

# Ojibway Nation of Saugeen



## Human Resources

*Policies, Procedures and  
Guidelines*

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## **SECTION 1: INTRODUCTION**

### **1.1 Welcome Message**

The Ojibway Nation of Saugeen's most important asset are their employees, community members and Elders. Each employee is important to the First Nation's success in serving its band members. We believe our employees are the heart of any business and we recognize employee contributions by providing a respectful workplace that values personal and professional growth.

Our policies, procedures, and guidelines are intended to help you better understand your workplace. Please read this manual carefully and if you have any questions or require clarification, please speak with your immediate supervisor and their absence, the Band Manager.

### **1.2 History: Who We Are & How We Began**



### **1.3 Mission Statement**

Through the leadership of the Customary Chief and Headmen of the Ojibway Nation of Saugeen will ensure that the membership has a quality of life, as promised by the signing of the treaty, as long as the grass grows, the water flows, and the sun shines.

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## **SECTION 2: Recruitment and Hiring**

### **2.1 General Overview**

The Ojibway Nation of Saugeen is committed to fair hiring practices and will follow all the provisions of the Canadian Human Rights Act and Employment Equity Act.

Recruitment refers to the search for candidates best suited and qualified for a position and to provide quality service to the Ojibway Nation of Saugeen. This is reference to a candidates experience, qualifications, and education.

Preference in hiring will be given to qualified First Nation candidates first from the Ojibway Nation of Saugeen.

Except for the above preference, the Ojibway Nation of Saugeen will not discriminate in its recruitment, selection, and hiring processes and will ensure fair recruitment practices are followed at all times.

### **2.2 Authority to Fill Positions**

The authority to fill a vacant position lies with the Band Manager with final approvals made by the Customary Chief and Headman.

### **2.3 Job Postings – Internal Recruitment**

The Band Manager will begin their search for a qualified applicant by posting job ads both internally and externally. The job ad will be posted internally and externally at the same time to prevent delays in the process.

The Band Manager will post the job ad internally by sending a notice to all employees. All internal job postings shall be posted for not more than two weeks.

### **2.4 Job Postings – External Recruitment**

All positions, except those that are filled internally, will be open for competition and will, where applicable be advertised in:

- Local Newspapers
- The Canada Employment Center
- Company Website: <https://ojibwaynationofsaugeen.ca>
- Word of mouth
- Band Office
- Saugeen School
- Health Centre
- Etc.

All Job postings shall be posted for not more than two weeks. If a suitable applicant is not found, the position may be re-posted in a wider circulation area, following the same competition process.

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## **2.5 Hiring Committee**

The Band Manager shall appoint a Hiring Committee consisting of not less than three (3) people. External parties may be brought in to assist with the hiring process. The purpose of the Hiring Committee will be to:

- a. Assist in the interviewing process.
- b. Make recommendations of potential candidates to the Band Manager and Chief and Headmen for positions that may become available within the Ojibway Nation of Saugeen.

Where applicable, the hiring committee shall consist of:

- a. Band Manager
- b. Headmen
- c. External Party

## **2.6 Advertising Vacant Positions**

Advertisements for positions shall contain the following information, where applicable:

- Description of the position.
- Required skills and qualifications including minimum education requirements.
- Whether the position is to be subject to a criminal records or other background check.
- Salary Range and closing date for applications. Community details including benefits and housing, if available.
- Any other information deemed relevant to the position.

## **2.7 Application for Employment**

All applications for a position shall be made in writing and shall include:

- The applicant's resume and cover letter.
- Applicants contact information.
- Information regarding previous work experience, and
- Three reference contacts for the applicant.

Interviews shall be held before acceptance of an applicant for a position.

Employment will be contingent upon a successful Criminal Records Check, Child Abuse Registry Check (where applicable), and reference checks. All information gathered during the recruitment process shall be treated as confidential.

## **2.8 Applicant Screening**

Applicants will be screened by the immediate supervisor or Program Manager or in the case of the supervisory position and other senior program positions, by the Band Manager according to experience and qualifications outlined in the job ad. A short list of those candidates to be interviewed is recommended to the hiring committee.

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A letter will be directed and personal contact will be made to those candidates who will be interviewed, indicating dates, time, and place of interview.

## **2.9 Candidate Interviews**

Prospective applicants shall be interviewed by the Hiring Committee using approved interview procedures and questions. Only applicants selected for an interview will be contacted. A short list of candidates will be created.

Prior to the conducting of interviews members of the Hiring Committee will be supplied with copies of the applications for employment received from the short-listed applicants, along with the reference checks forms completed on such applicants.

The supervisors or designate will develop questions and anticipated answers in the areas of ability, knowledge, and personal suitability. A qualifying mark will be established before the interviews. Each candidate will be asked the same set of questions to ensure a fair and equitable process. Additional questions may be added during the first interview only.

Telephone and video conferencing, such as Skype, etc., are an acceptable form of interviewing for either the applicant or the hiring committee.

The candidate should be asked to submit and/or present written material/demonstration in the interview such as (if applicable):

- A word processing test for formatting and accuracy.
- Drafting a letter for writing skills and grammar.
- A verbal presentation to indicate organizational and public speaking skills.
- A written and a verbal test in the Ojibway language, if it is required for the position.
- Etc.

When the interviews are completed, the hiring committee will evaluate and rank the candidates according to their responses or total marks and will make recommendations as to selection of the candidate for the position which shall be forwarded to the Chief and Headman for review and approval.

## **2.10 Reference Checks**

Reference checks shall be conducted on all candidates who are short listed by telephone. On the direction of the Hiring Committee, the supervisor or designate will check three references of the two or three highest ranking candidates using a standard reference check form. The comments of each of the candidate's references will be recorded and kept in a confidential file. The supervisor will report their finding in detail to the Hiring Committee. The results of the reference checks should be considered approximately up to 25% of the total marks given to a candidate and must include former employers.

The successful candidate for the position will be recommended by the consensus of the Hiring Committee based on the interview and reference checks. A second candidate will be agreed upon in case the first candidate does not accept the position.



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The Hiring Committee shall complete, sign and date the interview summary and rank each candidate. The completed form will be kept on file.

## **2.11 Mandatory Pre-employment Screening: Security Checks**

A security check is a highly confidential investigation into an individual's record of crime and child/adult abuse. Depending on the nature of the position being applied for, an applicant who applies for a position with the Ojibway Nation of Saugeen may be required to provide a security check before being hired. This also applies to all summer students, coop students, SLAM employees, and volunteers. The prospective or current employee is responsible for any costs incurred in acquiring the Criminal Record Check. Security checks are completed in addition to reference checks and are to be completed as conditions of employment. They will be used to assess the reliability and suitability of an applicant.

An applicant for a designated position within the Ojibway nation of Saugeen must complete all applicable security checks before being hired and reporting for their duty on their first day of work.

Below is a list of designated positions for each Security Check

Criminal Records Checks	All Positions - yes
Vulnerable Sector Checks	Yes - PSW's – Provincial Service Workers, Health Positions, Teaching and Non-Teaching Positions in the School, Medical Driving Positions, and School Bus Driving Positions.
Child Abuse Registry Check	Teaching and Non-Teaching Positions in the School, Health Positions, Medical Driving Positions, and School Bus Driving Positions.

### Criminal Records Checks (CRC)

CRC's apply in cases where duties of the position would involve regular access to sensitive material, financial responsibility, handling cash, or where the primary function of the position involves the security of staff, students, community members and/or property.

Procedure:

1. Candidates granted interviews must provide their completed Security Checks form at least one (1) day prior to their interviews.
2. A copy of the Security Check records will be placed in the successful candidate's personnel file.
3. The original Security Check records for all candidates will be returned to the applicants.
4. Where a prior criminal conviction has been pardoned, it will not be considered by the

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Ojibway Nation of Saugeen as a criminal conviction.

At any time during the course of employment or while providing services to or on behalf of the Ojibway Nation of Saugeen, any employee, volunteer, summer students, coop students, and/SLAM employees may be required to submit a Security Check. Failure to provide consent may result in termination of employment.

### Vulnerable Sector Checks

Vulnerable Sector Checks apply in cases where duties of the position involve working with persons who, because of their age, disability or other circumstance are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

### Child Abuse Registry Checks

Child Abuse Registry Checks apply in cases where the duties of the position would involve the care of a child or may be permit unsupervised access to a child.

## **2.12 Recruitment Costs**

All applicants shall be required to pay their own costs associated with the application and interview process. Any costs associated with the provision of the criminal records check and child abuse registry check results shall be at the cost of the applicant/candidate. Once hired, the new employee will be reimbursed for these costs, once receipts have been produced, and after positive results.

