish both personal development and organizational goals. By initiating the process with a self assessment, the employee has the opportunity to demonstrate the ways that they have contributed and improved the functioning of their job or department in which they work. Upon reflection on the previous year, an employee may better understand the personal development that they require or the areas in which there is room for improvement.

Since goals, deliverables and measurements are negotiated in an effective employee performance evaluation, the employee and the Executive Director are committed to achieving those goals. The written personal development goals are a commitment from the organization to assist the employee to grow in their career.

Employee performance evaluation provides legal, ethical, and visible evidence that employee was actively involved in understanding the requirements of their jobs and their performance. The accompanying goal setting, performance feedback, and documentation ensure that employee understands their required outputs/performance expectations.

The Process for conducting the Performance Appraisal is as follows:

- Each employee will be directed by the Executive Director (the Chair of the Board for the Executive Director) to complete a self-assessment for the period of the review.
- The Executive Director will conduct an assessment of the employee's performance against the work plan and the "Employee Performance Review."
- The Executive Director will have a meeting with the employee to review and discuss both assessment forms (the self assessment and the supervisor forms). In the event of an inconsistent review, the evaluation conducted by the Executive Director will stand.
- Both the employee and Executive Director shall sign both completed forms. The employee will sign signifying acknowledgement/agreement with the assessment. If the employee does not agree with the Performance Review, they may ask for the appraisal process to be reviewed by the HR Committee. The findings of the HR Committee will be final.

9 Discipline Policy

9.1 Disciplinary and Reprimand Procedures

Eastern Edge seeks to establish and maintain a safe and productive work environment and to establish effective and efficient operational and administrative practices and procedures. Failure by an employee to adhere to these established policies and procedures might result in disciplinary action. It is the responsibility of each employee to know and understand the terms and conditions of Eastern Edge's policies and procedures, including the HR Policy and other established rules.

Eastern Edge subscribes to the principles of progressive and corrective discipline. If an employee is felt to be in violation of any of the Eastern Edge policies, procedures or other established regulations, they will be subject to the following Progressive Reprimand Process.

The Executive Director along with the HR Committee, is responsible for all disciplinary processes. The Executive Director will follow the progressive disciplinary process described below, and/or in the case of a serious violation may move immediately but temporarily to suspend an employee pending investigation, before moving through the reprimand process. The Executive Director must inform the HR Committee prior to initiating a progressive disciplinary process (or immediately following a serious incident that may result in a possible/actual disciplinary process).

9.2 Progressive Reprimand Procedure

A) Verbal Warning

The first violation by an employee will be addressed with a verbal warning. The Executive Director, with input from others as appropriate will initiate any verbal warnings. An employee will be given a verbal warning in a private meeting with the Executive Director and a member of the HR Committee. The employee will be told what action will be taken if another violation occurs. A record of this meeting will be placed in the employee's Human Resources file.

B) Written Warning

The second violation by an employee will be addressed with a written warning. The Executive Director along with a member of the HR Committee, will initiate the written warning. The employee will be given the written warning in a private meeting with the Executive Director and a member of the HR Committee. The employee will be told what action will be taken if a further violation occurs. Documentation of the meeting will be prepared by the Executive Director and include a statement of the facts and subsequent action should another violation occur. A copy of the written warning will be given to the employee. The HR Committee will be informed and a record of this meeting will be placed in the employee's record.

The third violation by an employee will be addressed with a final written letter and notification of further measures such as deduction of pay, suspension, or termination, if justified. The Executive Director and the HR Committee along with legal advice as appropriate, will provide the written notice. The employee will be given the written warning in a private meeting with the Executive Director along with at least one member of the HR Committee and the Chair of the Board. If this is the final notice, the letter will include notification of the terms of the termination. A record of this meeting will be placed in the employee's record.

Two (2) written letters in a Human Resources file regarding the same issue shall result in termination of employment.

9.3 Disciplinary Suspension and Immediate Dismissal

The HR Committee (at any stage of the above progressive discipline process) may choose, in addition to giving the warning, to also suspend an employee for a period of up to one week, without pay, for any of the reasons in sections a) through e) as outlined below. Such a suspension shall be noted in the employee's Human Resources file. The HR Committee upon seeking legal advice, may determine that an employee must be immediately dismissed for any of the reasons in sections f) through j) as outlined below.