## **2.13 Offer of Employment and Contracts**

A formal written offer of employment / contract outlining the terms and conditions of employment shall be sent by email, registered mail, fax or hand delivered to the successful candidate by the Band Manager or their designate.

The written offer of employment shall include the following:

- Position Title
- Job Description
- Compensation and benefits
- Start date of employment and end dates if a term position
- Hours of work
- Description of the applicable probationary period
- Any other relevant information associated with the position

The selected candidate shall be given a period of seven (7) calendar days to respond to the offer of employment. Where applicable, the time frame for responding to the offer of employment may be extended depending on the circumstances of each case. Should the candidate fail to respond to the offer of employment within the time frame specified and / or agreed upon, the offer shall be considered as having been withdrawn by the Ojibway Nation of Saugeen and an offer of employment will be extended to the next qualified candidate.

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All offers of employment must be signed acknowledging acceptance of their employment prior to commencement of their employment.

*Note: Independent contract workers/consultants are hired to perform a specific task and are not considered employees of the Ojibway Nation of Saugeen.*

## **2.14 Unsuccessful Placements**

In event that a candidate is selected for a position and either:

1. Refuses the position, or
2. An agreement cannot be reached by the parties on the terms and conditions of employment, or
3. The applicant fails their probationary period or their employment is terminated for any reason during their probationary period, then under such circumstances the employer may, where applicable either:
  - a. Re-open the position for competition, or
  - b. Cancel the employment competition, or
  - c. Select, if available, an alternate candidate from the individuals interviewed to fill the position.

Unsuccessful applicants shall be notified in writing by the Band Manager or their designate, as soon as possible after the successful candidate has accepted the position.

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## **SECTION 3: YOUR EMPLOYMENT**

### **3.1 Anniversary Date**

The date on which you began employment with the Ojibway Nation of Saugeen is considered your anniversary date. This date is used to calculate service and determine timing and eligibility for vacation time and other employee benefits.

### **3.2 Employee Orientations**

The Ojibway Nation of Saugeen will provide an orientation to all new employees once they begin work. The orientation program will introduce all new employees to the Ojibway Nation of Saugeen, the goals and objectives of the company, our policies, procedures, and guidelines. A job description will be reviewed with each employee by their immediate supervisor and any other relevant information and training will be provided applicable to their position and employment. All new employees will also be introduced to their co-workers in their work area.

New employee orientations also provides an opportunity to be introduced to the team and to job responsibilities and will ensure new employees are provided with all of the important information they will need to know to be successful in their new roles.

### **3.3 Keeping Updated Contact Information**

All employees are responsible for keeping the Ojibway Nation of Saugeen notified of their current mailing address and contact information such as telephone numbers and e-mail addresses. Any changes made to an employee's contact information must be reported immediately to the Band Manager so that their employee records can be updated accordingly.

### **3.4 Probationary Period and Annual Reviews**

#### Probationary Period Reviews

It is the policy of the Ojibway Nation of Saugeen that all new permanent employees are subject to a three (3) month probationary period at which time your immediate supervisor will be assessing your ability to meet the expectations for the job.

Probation refers to an employee's first few months of employment during which time the employee is provided with orientation to their new job, and both the employer and the employee assess the employment decision and suitability to the job prior to making a long term commitment. Work objectives and expectations contained in the position job description will be reviewed and discussed with the employee by the immediate supervisor at the time of orientation and periodically throughout the probationary period.

The probationary employee shall be advised of any problems or areas requiring improvement and will be given an opportunity to improve their performance. Please refer to Section 7.3 for more information on the Progressive Disciplinary Process.

The employee must achieve a satisfactory appraisal of work performance prior to being offered a continuous service position.

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## Existing Employees

An existing Ojibway Nation of Saugeen employee who is hired for/transferred to a new position within the business will be placed on a three (3) month probationary period.

During probation the employee:

- May request to return to their former position within the business without loss of seniority or benefits. A written evaluation of the employee's performance must take place before the employee is permitted to return to their former position, and will be discussed with the employee, then placed in their personnel file.
- May be requested to return to their former position by the Ojibway Nation of Saugeen
- Will accumulate holidays at their current rate and maintain their seniority and all applicable benefits.
- Will be allowed to take holidays during this period providing they have written approval from their immediate supervisor, but will be required to extend their probation by the same length of time for which holidays were granted.

A performance evaluation interview will take place between the immediate supervisor and the probationary employee no later than ten (10) weeks after the employment start date. In the case of a manager, the immediate supervisor and Band Manager will complete the performance evaluation interview. The evaluation will cover strengths and weaknesses in job performance and the findings will be recorded.

If the evaluation is unsatisfactory:

- The employee can be returned to their former position. Or,
- The employee can be granted an additional three (3) month probationary period to further assess their suitability for the job. In these circumstances, the employee will be provided with a letter including the following information:
  - a) Notifying the employee the extension
  - b) Outlining reasons for the extension
  - c) Listing performance concerns and setting performance expectations
  - d) Providing a new probationary period date

If the evaluation is satisfactory, the employee will be notified in writing that they have successfully completed, their probationary period for the new position. If recommended by the immediate supervisor or Band Manager and as resources are available, the employee may be granted full salary rate if not already receiving the full amount.

Records from the evaluation and the written notice will be placed on the employee's personnel file.

During the employee's probationary period, the employee's former position may be filled temporarily. The length of the term will not exceed the length of the probationary period.

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## Annual Reviews

Employees will be evaluated annually by their immediate supervisors and Band Manager before the anniversary date of employment using the Ojibway Nation of Saugeen Evaluation Form and process.

Additional evaluations may be carried out at any time by the immediate supervisor and Band Manager, or, in the case of Program Managers, the Band Manager and Customary Chief and Headmen.

An employee who disagrees with the performance evaluation may ask to meet with the Customary Chief and Headmen and with the Band Manager in attendance, to present areas of concern or disagreement. The decision of Customary Chief and Headmen will be final.

## **3.5 Overtime**

The Ojibway Nation of Saugeen recognizes there will be times when non-salaried employees may be required to work beyond their standard weekly working hours in order to meet job expectations and deadlines. Employees are not entitled to work overtime. Therefore, all overtime hours must be pre-approved or assigned by the employee's immediate supervisor in advance of overtime hours worked.

Overtime hours will be paid in accordance with legislation.

## Policy

Overtime must be pre-authorized by your immediate supervisor. When overtime is deemed necessary, employees must complete an Overtime Authorization Form that must be submitted to, signed by, and approved by your Immediate Supervisor prior to any overtime work being performed. Only authorized overtime may be recorded on time sheets.

Employees who do not gain approval by their immediate supervisor prior to working overtime hours will be subject to disciplinary action through the Progressive Discipline Process outlined in Section 7.3 of this manual.

## Accumulation of Overtime

- Overtime benefits apply only to full-time permanent employees, not salaried employees. There should be no need for a Regular Part Time or Casual Employee to work overtime. In cases where there may be a requirement, such as for vacation coverage or covering leave of absences, overtime may be approved by an employee's immediate supervisor and paid out according to legislation.
- Overtime worked must be recorded on the time sheets for authorization by the immediate supervisor. Accumulated Overtime shall be limited to twenty-four (24) hours per month and compensatory leave shall be taken, where possible, within three (3) months of the week in which the overtime was earned or, if the employee agrees electronically or in writing, it can be taken within twelve (12) months.

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### Travel for Training, Workshops, Conferences

Wherever possible, travel to attend training, workshops and conferences will be done during regular working hours. Travel time cannot be accumulated as Compensating Time Off when travel is required on weekends or after regular hours to attend business events on behalf of Ojibway Nation of Saugeen, unless under special circumstances when authorized by the Band Manager or designate.

Travel time during regular work days will be compensated at the employee's daily wage. An employee will not be compensated with Compensating Time Off for hours in excess of their regular daily work hours when they are required to be in attendance at business related events.

### **3.6 Hours of Work**

It is the policy of the Ojibway Nation of Saugeen to have set hours of work. Every employee has a standard number of hours of work and will report their actual number of hours worked on the bi-weekly time summary sheets. In addition to this, employees will be required to keep a Daily Time Sheet and Work Activity Reports. All Reports must be handed in to the Band Manager every second Wednesday by 9:00 a.m. with their timesheets. Please see Appendix "G". Copies of these Reports can be received at the Band Office. Electronic copies will be provided to all employees.

A standard work week for Regular Full Time employees is forty (40) hours. Regular office hours for the Ojibway Nation of Saugeen are 9:00 a.m. – 5:00 p.m. with an hour paid lunch.

When absent during operating hours, all employees must inform their immediate supervisor of their whereabouts.

If an employee wishes, on occasion, to change their hours of work because of unusual or special circumstances, a written request must be made to their immediate supervisor for consideration. No change will be approved that may adversely affect the overall performance of the community.