Reasons for initiating a Suspension or Dismissal process can be:

- a) Nonperformance or inadequate performance of employment.
- b) Blatant disregard for established Eastern Edge policies and procedures.
- c) Irregular attendance - frequent unexcused absences, tardiness, and excessive use of sick leave.
- d) Performance or action that goes against Eastern Edge's Code of Conduct and is either

disrespectful or brings disrespect to the Eastern Edge.

e) Other valid disciplinary reason as determined by the Executive Director in conjunction with the HR Committee.

Reasons (just cause) for immediate dismissal can be for:

- f) Gross misconduct - violation of rules where carelessness or recklessness results in endangerment to self or others, disorderly conduct, theft, falsifying records, attendance at work under the influence of intoxicating substance, negligence.
- g) Threats or violence - where an employee threatens to or actually causes physical harm to another employee, the Board of Directors, and/or to any other person in Eastern Edge space.
- h) Breach of confidentiality - where an employee breaches confidentiality without written permission from the Board of Directors, or if an employee breaches any of the terms and conditions of the Code of Conduct, Code of Confidentiality or the Conflict of Interest policy.
- i) Misrepresentation or falsification of information on their application for employment including but not limited to information regarding previous work and educational history, medical status, criminal record, valid driver's license.
- j) Conviction of a criminal offence that would have a direct and or detrimental impact on the operation and reputation of Eastern Edge.

In the case of a disciplinary suspension and/or dismissal the employee will be called to a private meeting with the Executive Director and a member of the HR Committee, and given the opportunity to state their case. A decision will be made to impose suspension and/or dismissal as recommended by the Executive Director. The meeting will be documented and noted in the Human Resources file of the employee involved. A written letter of the reasons for suspension and/or dismissal shall be provided to the employee.

9.4 Discontinuation of Employment

The Executive Director along with the HR Committee, has the final authority and responsibility for the dismissal and/or termination of all employees of Eastern Edge (with the exception of the Executive Director who is the responsibility of the Board of Directors as a whole).

10 Grievance Policy

Work-related problems can arise in any place of employment. We hope individuals will try to reconcile differences on an individual basis. Should it not be possible to resolve a problem quickly and fairly, Eastern Edge has developed a grievance procedure using the following steps:

1. If an employee has a problem with another employee, they should notify the Executive Director or a member of the HR Committee informally and attempt to resolve the matter directly with the individual(s). Most difficulties can be settled promptly at this point. Where an informal, verbal, resolution has failed, the employee shall notify the Executive Director in writing no later than 30 working days after the incident. The Executive Director shall inform the HR Committee immediately and together they will respond in writing within five (5) working days of meeting with both (all) employees and the other individual(s) involved. (If the grievance is with the Executive Director, the employee may take the grievance directly to the Chair of the Board or any member of the HR Committee.)
2. If the problem is still not resolved to the employee's satisfaction, they (and a co-worker of their choice, if desired) may verbally explain the problem to the Executive Director or the HR Committee; or they may instead submit the problem to the HR Committee in writing. This step should be taken within five (5) working days following the Executive Director's decision or within 30 days of the incident that gave rise to the grievance, whichever is later. If the circumstance requires it, the HR Committee will conduct an investigation. Following the investigation, the HR Committee will respond in writing within five (5) days of completing the investigation to the grievance. The HR Committee shall render a final decision on the grievance after hearing all sides.

11 Harassment Policy

Eastern Edge believes in promoting a harmonious, safe work environment and has zero-tolerance towards harassment (examples include, but are not limited to, humiliation, social exclusion, sexual harassment, sexualizing, threats, gossiping, lateral violence, ostracizing, bullying, racism, homophobic remarks, cyber bullying, religious discrimination, etc.)

All Board and staff must maintain and enforce appropriate workplace behavior. Eastern Edge expects that each person has a responsibility to treat others with respect and has the right to speak up, to the appropriate person, if they or someone else is being harassed or treated disrespectfully in the workplace.

This policy is intended to protect employees from harassment (as stipulated in the Human Rights Code of Canada) based on any of the following: race, national or ethnic origin, social origin, colour, religion, age, gender, marital status, family status, disability, pardoned conviction, or sexual orientation Eastern Edge has a zero-tolerance policy for harassment of any kind in our spaces, and at any events hosted by Eastern Edge at an off-site location.

11.1 Harassment Policy Definitions

The Human Rights Code defines harassment as “vexatious (distressing) comments or conduct that is known or ought reasonably to be known to be unwelcome”. It is any behavior that embarrasses, demeans or humiliates a person. Harassment can be a series of actions repeated over some period of time. It can also be a single incident. The following definitions explore many but not all of the types of actions and activities that will not be tolerated and are considered forms of harassment.

“Bullying” - the use of any and/or all of the above techniques to temporarily elevate oneself or one’s needs above that/those of the intended victim, to use the techniques to accomplish a benefit to the perpetrator.

“Cyber-bullying” - bullying which is aggravated by the use of electronic mediums such as email, texts, blogging on any social media platforms.

“Gossiping” - relaying personal information without consent and/or the discussion of events or happenings that the victim does not want repeated or spoken of and/or the making of judgmental suggestions of, or about, a person or persons.

“Homophobic remarks” - remarks or statements made regarding any aspect of the preferences or demeanor of anyone whose sexuality lies outside of heterosexuality.

“Humiliation” - purposefully intentioned belittling or diminishing negative comparison or references that is witnessed by others that the victim wishes to be thought of highly by (e.g. co-workers, friends,).

“Ostracizing” – (also see social exclusion) encouraging others to exclude the victim from normal interactions.

“Racism” - to hold in contempt any aspect or any individual, government or group consisting of persons from a culture, nationality, class or race of persons different from one’s own.

“Religious discrimination” - discrimination or disdain on the basis of a person’s religious belief.

“Sexual Coercion” is sexual harassment which has a direct consequence on the victim’s employment; where there exists either an open or an implicit suggestion that keeping a job or getting a promotion is made by a supervisor in exchange for sexual favors.

“Social exclusion” - purposeful and intentional leaving out of the victim for no obvious reason from conversations or activities, this could also be demonstrated by the immediate shut down of a conversation when the intended victim comes within earshot, or the cessation of fun antics as the victim approaches a grouping involved in some lighter or harmless joking or play.

“Sexual harassment” - is any conduct, comment, gesture, or contact of a sexual, intimate or personal nature that is likely to cause offence or embarrassment to a person; or that might, on reasonable

grounds, be perceived by an employee as placing a pressure of a sexual nature on current employment, the chance of further employment, training or promotion.

“Threats” - use of language (written or verbal) or body language (suggestive motions) that implies either overtly or implicitly how damage or destruction will be perpetrated upon the victim or on property belonging to the victim.

11.2 Harassment Committee

Eastern Edge with the support of legal advice, will establish on an Ad Hoc basis a Harassment Committee that will be responsible for investigating and resolving complaints concerning instances of harassment as may arise in the organization. The Harassment Committee shall be composed of four (4) members who are appointed by the HR Committee:

The employees shall be asked to identify individuals they feel would be appropriate and suitable members of a Committee. Individuals will be selected as appropriate, from the recommended names and will be appointed by the Board to the Harassment Committee in response to each individual case.

In all circumstances, the Harassment Committee’s determination of appropriate actions must take into account its duties under the Canadian Charter of Rights to properly resolve any/all complaints. Potentially criminal behavior (e.g. assault, sexual assault, death threats, etc.) must also be addressed to the police.

As previously mentioned, Eastern Edge hopes individuals will try to resolve complaints on an individual and informal level before taking further actions. Often the first step is simply making the other party aware that their behavior is unwelcome or unacceptable. By letting the person/people know their behavior is bothering others, many issues can be resolved, and often a simple sincere apology and commitment not to re-offend will suffice. Should an employee(s) feel they are unable to deal with the person directly, they may approach any member of the Human Resources Committee to initiate an informal intervention. Employees may ask the Committee to deal with the issues on the employee’s behalf, or to be present when the employee (complainant) confronts the alleged offender (respondent).

However, sometimes the formal process of resolution is the most appropriate approach for allegations of harassment due to the very personal and sensitive nature as well as in consideration of all legal responsibilities and liability. The formal process may be implemented when the informal procedure fails, or if the complainant believes the informal approach to be inappropriate. The respondent also has the opportunity to request a formal investigation. In all cases, the Harassment Committee shall become involved and help to resolve the problems.

The time limit to file for a formal complaint is thirty (30) working days from the last incident, in compliance with the Canadian Charter of Rights. During any part of the investigation, the complainant has the right to drop their complaint without any penalty.