All offices will close in the afternoon for banking, personal time, shopping, etc., on paydays. Employees will be required to make up this time in order to receive this benefit. Employees will be required to discuss how they will be making up their time with their immediate supervisors.

### **3.7 Office Hours and Office Security**

#### Office Hours

The Ojibway Nation of Saugeen business hours are Monday to Friday from 9:00 a.m. to 5:00 p.m.

#### Office Security

The overall security of the Ojibway Nation of Saugeen offices is the responsibility of the Band Manager. Employees are responsible for the security of their office work areas and must ensure that there is a system in place to secure equipment, drawers and filing cabinets.

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The exterior doors of Ojibway Nation of Saugeen buildings must be kept locked between the hours of 5:00 p.m. and 9:00 a.m. and during weekends.

Keys will be issued to all Ojibway Nation of Saugeen employees who require keys and those designated by the Band Manager. All keys will be numbered and an inventory kept of the keys indicating who has each key, when the key was issued and when the key was returned. Anyone having keys or access to any Ojibway Nation of Saugeen property is responsible for its care. Employees will be responsible for replacement cost of keys that are lost.

An up-to-date computerized inventory of all equipment is the responsibility of the Band Manager.

### **3.8 Eating Periods and Rest Breaks**

Employees of the Ojibway Nation of Saugeen are entitled to the following break periods:

All Regular Full Time employees will receive a one (1) hour paid lunch.

An employee may not work more than five (5) consecutive hours without taking at least one-half hour eating period.

One fifteen (15) minute coffee break will be allowed for every four (4) hours of work.

### **3.9 Outside Employment**

As a full-time employee of The Ojibway Nation of Saugeen, you should view The Ojibway Nation of Saugeen as your main employer. If you find it necessary to find a second job, the following applies:

- You should notify your immediate supervisor as to the nature and place of any secondary employment in order that a decision be made as to the ability of maintaining both jobs.
- You may not take a second job with a business in the same or related business as The Ojibway Nation of Saugeen, or which is in any way a competitor of The Ojibway Nation of Saugeen without express consent from The Ojibway Nation of Saugeen.
- A second job must not interfere with your ability to perform your job with The Ojibway Nation of Saugeen. Absenteeism/tardiness is not excused by the demands of the second job.
- The Ojibway Nation of Saugeen work assignments and schedules will not be changed to accommodate a second job.
- You may not use your working time with The Ojibway Nation of Saugeen, or The Ojibway Nation of Saugeen equipment, for business related to the second job.
- You may not disclose any confidential or proprietary information of The Ojibway Nation of Saugeen while working at the second job.

### **3.10 Ending Employment**

An employee of The Ojibway Nation of Saugeen may decide to end the employment relationship at any time. If this occurs, the following will apply:



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## Employee Initiated Termination/Resignation

Employees wishing to end their employment with The Ojibway Nation of Saugeen, must submit a letter of resignation in writing addressed to their immediate supervisor. The letter should include the last day they intend to work, taking into account legislative requirements around termination notice. Employees are required to give at least two (2) weeks advance notice of the last day of employment. The letter of resignation will be placed in the employee's personnel file.

## The Ojibway Nation of Saugeen Initiated Termination

While The Ojibway Nation of Saugeen will make every effort to ensure ongoing, viable employment for all employees, there may be times where a significant change in business requires The Ojibway Nation of Saugeen to reassess its employee needs. There may also be times where an employee's performance is unsatisfactory or the employee has committed an act of misconduct and, as a result, a review of their ongoing employment is required.

Where required, working notice of termination, or pay in lieu of notice, will be provided in accordance with legislation where The Ojibway Nation of Saugeen ends the employment relationship. However, an employee may be terminated without notice in accordance with legislation. The notice of termination and termination pay requirements do not apply to an employee who:

- Is within the "no notice" period as prescribed by legislation
- Is guilty of willful misconduct, disobedience or willful neglect of duty that is not trivial and has not been condoned by the employer. Note: "willful" includes when an employee intended the resulting consequence or acted recklessly if they knew or should have known the effects their conduct would have. Poor work conduct that is accidental or unintentional is generally not considered willful.
- Is dismissed for Just Cause
- Employees on temporary layoff, not permanently terminated
- Employees who refuse an offer of reasonable alternative employment and employees who have been employed less than three months.
- An employee is hired for a defined term or a specific task as specified in a contract

There are a number of other exemptions that can be found on-line on the Ontario Employment Standards Website.

## Decision to Terminate

The final decision to terminate an employee for any reason must be made by the Customary Chief and/or Headmen with feedback or input from the Band Manager. Employees may be terminated for economic reasons (no further funding), or because a position is no longer required, the expiry of a term employee's contract or for Just Cause. Please refer to Section 7.3 for more information on the Progressive Discipline Process.

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### Written Notice

All employees whose employment is terminated by the Ojibway Nation of Saugeen will be notified in writing. The reasons for the termination and the effective date of termination will be included in the written notice. A copy of the written notice will be placed in the employee's personnel file.

### **3.11 Long Term Service Awards**

In recognition of an employee's overall contribution to the workplace, the Ojibway Nation of Saugeen, provides cash and keepsake awards to employees celebrating various service milestones.

Service milestones that will be recognized are as follows:

5 Years' Service	\$500.00, plus plaque with years' service
10 Years' Service	IPad or \$1,000.00, plus plaque with years' service
15 Years' Service	Mac Laptop or \$2,000.00, plus plaque with years' service
20 Years' Service	\$2,500.00, plus plaque with years' service
25 Years' Service	\$3,000.00, plus plaque with years' service

### Award Presentations

Award presentations will take place through a formal annual gathering with the community. A community feast will take place every September to celebrate all service milestones that occurred during the year. Details will be provided to all employees prior to each annual gathering.

All current active employees and active Members of Council will be entitled to this benefit.

### **3.12 Abandonment of Position**

An employee will be considered to have abandoned their position if they are absent from work without permission (unexcused absence), or informing the supervisor for a period of three (3) consecutive days. Abandonment of position is grounds for termination of employment, without notice or pay in lieu of notice.

The immediate supervisor will attempt to contact the employee to learn the reason for the absence and to find out whether the employee is planning to return to work. If an employee fails to return communication with the business, it will be assumed they have abandoned their position.

Notice that employment has been terminated will be sent in writing by registered mail and/or hand delivered to the employee.

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### **3.13 Relocation Costs**

#### New Employees

All relocation costs for new employees are the responsibility of the employee.

Exceptions may be made in special circumstances at the discretion of the Customary Chief and/or Headmen.

### **3.14 Job Descriptions**

All positions and/or employees of the Ojibway Nation of Saugeen shall have written job descriptions. Every job description shall be reviewed at least once every two (2) years to ensure its relevance and appropriateness. However, employees are encouraged to perform a regular review of their job description to ensure it remains current and to discuss with their Immediate Supervisors if they feel there is a need for revision.

Job descriptions shall be prepared and/or amended by the appropriate supervisor(s) and employees and must be approved by the supervisor and the Band Manager. All job descriptions will be designed and based on the needs of the Ojibway Nation of Saugeen.

Each job description shall include the following:

- Position Title
- Name of Immediate Supervisor
- Position classification
- Effective date of the job description
- Position Summary
- Responsibilities and duties of the position
- Qualifications
- Special Work Requirements (E.g. Travel, office work, heavy lifting, etc.)

All positions and the job description and qualifications for each position must be approved by the Band Manager and Customary Chief and Headmen, before they are filled.

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## **SECTION 4: GENERAL POLICIES**

### **4.1 Office Equipment and Office Supplies**

#### Office Equipment

All of The Ojibway Nation of Saugeen equipment should be used for legitimate business purposes. Employees must not use equipment or supplies for their own personal activities without prior approval from their immediate supervisor.

The Ojibway Nation of Saugeen equipment must not be removed from the premises except for the Ojibway Nation of Saugeen purposes.

Only Ojibway Nation of Saugeen employees will be allowed to use the Ojibway Nation of Saugeen office equipment unless prior written approval is received from the Band Manager.

Employees will protect and care for all Ojibway Nation of Saugeen equipment entrusted to them and precaution must be taken while using equipment to prevent damage, maintain good condition and prevent theft. Employees must report to the Band Manager any equipment that requires repair or maintenance.

Damage arising from the neglect, abuse or failure to properly care for facilities and equipment, will result in disciplinary action which may include paying the equivalent cost of repair or replacement. If damages are deemed to be accidental or resulting from other than negligence, repairs or replacement shall rest with the First Nation.

Ojibway Nation of Saugeen office equipment (fax machine, photocopier, etc.) must not be used for purposes other than Ojibway Nation of Saugeen businesses.

The last person to leave a particular working area at the end of the day is responsible for ensuring that all office equipment is shut off, including light, radios, coffee pots, computers, printers, etc.

#### Office Supplies

The Ojibway Nation of Saugeen ensures all employees are equipped with sufficient office supplies in order to successfully complete work assignments and to assist in carrying out day to day business functions.

Office supplies are to be used by employees for business purposes only. Any office supplies that are used for personal use and/or removed from company property will be viewed as property theft. Any employee who is found to have breached this policy will be subject to disciplinary action up to and including termination of employment.

In circumstances where employees no longer work for the company, all Ojibway Nation of Saugeen property and supplies such as notebooks, manuals, cell phones, laptops, etc., must be turned in to the Band Manager and Band Office.

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## 4.2 Dress Code

It is The Ojibway Nation of Saugeen policy that employees present a professional image whether they are at work, traveling on business, attending business functions, participating in training events, and/or participating in other business-related activities. Employees must be well groomed and dressed appropriately for our business and for their position.

Employees will dress in a manner appropriate to their duties, work setting and to situations as they arise, keeping in mind that they respect the Ojibway Nation of Saugeen.

Clothing may reflect individual tastes, sensibilities and personal expression as long as reasonable standard of neatness, hygiene and modesty are maintained and over general appearance is neat and tidy.

A professional appearance is important any time employees come in contact with clients/community members. Employees are expected to use good judgment by dressing in a way that respects the expectations of our members and co-workers and is appropriate to specific business situations.

Clothing not permitted is as follows:

- That which displays offensive language and/or pictures
- Sweatpants
- Pajama bottoms

If you have questions about appropriate attire, ask your immediate supervisor for clarification.

## 4.3 Employee Personal Files

Employee files are the property of The Ojibway Nation of Saugeen. However, upon written request, The Ojibway Nation of Saugeen will provide employees with copies of performance evaluations and other performance related documents that the employee has previously received. In addition, employees may review the contents of their file in the presence of their immediate supervisor.

It is the employee's responsibility to report any changes in name, address, telephone number, emergency contacts, dependents, marital status, etc. to their immediate supervisor.

The Ojibway Nation of Saugeen will abide by laws required for record keeping. Employee files will be kept for seven (7) years after the employee has stopped working for The Ojibway Nation of Saugeen.

### Medical Files

An employee's medical file is used to store information pertaining to their health and medical information received as a result of injury, sick leaves, benefits, etc. and is kept separately for each employee. A medical file is strictly confidential and private. The contents of these files are never combined with any other employee file such as the personnel file.

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Where medical files contain sensitive and confidential information, they will be kept in a safe, locked, inaccessible location.

For further information related to privacy, please refer to Section 6.4 in this manual.

The following procedures will be used in order to safeguard the confidentiality of personnel documents and file:

- Personnel files are to be kept in separate locked cabinet and are restricted to the Band Manager along with all membership files.
- An employee may request to review his/her their personnel file in the presence of the Band Manager or designated employees at any time, upon written request, with 48 hours advance notice given.
- An employee may request photocopies of documents in their personnel file, however; originals must always remain in the file.
- Documents or copies of documents concerning personnel matters of a confidential nature which are no longer needed must be shredded before discarding.
- An Oath of Confidentiality document to be signed by the employee when hired and signed by Customary Chief and Headmen.

#### **4.4 Ojibway Nation of Saugeen Confidential Files**

During your employment with The Ojibway Nation of Saugeen you may be exposed to confidential and proprietary information. This information may not be discussed outside The Ojibway Nation of Saugeen without the consent of the Ojibway Nation of Saugeen. The information can be shared on a limited basis only when it is necessary for assisting other agencies which require the information for their scheduling. It should only be discussed with other employees in the workplace as necessary to complete the processing of daily business.

The Ojibway Nation of Saugeen employees will keep confidential, including when no longer employed by the Customary Chief and Headmen the following information concerning the Ojibway Nation of Saugeen and its operation:

Confidential and proprietary information includes and is not limited to the following:

- Decisions and discussions designated confidential during meetings
- Memos and correspondence designated confidential
- Recruitment activities and decisions
- Financial information before approved by the Customary Chief and Headmen
- Community member information
- Financial information
- Business strategies
- Planned programming
- Contracts
- Human resources information, including payroll
- Technology and computer systems
- Policies and procedures

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- Any other proprietary and confidential information you are exposed to relating to the Ojibway Nation of Saugeen or our members

You are required to ensure that any materials and files containing confidential or proprietary material will be stored in locked filing cabinet before leaving your work areas each day.

During the workday, you should not leave any sensitive information lying about or exposed. Confidential information must not be discussed where it can be overheard by community members, suppliers or other external individuals.

Documents or copies of documents concerning confidential matters which are no longer needed must be shredded before discarding.

#### **4.5 Information Systems & Electronic Devices**

Information systems and electronic devices, such as computers, printers, photocopiers, software, e-mail, landline phones, fax machines and internet access are tools that the Ojibway Nation of Saugeen provides its employees to assist them in their work. These resources and related access systems are the Ojibway Nation of Saugeen's property and subject to review or access by the business at any time. They are provided for business purposes, however, occasional use for personal reasons is permitted. No user should have the expectation of privacy as to their computer-related usage at work whether for business or personal reasons.

*Please refer to Appendix 'E' for full policy details. All employees will be required to print and sign two (2) copies of the policy. Employees can keep one (1) copy and the other must be given to the Band Manager who will place a copy on your personnel file.*

#### **4.6 Social Media Policy**

All Ojibway Nation of Saugeen employees that maintain personal social media pages or accounts are required to comply with certain guidelines as they relate to their association with the Ojibway Nation of Saugeen. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the business, its employees, community members or potential clients may be subject to disciplinary action up to, and including termination of employment depending on the severity and number of offences.

*Please refer to Appendix 'A' for full policy details. All employees will be required to print and sign two (2) copies of the policy. Employees can keep one (1) copy and the other must be given to the Band Manager who will place a copy on your personnel file.*

#### **4.7 Non-Smoking/Vaping Policy**

The policy intends to be respectful of the need to work in a smoke-free environment for all employees, members, suppliers, or visitors. A non-smoking policy for all of Ojibway Nation of Saugeen administration offices reflects the need to have a healthy work environment for all

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employees. Smoking of any kind is prohibited inside any of our workplaces including e-cigarettes, Cannabis and vaping.

The Ojibway Nation of Saugeen will abide by all legislation and laws surrounding smoking. For more information on the law, please refer to the following links:

Provincial Laws: <https://www.ontario.ca/page/smoke-free-ontario>

Federal Laws: <https://www.canada.ca/en/health-canada/services/health-concerns/tobacco/legislation/federal-laws.html>

#### **4.8 Telephone Usage**

Due to the large volume of business calls, company telephones are only to be used for business purposes only. Only in the case of emergency, or with your immediate supervisor's approval, will employees be allowed to use a business telephone for personal calls.



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## SECTION 5: TIME AWAY FROM WORK

### 5.1 Statutory / General Holidays

The Ojibway Nation of Saugeen recognizes the following 9 Ontario Statutory Holidays:

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

All Regular Full-time Employees will receive their regular pay for General Holidays.

All Regular Part-time Employees will receive prorated pay for all Statutory Holidays.

To qualify: An employee must not be absent from work without authorization or valid reason on the working day before or following the holiday. The employee must work all of their last regularly scheduled day of work before the public holiday or all their first regularly scheduled shift after the public holiday.

When a General Holiday falls on a Saturday or Sunday, a day in lieu may be taken according to the legislation or on a day mutually agreed upon by the employee and employer.

An Employee who has agreed to work on any of the above Holidays shall, be paid public holiday pay for the day plus premium pay (one and one half times regular pay) for each hour worked.

An Employee who is required to work on any of the above Holidays, and if a day is substituted a written statement shall be provided the employee that sets out:

- a) The public holiday on which the employee will work
- b) The date of the day that is substituted for a public holiday
- c) The date on which the statement is provided to the employee

*In addition to the Statutory Holidays outlined above, The Ojibway Nation of Saugeen recognizes other Traditional General Holidays. The Ojibway Nation of Saugeen will pay its employees for the following Traditional General Holidays:*

- ❖ *Easter Monday*
- ❖ *National Aboriginal Day*
- ❖ *Aboriginal Veterans Day*

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## 5.2 Leaves of Absence

Employees will be granted leaves of absence in accordance with provincial legislation.