In order to file a formal complaint, employees may contact either the Executive Director or any member of the HR Committee. The person whom the employee(s) has contacted will ensure the employee(s) is/are aware of the various avenues that may have to be addressed as the complaint is processed.

Throughout this process it is critical that the employees must be made to feel safe. Eastern Edge has a strong commitment to ensuring that simply by starting a complaint or initiating a process an employee must in no way feel or be further victimized.

If the employee(s) wishes to proceed, they will be asked to supply the following information:

- Name(s) and position(s) of Complainant(s);
- Name(s) and position(s) of Respondent(s);
- Details of what happened (the facts and the history of the conduct, including the time and location, including electronic, of the conduct);

- Names of any witnesses

All this information shall be placed in an envelope marked confidential and delivered to the Chair of the HR Committee. Upon receiving this envelope, a Harassment Committee shall be immediately established to determine how best to conduct the investigation process. Upon receipt of the complaint, the HR Committee has three (3) days to seek legal advice and establish the Harassment Committee and the Harassment Committee has five (5) days to complete their initial investigation and make a decision as to next steps.

Outcomes for the respondent if the complaint is upheld may include a variety of approaches, ranging from counseling to training and up to dismissal with or without notice should the Harassment Committee and the Eastern Edge see fit.

All parties involved in a complaint shall keep all information concerning the complaint strictly confidential. The circumstances of the complaint will not be disclosed to any person(s) except where disclosure is necessary for the purpose of the investigation. Any breach in confidentiality will be dealt with severely by Eastern Edge.

Eastern Edge recognizes that experiences with harassment can be difficult for all parties involved and is devoted to providing support, information and opportunities on how to cope. The HR Committee can provide support to staff, as well as further education and information on conflict resolution skills.

12 Wages, Salaries, Payday, Benefits and Professional Development

12.1 Annual Wages and Salaries

Eastern Edge is committed to providing employees with the best living wage possible. However, as a non-profit organization which is primarily funded through grants, we have a limited flexibility within the annual operating budget for pay and benefits.

The Board will assess salary rates annually and provide increases within the established budget as is possible.

12.2 Bi-Weekly Payroll

All employee pay will be directly deposited by Eastern Edge into the employee's personal Bank Account. All employees will be required to provide necessary banking information to the Executive Director in order that their pay may be deposited directly into a savings or chequing account.

No payroll advances will be made.

12.3 Payroll Deductions

The mandatory deductions will be made from every employee's gross wage where applicable. These deductions may include Federal and Provincial Income Tax, Canada Pension Plan, Employment Insurance, Group insurance plan premiums, and any other required legislated deductions, as well as any mandatory employee benefit plan contribution payments.

Every employee will receive a T-4 for the preceding year on or before February 25th. Any employee who believes that their deductions are incorrect for any pay period, or on the T-4, should check with the Executive Director immediately.

12.4 Benefits

Eastern Edge staff are eligible for Health and Dental benefits, offered through Canada Life. This plan will come into effect at the end of the probationary period, 3 months after the employee's start date. Eastern Edge will review the plan annually to make sure it is still the best option for the staff and the organization, and have the right to change plans as necessary.

12.5 Professional Development

Eastern Edge is committed to providing staff with professional development training. Employees will work with the Executive Director to choose courses/trainings best suited to their role within the organization. Employees are expected to share what they learn with other Eastern Edge staff, and should store copies of all provided materials in the shared Eastern Edge Google Drive.

2.6 Health and Safety

Eastern Edge is committed to prioritizing safety in our workspaces. Employees will be provided with annual health and safety training including WHMIS with GHS, Violence in the Workplace, and Sexual Harassment Training. As necessary, employees will be provided with Emergency First Aid, Mental Health First Aid, and Naloxone Training.

Eastern Edge provides staff with all Personal Protective Equipment required for their job, including but not limited to gloves, masks, eye protection, aprons, etc. The Executive Director is responsible for ensuring that all employees have appropriate PPE, that all Safety Data Sheets are up to date, and that the eyewash station is in working order.

13 Work Life Balance - Holidays, Vacation, Family and Other Leave

Eastern Edge is committed to ensuring its employees maintain a healthy work-life balance and as such encourage staff to take entitled leave days and to enjoy all designated holidays.

The Executive Director will maintain a log of all individual employee use of leave throughout the year. A copy of this report will be given to the HR Committee once a year.