- ❖ Pregnancy and Parental Leave
- ❖ Family Responsibility Leave
- ❖ Family Caregiver Leave
- ❖ Family Medical Leave
- ❖ Organ Donor Leave
- ❖ Child Death Leave
- ❖ Crime-Related Child Disappearance Leave
- ❖ Reservist Leave
- ❖ Domestic or Sexual Violence Leave
- ❖ Critical Illness Leave
- ❖ Sick Leave
- ❖ Bereavement Leave

For further information regarding the above the above protected leave options/legislative leaves of absences as well as other information pertaining to leaves, please refer to the Ontario Employment Standards website:

[https://www.labour.gov.on.ca/english/es/pubs/brochures/br\\_leaves.php](https://www.labour.gov.on.ca/english/es/pubs/brochures/br_leaves.php)

Employees will be required to complete a Request for Leave of Absence Form and include in the request the reason the leave is required, the intended start date for the leave and the length of leave requested.

## 5.3 General Leave of Absence / Personal Leaves – Without Pay

Employees may apply for a personal leave of absence, without pay, for personal reasons including issues relating to family care, personal wellbeing, etc. While every effort will be made to accommodate a request for a personal leave, business requirements such as service, workload, employee performance and staffing requirements will also be considered.

### Long-Term Leave of Absence

The Ojibway Nation of Saugeen may grant a general leave of absence of up to one (1) year without pay, to a continuous service employee with at least one (1) year's continuous employment with Ojibway Nation of Saugeen. Seniority and benefits (group insurance, paid vacation time, sick leave or other employment benefits) do not accrue and will be discontinued as of the day their leave begins for the full duration of their ~~during~~ a General Leave of Absence/Personal Leave, without Pay. Insurance Benefit coverage would only be available during a long-term leave of absence in accordance with terms and conditions of the benefit carrier and upon receipt of payment in advance of all premium costs from the employee on leave.

### Leave Requests

The employee must request the leave in writing and include in the request the reason the leave is required, the intended start date for the leave and the length of leave requested. Approval is dependent upon:

- The nature of the request
- Business needs and realities

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- A minimum of a satisfactory level / meeting requirements of overall performance
  - Successful completion of the probationary period

Leave approvals will be decided by the Band Manager for leaves up to (10) days and the Ojibway Nation of Saugeen Customary Chief and Headmen for leaves of absences exceeding ten (10) days.

#### Vacation Credits:

An employee's vacation credits will be pro-rated during a leave of absence without pay. For example, an employee with 20 annual vacation days takes a leave of absence for 4 months. For that year, they are entitled to 13 days paid vacation. ( $8/12 \times 20 = 13$ ). The employee would still be entitled to the remaining 7 days, however, they would be without pay.

Employees have the option to apply accrued, unused, vacation credits against their unpaid Leave of Absence, upon written request.

#### When a Leave of Absence is Granted

If and when possible, employees should make every effort to ensure that their work is still looked after prior to the commencement of their leave of absence. This will need to be planned and coordinated with their Immediate Supervisor to ensure that the work does not suffer.

#### Returning from Leave

Upon returning to work from a Long term Leave of Absence without Pay, the employee will return to their former position within the business, or to a comparable position within the business, with the seniority and benefits earned prior to the leave in effect. This decision rests with Customary Chief and Headmen. If the employee's position has been eliminated for business reasons during the leave and an alternative equivalent position cannot be found, a severance package will be granted.

The employee will give a minimum of two (2) weeks' notice to the Band Manager prior to their return to work from the leave of absence.

#### Other Sources of Income While on Leave

With some limited exceptions, employees cannot have another source of employment income for the term of the leave of absence, including income from consulting or contract work, or any other form of business income. In these circumstances, the Ojibway Nation of Saugeen will consider the employee to have terminated their employment with the business.

### **5.4 Cultural Leave**

The Ojibway Nation of Saugeen respects the culture and territory of all members and employees. Accordingly, the Ojibway Nation of Saugeen understands that employees may require time away from work to participate in cultural events and activities throughout the year.

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All employees are eligible for time off, with pay, for one (1) in the spring and one (1) week in the fall of each calendar year for Cultural Leave purposes which may include but not limited to trapping, hunting, fishing, recreation, etc.

Employees wishing to take time off to participate in custom or traditional events must make their request in writing for approval to their Immediate Supervisor at least 30 days in advance of the leave. Written requests can be made in letter or email format. All requests for Cultural Leave will be reviewed by the employee's immediate supervisor with final approval coming from Band Manager. When making decisions, immediate supervisors

All employees will be notified of the decision of their Cultural Leave request in a timely manner.

### **5.5 Vacation Leave with Pay**

It is the Policy of the Ojibway Nation of Saugeen to ensure that every employee receives vacation leave and earned vacation pay. The Ojibway Nation of Saugeen understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. All employees are encouraged and required to use their allotted vacation time in full every year.

Employees begin earning vacation from their first day of work. Vacation entitlements are part of the employee's remuneration package.

#### Vacation Year

The Ojibway Nation of Saugeen's fiscal year is from April 1<sup>st</sup> to March 31<sup>st</sup>.

To address work/life balance, employees are encouraged to use their allocated vacation time each year. All annual vacation credits earned must be used by March 31<sup>st</sup>. Payment will not be made in lieu of Vacation, except upon termination of employment.

#### Vacation Time and Pay

Employees are entitled to a minimum of two weeks of vacation annually after completing one year of employment with the same employer. Employees with five or more years of employment are entitled to three weeks of vacation time. Vacation entitlement may also vary depending on an employee's individual employment agreement such as Teacher's Contracts, etc.

All full-time employees will earn Vacation Days at the following rates:

<b>Service with Company</b>	<b>Week per Year</b>	<b>Days per Year</b>	<b>Vacation Pay</b>
One (1) year, but less than five (5) years	Two (2) weeks' vacation	10	Four (4)%
Five (5) years, but less than ten (10) years	Three (3) weeks' vacation	15	Six (6)%

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Statutory holidays are not counted as vacation time. Should a statutory holiday occur during an employee's selected vacation time, that day will not be calculated as paid vacation time taken.

Vacation schedules are subject to the approval of your Immediate Supervisor. Vacation time must be requested well in advance to allow for proper planning, particularly where duration in excess of two weeks is involved.

### Employees on Probation

Employees will not be eligible to take vacation during their probationary period, unless previously approved by their immediate supervisor, prior to their start date of employment. However, employees on probation are eligible to take vacation time accrued during the first year of employment. Employees on probation will accumulate vacation at the appropriate rate per month but are not eligible for time off until they have successfully completed the probationary period.

### Vacation Credits Earned

An employee is entitled to vacation leave with pay once they have accrued/earned vacation credits.

### Scheduling Vacations

If the amount of vacation time earned is between two and five days inclusive, the vacation days must be taken consecutively, unless an employee makes a request electronically or in writing and the immediate supervisor agrees electronically or in writing to shorter periods.

If the amount of vacation time earned is more than five days, five days must be taken consecutively and any additional days may be taken together with those five days or in a separate period of consecutive days. However, an employee may request electronically or in writing and the immediate supervisor may then agree to schedule the vacation in shorter periods.

### Vacation Approvals

All vacation requests must be approved your immediate supervisor by submitting a Request for Leave form. Vacation time cannot be taken unless it has been approved.

Vacation days will be scheduled within the department or unit to ensure that adequate coverage is always available. Conflicts in vacation schedules and coverage between employees will be resolved on the basis of seniority.

Requests for summer vacations must be submitted prior to May 15th to allow for proper scheduling. Requests for spring vacations must be made before January 15th. In all cases one (1) month notice is required for vacation leave requests from management and supervisory positions.

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## **5.6 Medical & Dental Appointments**

Employees requiring time off to attend medical and dental appointments should make every effort to schedule these appointments at times which will least disrupt business operations and to make it easier for everyone.

If you need to miss time due to a Medical, Dental Appointment, or any other appointment, permission for time off is to be requested from your Immediate Supervisor.

Time not at work will be without pay for hourly paid employees'.

### Medical Appointments

Medical Physicians make community visits only on a monthly basis. Employees can check with the community Health Centre for dates of all community visits.

### Dental Appointments

All employees must travel out of town for dental appointments.

### Optometrist Appointments

Optometrists make annual community visits typically in the fall. Employees can check with the Community Health Centre for dates of all community visits.

Employees are encouraged to make every effort to schedule appointments ahead of time and try to schedule them all in one day, if at all possible. Vacation days can be used to apply to days off to attend appointments.

## **5.7 Medical Escort Leave**

### Medical Escorts

All approved Medical Escort Leaves will be without pay. Employees will be required to complete a Request for Leave of Absence Form prior to commencement of the leave. Included in the request will be the reason for the leave, the intended start date for the leave and the length of leave requested. All approvals will be made by the Band Manager.

Employees will also be required to provide confirmation of the appointment prior to the leave being granted. The confirmation of appointment must include only the following information:

- Date(s) of appointment
- Time of Appointment

In cases where multiple appoints may be required in the course of a year, employees may provide a confirmation of all appointments in advance, for work scheduling purposes.

Approval of all Medical Escort leaves will be based on a case by case basis.

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## 5.8 Paid Personal Days

The Ojibway Nation of Saugeen will provide paid personal days to employees in the event of an illness or accident involving an employee or a member of the employee's immediate family. Paid personal days can also be used for other personal related matters as the need or desire arises at the employee's discretion.

Personal days with pay shall be granted to a maximum of 6 days per year. Any personal days beyond these maximums will be without pay. Unused personal days are not cumulative and cannot be carried forward. Personal days with pay is not a benefit during an employee's probationary period. In circumstances where an employee leaves the company either voluntarily or non-voluntary, unused personal days will not be eligible for payout at the time of employment termination.

If an employee requires more time off after exhausting their paid personal days, they must make a Leave of Absence without pay request. For more information on this type of leave, please refer to Section 5.3.

### Extended Employee Illness:

Employee absences due to illness will be funded using the paid personal days and can be managed through the normal absence management process.

If the illness or injury is not being funded by an insurer like Worker's Compensation, a Record of Employment will be issued once the employee has used up their earned personal day credits.

### Reporting an Illness or Absence from Work:

If an employee is absent from work for their own illness, the illness of a family member, in the case of an emergency, or, for personal reasons, they must notify their immediate supervisor by phone before the start of their shift. Employees will also be required to inform their immediate supervisor on the first day of their absence and every day subsequent that they are away from work.

If there are client needs or urgent matters that need to be taken care of in your absence, and if you are able, please inform your Immediate Supervisor so these matters can be looked after. If your Immediate Supervisor is not in the office, please follow the chain of command below to advise what needs to be reassigned during your absence:

1. Band Manager
2. Headmen
3. Chief

### Illness During Vacation:

If an employee becomes ill during their scheduled annual vacation, the illness is over three days in length and/or requires admission to a hospital, the employee can use any unused paid personal days for their absence. Upon return to work, the employee will be credited with vacation days equivalent to the number of paid personal days to a maximum of their scheduled

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vacation. To qualify, the employee will provide proof of illness to their Immediate Supervisor and to the Band Manager.

Disability Leave:

An employee may be given a disability leave of absence if they are unable to perform the functions of their position because of a serious health condition. The employee will be required to obtain a medical certificate from a qualified physician if this information has not already been provided. Included on the medical certificate should be an expected date of recovery and return to work.

A disability leave of absence begins after the 120th calendar day period (waiting period) of sick leave. The employee may be eligible for long-term disability (LTD) benefits during the period of the disability leave.

Vacation and Personal Leave Days:

While on an unpaid medical or disability leave, employees are not eligible to earn or receive vacation or personal day credits.

Return to Work:

The diverse needs of the Ojibway Nation of Saugeen employees returning from a sick leave or disability leave of absence will be accommodated up to the point of undue hardship for the business. Following a disability leave, the Ojibway Nation of Saugeen will attempt to return the employee to their former position, or if the position has been staffed or eliminated for business reasons during the leave, they will be given a comparable position in the Ojibway Nation of Saugeen with the same wage and benefits. The employment guarantee is no longer in place if the employee is unable to return to work within the two-year period of the disability leave.

Contact with Employee while on Sick Leave:

The Ojibway Nation of Saugeen will only contact employees while on sick leave in the following situations:

- When there is a need to communicate to them with information that affects all employees or to update them on developments or changes in the business.
- For the purpose of gathering return to work information/updates and the accommodation process.

**5.9 Compassionate Leave**

Continuous service full-time, term and probationary employees are eligible for Compassionate Leave with pay to a maximum of five (5) working days each year in the event that a serious illness or injury of a member of the immediate family requires their care or they require time to deal with a pressing personal or family crisis. The employee must submit a Request for Leave of Absence Form for the approval from their immediate supervisor.

Employees wishing to apply for a Compassionate Leave from the business would need to use up any accrued unused vacation time first.



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## 5.10 Bereavement Leave

Bereavement leave will be provided in the unfortunate event of a family member or to a close friend of an employee. An employee should contact their immediate Supervisor and/Band Manager as soon as possible prior to commencing their leave.

### Death of a Family Member

An employee is eligible for bereavement leave with pay for a period of up to (2) two working days due to the death of a family member. Family members are defined as:

- Spouse (includes both married and unmarried couples, of the same or opposite genders)
- Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- Spouse of the employee's child
- Brother or sister of the employee
- Relative of the employee who is dependent on the employee for care or assistance

The Ojibway Nation of Saugeen recognizes that the definition of immediate family may be extended beyond the above list in certain cultures or situations. Therefore, those who are not related, and whom employees consider to be like a close relative, also fall under this definition.

### Extended Leave

The Band Manager may approve an extended compassionate leave with pay up to 2 days in total, considering circumstances such as travel or complex situations. Additional days may be granted where international travel is required and will vary on a case by case basis.

Before requesting an extended leave of absence for bereavement, all personal days and compassionate leave days must be used first.

### Bereavement Leave While on Vacation

If an employee experiences a death of a family member or close friend while on their scheduled vacation, the employee can use the related number of compassionate days for their absence. Upon return to work, the employee will be credited with vacation days equivalent to the number of approved compassionate leave days to a maximum of their scheduled vacation. An employee's Immediate Supervisor and the Band Manager must be contacted for prior approval.

## 5.11 Elections Leave

### Elections

In the case of Municipal, Provincial, or Federal, Ojibway Nation of Saugeen will allow an employee reasonable time off to vote.

Under Ontario's Election Act, all employees who are qualified to vote are entitled to three consecutive hours, while polls are open, for voting. In order to be qualified to vote in Ontario, an employee must be:

- a) A Canadian citizen

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- b) At least eighteen years old on election day. And,
  - c) A resident of Ontario.

Polls are open from 9am to 9pm in most Ontario ridings. Where an employee's work hours do not permit them to have the required three consecutive hours to vote while polls are open, the Ojibway Nation of Saugeen will provide them with time off to ensure compliance with the businesses legal obligations.

The Ojibway Nation of Saugeen is not obligated to provide three consecutive hours off work where an employee has the same amount of time to votes outside of their work hours within the time that polls are open. The Ojibway Nation of Saugeen can use their discretion as to when the three hours off for voting are taken. Time can be granted at a time that best suits the needs of the business.

### **5.12 Christmas Leave**

The Ojibway Nation of Saugeen closes all offices for 2 weeks. All employees are eligible for time off with pay for a two (2) week period which includes Christmas and New Year's Day. The timing of the break will be determined by the Ojibway Nation of Saugeen Customary Chief and Headmen. Employees who work in the Health Programs, for the Band Office, and School Management, must be available to work during this period if services are required in the community. Employees may take this time off with pay at a later date to make up for the time missed.

### **5.13 Inclement Weather Leave/Emergency Closing**

#### Office / Facility Closures

At times, emergencies such as severe weather, fire, or power failures can temporarily disrupt operations. The Ojibway Nation of Saugeen will try to notify employees if the businesses must close. It is the employee's responsibility to also contact their immediate supervisor to find out about any closures. Employees will be paid for time missed due to closures lasting 5 (five) days or less. In circumstances where the business will be closed for more than 5 working days, employees will be granted an unpaid leave of absence and issued a Record of Employment.

#### Community Evacuations

In circumstances where community fire, or severe weather, occur, and evacuations are issued, employees will be granted an unpaid leave of absence until local authorities have deemed it is safe to return back to the community.

### **5.14 March Break Leave**

All employees are eligible for time off with pay for a one (1) week period each calendar year for March Break purposes. Time off will be based on the school March Break Schedule.

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## 5.15 Pre-Approved Training and Education

The Ojibway Nation of Saugeen encourages employees to pursue lifelong learning. The Ojibway Nation of Saugeen recognizes that employee training and development is of mutual benefit to the individual employee and to the business by enhancing employee satisfaction and performance while contributing to overall business effectiveness.

### Reimbursement for Training Courses

The Ojibway Nation of Saugeen will reimburse the cost of pre-approved business related training courses upon successful completion of the course. Procedure is as follows:

1. A formal request must be made to your immediate supervisor and Band Manager by filling out a Training Course Request Form. Information required as part of the request will be as follows:
  - Name of course(s)
  - Name of Educational Institution
  - Cost of course(s)
  - Run dates of course(s)
  - Summary of Course Content
  - Etc.
2. The course must be pre-approved by the Band Manager prior to taking the course.
3. The Ojibway Nation of Saugeen will pay for all approved costs upfront. However, if an employee does not receive a passing grade, all course costs will need to be reimbursed to the Ojibway Nation of Saugeen.
4. Upon course completion and receipt of passing grade, a copy of all receipts (payment for the course) and proof of the passing grade must be submitted to the Band Manager.
5. In situations where the employee pays for the course costs, the Ojibway Nation of Saugeen will reimburse the employee 100% of the cost of the course/tuition, including text books, once proof of the passing grade has been submitted to the Band Manager.
6. The following expenses will not be eligible for reimbursement:
  - Parking Fees
  - Mileage
  - School Supplies (paper, pens, pencils, etc.)