13.1 Statutory and Non-Statutory Holidays

The following statutory and non-statutory holidays shall be observed by Eastern Edge:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Regatta Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

When a day designated as a statutory/non-statutory holiday coincides with either a Saturday or Sunday and/or with the employee's normal day of rest, the holiday shall be moved to the Monday/Tuesday following the statutory holiday.

Should a designated non-statutory holiday fall in the middle of the workweek, Eastern Edge reserves the right to shift it to either the beginning or end of the same week.

13.2 Vacation and Additional Leave for Employees

Eastern Edge provides each employee 10 days of vacation leave each year that is to be taken during the year-end (Solstice/winter) break – generally over the period of the last week of December and first week of January.

Term employees (hired on a set term of less than one year with a specified start and end date) are entitled to vacation pay calculated at 4% of gross wages.

Additional Leave of 20 days annually shall be granted to employees in recognition of professional contribution to the organization and may be used for any purposes including but not limited to professional development, family leave, personal leave, and or wellness leave. Use of these additional leave days must be pre-approved by the Executive Director (by the Board for the Executive Director) based on the needs of the organization and administrative deadlines, employees are encouraged to use all of their leave every year, but can with approval, roll a maximum of 5 unused leave days into the following contract.

13.3 Sick Leave

Eastern Edge provides on-going employees with 1 day per month of paid “Sick Leave” throughout the year for use of personal illness or medical reasons. All employees shall accumulate Sick Leave at the rate of a day (1 day) per month to a maximum of 12 working days that can be banked to a maximum of 12 days if unused. At any time, an employee can have no more than 12 days. Employees should inform the Executive Director as soon as possible should they be taking sick time.

Employees who are injured on the job must file a Workers Compensation report. Workers Compensation Board will determine if and to what extent the injured employee is eligible for compensation and support.

Unused sick leave is not paid out upon termination of employment.

13.4 Return to Work after Serious Injury or Illness

As protection for both the employee and Eastern Edge, an employee who has been absent from work because of serious illness, surgery, or injury may be required to obtain a medical certificate specifically stating that the employee is capable of performing their normal duties and regular assigned work as stated in their job description.

An employee returning from a serious injury and/or a stress related illness must provide the Executive Director with a medical certificate indicating that they are ready to return to work. The employee must also provide a written “Plan of Action” approved and signed by a certified medical practitioner that shows how the individual will cope with or prevent any further incidence of injury and/or stress in the future.

13.5 Bereavement Leave

An employee shall be entitled to bereavement leave when a member of the employee’s immediate family dies. The employee shall be entitled to bereavement leave for a period of five (5) work days. Employees may be granted one (1) day off with pay on the death of a someone who is not a member of their immediate family.

13.6 Maternity Leave - Without Pay

An employee who has completed 20 consecutive weeks with the Eastern Edge is eligible to apply for maternity leave.

An employee who is pregnant or nursing is eligible for 17 weeks of maternity leave. In addition, an

employee who assumes actual care of a newborn or newly adopted child is entitled to parental leave of up to 37 weeks. However, the total duration of the maternity and the parental leaves must not exceed 52 weeks.

An employee who is pregnant or nursing is entitled to an unpaid leave of absence during the period from the beginning of the pregnancy to the end of the twenty-fourth (24th) week following the birth, on condition that she/they provide a medical certificate indicating she/they are unable to work and which indicates the duration of the inability.

An Employee who is pregnant or nursing may request that her/their job functions be modified or that she/they be reassigned to another job if continuing any of her/their current job functions may pose a risk to her/their health or that of her/their fetus or nursing child. This request must be accompanied by a certificate from a qualified medical practitioner indicating how long the risk is likely to last and what activities or conditions should be avoided in order to eliminate the risk.

Eastern Edge will maintain the employee benefit plans throughout an employee's maternity leave and will continue to make payments to the plan or plans in accordance to federal legislation and the regulatory terms of the benefit plan(s).

While an employee is on maternity leave no other leave days (eg. vacation, additional, sick leave, etc.) will be accumulated.

Employees who have worked for Eastern Edge for a minimum of three consecutive years may be entitled to receive a "top-up" benefit pay of 50% of their regular salary up to a maximum of \$30,000 annual during their leave (prorated for a full 52 week leave) for their maternity leave period. Budgetary consideration may impact Eastern Edge's ability to provide this additional financial compensation. Each individual case will be reviewed and approved by the Board of Directors.