### Day of the Exam

The Ojibway Nation of Saugeen will also provide the day of the exam as a day off with pay for study purposes. Any other days required to be off will be at the expense of the employee. Accrued vacation days can be applied against any days off without pay.

### Service and Repayment Agreement

A Service and Repayment Agreement will be drafted and must be signed in advance.

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If an employee chooses to terminate their employment with the Ojibway Nation of Saugeen, all course costs (including professional development course costs) are repayable back to the Ojibway Nation of Saugeen as per below:

<b>EMPLOYEE INITIATED TERMINATION OF EMPLOYMENT</b>	<b>REPAYABLE AMOUNT \$</b>
Termination of employment within 12 months* of course completion	100% of costs are repayable
Termination of employment between 13 months* and 24 months* of course completion	50% of costs are repayable
Termination of employment after 24 months* of course completion	0% of costs are repayable

\*Calculated from date of reimbursement

In the event where the employees' employment is terminated by the Ojibway Nation of Saugeen, repayment of costs will not be required by the employee, unless terminated for just cause.

- The Ojibway Nation of Saugeen will withhold repayments from your last pay and any unpaid amounts will be immediately due unless other arrangements have been made, in writing, and agreed upon with the Band Manager.
- If an employee voluntarily attends training courses to upgrade or increase job related skills, there must be no cost to the Ojibway Nation of Saugeen, unless it has been approved in advance by the Band Manager.

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## **SECTION 6: WORK ENVIRONMENT**

### **6.1 General Employment Practices**

The Ojibway Nation of Saugeen is committed to fostering and maintaining a diverse workforce that is characterized by dignity, respect and equity. The Ojibway Nation of Saugeen provides equal opportunity to all employees and applicants for employment. It is our intent and desire that fair and equitable opportunities will be provided in employment which includes recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

### **6.2 Respectful Workplace, Harassment, and Violence Prevention**

All employees are entitled to in a workplace that is free of harassment, discrimination, and workplace violence.

The Ojibway Nation of Saugeen is committed to providing a safe and respectful work environment for all employees, suppliers, community members, prospective clients and visitors so far as reasonably practicable. No one, whether as an employee, a supplier, a client or any member of the public should be subjected to discrimination, harassment, sexual harassment, personal harassment, bullying, disrespectful or violent behaviors, for any reason, at any time. No one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, while at work or in any situation related to employment.

*Please refer to Appendix 'B' for full policy details. All employees will be required to print and sign two (2) copies of the policy. Employees can keep one (1) copy and the other must be given to the Band Manager who will place a copy on your personnel file.*

### **6.3 Accommodation Policy**

#### Statement of Commitment

The Ojibway Nation of Saugeen is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy) gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability. The Ojibway Nation of Saugeen commits to provide accommodation for needs related to the grounds of the Ontario Human Rights Code, unless to do so would cause undue hardship, as defined by the Ontario Human Rights Commission's Policy on disability and the duty to accommodate.

Accommodation will be provided in accordance with the principles of dignity, individualization and inclusion. The Ojibway Nation of Saugeen will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

#### Objectives of the Policy and Procedure

The purpose of this Accommodation Policy and Procedure is to:

- 
- Ensure that all members of The Ojibway Nation of Saugeen are aware of their rights and responsibilities under the Ontario Human Rights Code with respect to accommodation.
  - Set out in writing the business's procedures for accommodation and the responsibilities of each of the parties to the accommodation process.

### Application of the Policy and Procedure

This policy and procedure applies:

- To all employees, including full-time, part-time, temporary, casual and contract employees, as well as people who work to gain experience or for benefits, such as volunteers, etc. It also applies to people who are applying for employment with the business.
- At all stages and to all aspects of the employment relationship, including recruitment and selection, promotions and transfers, and conditions of work such as hours of work and leaves of absence.
- To all business locations.
- To all new and existing employees will be provided with a copy of this accommodation policy and procedure. All job applicants who are selected for an interview will be notified of the accommodation policy and procedure before the interview.

### Requests for Accommodation

All requests for accommodation must be made to your immediate supervisor as well as the Band Manager. Please refer to Appendix "I" to review the information required on the Accommodation Request Form.

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The *Code* ground the accommodation is being requested on.
- The reason accommodation is required, including enough information to confirm the existence of a need for accommodation.
- The specific needs related to the *Code* ground.

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

### Providing Information

Your immediate supervisor or Band Manager may require more information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a *Code* ground.
- Where more information on the employee's limitations or restrictions are needed to determine an appropriate accommodation.

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- Where there is a demonstrable objective reason to question the legitimacy of the person's request for accommodation.

Where expert assistance is needed to identify accommodation needs or potential solutions, the accommodation seeker is required to cooperate in obtaining that expert advice. Any costs associated with obtaining such expert advice will be borne by the Ojibway Nation of Saugeen.

Failure to respond to such requests for information may delay the provision of accommodation.

The Band Manager will maintain information related to:

- The accommodation request
- Any documentation provided by the accommodation seeker or by experts
- Notes from any meetings
- Any accommodation alternatives explored
- Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with persons who need the information.

#### Privacy and Confidentiality

The Ojibway Nation of Saugeen will maintain the confidentiality of information related to an accommodation request, and will only disclose this information with the consent of the employee or applicant.

### **ACCOMMODATION PLANNING**

The accommodation process is a shared responsibility, and everyone involved must work cooperatively, share information, and work towards potential accommodation solutions. It is in everyone's best interests that friendly and respectful relationships be maintained throughout the accommodation process.

It is helpful to document the accommodation process and the result in a formal accommodation plan. This ensures that the parties clearly understand their roles and responsibilities, and facilitates accountability and regular monitoring.

Accommodation requests will be dealt with promptly. Where necessary, interim accommodation will be provided while long-term solutions are developed.

The Band Manager, the person requesting accommodation related to a *Code* ground and any necessary experts will work together to develop an Accommodation Plan for the individual.

The Accommodation Plan, when agreed on, will be put in writing, and signed by the individual requesting accommodation and the Band Manager. It may include:

- 
- A statement of the accommodation seeker's relevant limitations and needs, including any needed assessments and information from experts or specialists, bearing in mind the need to maintain the confidentiality of medical reports.
  - Arrangements for needed assessments by experts or professionals.
  - Identification of the most appropriate accommodation short of undue hardship.
  - A statement of annual goals, and specific steps to be taken to meet them.
  - Clear timelines for providing the accommodation.
  - Criteria for determining the success of the accommodation plan, together with a process for reviewing and re-assessing the accommodation plan as needed.
  - An accountability mechanism.

### Appropriate Accommodations

Accommodation may take many forms. What works for one person may not work for another. Each person's situation must be individually assessed. In each case, the business must implement the most appropriate accommodation, short of undue hardship. An accommodation will be appropriate where it results in equal opportunity to attain the same level of performance or to enjoy the same level of benefits and privileges experienced by others, and where it respects the principles of dignity, inclusion and individualization.

The aim of accommodation is to remove barriers and ensure equality. Accommodations will be developed on an individualized basis. Appropriate accommodations may include:

- Workspace/Work station and equipment adjustments
- Job redesign
- Changes to business policies and practices
- Technical aids
- Human support
- Providing materials in alternative formats
- Building modifications
- Counselling and referral services
- Modifications to current job
- Temporary or permanent alternative work
- Consider other jobs in same department
- Consider other jobs outside the current department, if necessary
- Changes to performance standards
- Leaves of absence
- Changes to scheduling of hours of days of work/work schedule
- Changes to work uniforms
- Changes to the location of work
- Breaks
- Workload

This list is not exhaustive.

### Monitoring Accommodations

Accommodation needs and business structures may change over time. As well, accommodations may require adjustments during and after implementation, to improve



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effectiveness or efficiency. So it is important to regularly monitor and review the accommodation plan.

The Band Manager and the person receiving accommodation will monitor the success of the Accommodation Plan, and promptly address any deficiencies or any relevant changes in the workplace or the employee's needs.

### Undue Hardship

Accommodation will be provided to the point of undue hardship. A decision on undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

The Ojibway Nation of Saugeen Band Manager and Chief and Headmen, and a team of professionals would determine whether an accommodation would create undue hardship.

Where an accommodation is assessed to create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon as to why the accommodation cannot be provided.