An employee on maternity leave must give Eastern Edge at least a four (4) week written notice of her/their anticipated leave date and a four (4) of the date for their intention to return or not to return to work before completion of her/their maternity leave.

13.7 Parental Leave – Without Pay

All employees are eligible for 17 weeks of unpaid parental leave. In addition, an employee who assumes primary care of a newborn or newly adopted child is entitled to parental leave of up to 37 weeks. However, the total duration of the maternity and parental leaves must not exceed 52 weeks. Should both parents work for Eastern Edge, then combined parental leave should not exceed 37 weeks. Natural or adoptive parents must have completed six consecutive months of continuous employment with Eastern Edge to be eligible for parental leave.

While an employee is on parental leave no actual leave days (eg. vacation, additional, sick leave, etc.) will be accumulated.

An employee on parental leave must give at least four (4) weeks' written notice of their anticipated leave starting and of the date they intend to return or not to return to work before completion of their parental leave.

13.8 Compassionate Care Leave – Without Pay

An employee may take up to eight (8) weeks of compassionate care unpaid leave to provide primary care and support to a gravely ill family member. A certificate is required from a qualified medical practitioner stating that the family member has a serious medical condition with a significant risk of death within 26 weeks. If an employee is sharing the provision of compassionate care with another individual, the total leave is still eight (8) weeks.

13.9 Birth/Adoptive/Guardian Leave – With Pay

An employee is entitled to up to two (2) weeks paid leave to attend the birth of their child; and/or

upon receiving into the household a newly adopted child; and/or to care for their family during this period; and/or for an employee who has taken legal responsibility for the Foster Care/Guardianship of a child. The employee must submit a written request for leave notice to the Executive Director.

14 Resignation, Layoff, and Termination

14.1 Resignation

A staff member who is resigning their position with Eastern Edge shall provide a minimum two (2) weeks written notice to the Executive Director. The Executive Director who is resigning from Eastern Edge shall provide a minimum three (3) weeks written notice to the Chair of the Board.

14.2 Termination or Layoff Notice

Termination or lay off may be necessary due to redundancy, lack of funding or elimination of positions and/or completion of projects. In the case of termination for redundancy, an employee who has passed the probationary period shall be given a four (4) week notice and be eligible for an additional two days regular pay for each consecutive year of employment. Severance will only be paid in cases where an employee's termination is not for "just cause."

Positions in programs or projects that have had the funding re-established at a later date may first be made available to those employees who were laid off during the most recent round of lay-offs. Any remaining vacant positions will be posted and go through the established hiring process.

14.3 Return of Eastern Edge Property

Any Eastern Edge property issued to an employee, must be returned at the time of termination, lay off, dismissal or resignation. Each employee is responsible for paying for any lost or damaged items. The value of any property issued and not returned may be docked from the final payroll. On the final day of employment, the Executive Director must receive all Eastern Edge property from the employee before the final pay will be issued.

15 Oversight of Human Resources Policy

15.1 Human Resources Committee

The Human Resources Committee is composed of three individuals appointed by the Board of Directors. The Human Resources Committee will include at least one member from the Board. They are responsible for reviewing and recommending all changes to the Human Resources policy and related documents, forms and procedures including:

- addressing and resolving all Human Resources discipline and grievance issues;
- ensuring all posting and hiring process are conducted according to the approved policy;
- ensuring all employees receive an annual performance appraisal according to the established process;
- approving any revisions to the job descriptions;
- reviewing recommended changes to the policy and related salary guidelines;
- being a part of all interviewing process for all postings; and

- all other duties and responsibilities as outlined in this policy and as Directed by the Board of Directors.

All decisions and recommendations of the HR Committee must be reviewed and approved by the Board of Directors.

15.2 Violation of Policies

All employees are bound by this Human Resources Policy and are expected to abide by the policies and related procedures herein. Failure to do so will lead to appropriate disciplinary action as presented and defined in this HR Policy.

This description is not to be considered exhaustive or all-inclusive. The Human Resources Committee reserves the right to interpret this Policy.

15.3 Severable

The Board of Directors approve all policies and may amend this Human Resources Policy at any time. If amended, all employees will be informed in writing that changes have been approved.

If any provision of this HR Policy is found invalid, such provision is severable and shall not affect the validity of the HR Policy as a whole.

16 Appendices

Add any Human Resources forms to be completed by applicants/employees.

Add Template for standard Job Description

Add Salary Scale