Where a decision has been made that an accommodation would cause undue hardship, The Ojibway Nation of Saugeen will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

## **6.4 Privacy**

The Ojibway Nation of Saugeen will follow the Privacy Legislation to comply with the Personal Information Protection & Electronic Documents Act (PIPEDA). The Ojibway Nation of Saugeen is committed to respecting the privacy of personal information about its employees and is committed to protecting the personal information of its employees provided in the course of employment and the operation of the business. This policy outlines the process by which the Ojibway Nation of Saugeen will protect the privacy of personal information regarding its employees and, specifically, how such information is collected, used and disclosed.

Personal information means any information that may be used to identify an individual, including any factual or subjective information, recorded or not, about an identifiable individual, except the name, title, and business address or business telephone number of an employee (information found on a business card or in public directories).

### Collection of Personal Information

The Ojibway Nation of Saugeen routinely collects personal information about employees as required by law or for legitimate business purposes including employees' administration, management purposes and the performance of services on behalf of the Ojibway Nation of Saugeen.

The Ojibway Nation of Saugeen will make every reasonable effort to ensure that the personal information it uses is accurate and complete and will protect this information by taking

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reasonable measures designed to prevent unauthorized collection, access, use, disclosure or disposal.

The Ojibway Nation of Saugeen may collect information about an employee from a number of different sources including, but not limited to:

- Information provided by the employee on applications or other forms
- Information provided by agencies or other reference sources such as past employers or educational institutions
- Medical, health or disability related information provided by employees and/or their health care providers for accommodation, leaves, benefits or insurance purposes
- Information disclosed by a government agency and court documents. e.g. garnishment order
- Performance generated reports, evaluations and client feedback

#### Use and Disclosure

The Ojibway Nation of Saugeen will use and disclose personal information only as required by law or for legitimate business purposes including employees administration, management purposes and the performance of services on behalf of community members. In the event the Ojibway Nation of Saugeen desires to use and/or disclose personal information for purposes that are not directly employment-related, it will obtain employee consent for such use or disclosure.

#### Safeguards

To ensure that the Ojibway Nation of Saugeen commitment towards the collection, use, storage, disclosure and the destruction of personal information, The Ojibway Nation of Saugeen requires each employee who has access to employee personal information take reasonable measures to protect the privacy of such information.

For further information regarding privacy legislation, please refer to the following link:

PIPEDA: <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/page-1.html>

### **6.5 Security & Loss Prevention**

It is every employee's responsibility to help maintain the security of both the company's property and that of the employees. All employees must make security a habit.

#### Building/Office Keys

All employees who are issued keys for building/office access are responsible for their safekeeping. Employees who misplace or lose their keys are to bring it to the attention of the Band Manager right away.

#### All Building/Office Doors and Alarms

All building/office entry/exit doors are to be kept locked during non-business hours. At the end of the business day the last employee leaving the building/office assumes the responsibility for ensuring that all doors are securely locked and alarms armed.

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Any employees who will be staying at the office beyond normal business hours must let the Band Manager know they are in the office for safety reasons.

#### Building/Office Break-Ins

In the event an employee suspects the building/office has been broken into, they are to leave the business premises right away and call the local authorities. Employees must not jeopardize their Health and Safety at any time. Not under any circumstances shall any employee enter/re-enter the building/office for any reason until trained local authorities have advised it is safe to return.

#### Employee Personal Belongings and Property

Personal items kept on business property should be carefully safeguarded. The Ojibway Nation of Saugeen is not responsible for personal belongings or property. Purses, wallets and any other valuables should not be left unattended.

Any security concerns must be reported to the Band Manager immediately.

### **6.6 Workplace Cleanliness**

A clean and orderly workplace is an important part of creating a positive work environment. Cleanliness is good for business, makes our workplace more comfortable, and is important in terms of safety as it reduces the risk of accidents and work related injuries both for employees and visitors.

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## **SECTION 7: STANDARDS OF CONDUCT**

### **7.1 Conflict of Interest**

A conflict of interest is a situation in which any employee of The Ojibway Nation of Saugeen either of their own benefit, or the benefit of some other person, attempts to promote a private or personal interest which results or appears to result in an interference with the objectives and duties of The Ojibway Nation of Saugeen, or gain or advantage by virtue of their position in the business.

A conflict of interest occurs when you allow your personal interest to influence your ability to make honest and ethical business decisions in the best interests of the company. A conflict of interest can arise when you take actions or have interests that may make it difficult for you to perform your work for The Ojibway Nation of Saugeen, objectively and effectively.

Conflicts of interest may also arise when you or a member of your family receive personal benefits as a result of your position with the company. For example, accepting gifts, favors or entertainment may influence or be perceived to influence your ability to make objective business decisions.

If any employee perceives that a conflict of interest exists or has potential to develop, even as a result of their relatives or close associates financial dealings, and/or a relative or close associate of employment, the employee must ensure that a conflict ceases to exist or develop and must distance themselves from the situation in order to avoid such a conflict.

The potential for conflicts of interest may exist in the workplace and you are expected to use reasonable judgment in determining whether a given situation could lead to a conflict, or constitutes a conflict, or could be perceived as a conflict.

The onus shall be on all employees of The Ojibway Nation of Saugeen to ensure that conflict of interest is avoided in all circumstances.

The following guidelines below include some of the more common conflict of interest issues, however, it should not be considered a definitive listing where it would be impossible to list every situation.

#### Hiring Practices

The Ojibway Nation of Saugeen is committed to hiring the most suitable and best qualified candidate for any position within The Ojibway Nation of Saugeen to ensure business goals, objectives, and initiatives are met.

#### Inside Information

Through their work, The Ojibway Nation of Saugeen employees are sometimes privy to confidential information about our applicant businesses. This is referred to as inside information and includes such concerns as knowledge of new business opportunities, the financial stability of the business, etc.

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Employees must not use inside information for the financial or personal benefit of themselves, their family, or associates. Employees must not disclose information about the business or about our applicants to any unauthorized person outside of The Ojibway Nation of Saugeen.

#### Private or Personal Business Interest Conflicts

An Ojibway Nation of Saugeen employee may pursue personal and private business interests as long as no conflict of interest results and the employee does not use their position to make personal profit, gain an advantage or confer a benefit at The Ojibway Nation of Saugeen expense. In addition, employees cannot be involved in the decision making process of purchasing products or services for The Ojibway Nation of Saugeen from companies in which they hold a direct or indirect interest.

If you have any direct or indirect ownership, interest or profit participation in outside business enterprises that have or may have dealings with The Ojibway Nation of Saugeen, you must disclose the details in writing to the Band Manager, Chief and Headmen.

If you are faced with, and are unsure how to handle, a situation that you believe may be a conflict of interest, please notify the Band Manager. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Employees will not be excused from adhering to this policy on the basis that they did not realize that a conflict of interest existed or may arise.

## **7.2 Code of Conduct**

### Code of Conduct

We all need to come to work each day ready to perform our jobs ethically and to the best of our abilities. The policy on Code of Conduct reflects the philosophy and values of the Ojibway Nation of Saugeen. Each Ojibway Nation of Saugeen employee is expected to abide by the following Code of Conduct. While it is not possible to cover every situation that an employee could face, this Code covers the basic principles that every Ojibway Nation of Saugeen employee must follow.

An employee must:

- Abide by the policies and procedures of the Ojibway Nation of Saugeen contained in this Manual, as amended from time to time, and all other policies and procedures of the Ojibway Nation of Saugeen.
- Conduct themselves in a professional and courteous manner.
- Perform assigned duties in an efficient, thorough and timely manner.
- Promote the use of First Nation languages, values, traditions and practices in the delivery of services.
- Maintain confidential all information received by them in the course of their employment.
- Respect the laws and community standards of the First Nation communities.
- Take care of equipment and vehicles and ensure that their office and work area are kept neat, tidy and secure.
- Disclose any conduct or information which comes to his/her attention which may significantly impact the carrying out of their duties or the integrity of the business.

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- Not be impaired while at work and must be able to carry out their job functions in a safe, efficient, or competent manner. Please refer to Section 7.5 for more information on the Drug and Alcohol Policy. For full policy details, please refer to Appendix “F”.
  - Not transport alcohol, drugs or other controlled substances to any First Nation community, including the Ojibway Nation of Saugeen.
  - Continue to learn the skills required for the fulfillment of their jobs and see learning and development as part of their job performance.
  - Adhere to the Dress Code. Please refer to Section 4.2 for more information on the Dress Code Policy.
  - Protect company information and assets.
  - Protect the company’s assets from loss, misuse, and theft.
  - Not berate, degrade or be rude to clients, community members or coworkers. Any form of abuse, harassment, or other forms of disrespectful and inappropriate behavior towards employees, suppliers, clients, community members, or others will not be tolerated.
  - Maintain a safe and healthy work environment.
  - Avoid situations where your personal interests conflict or might conflict with the interests of the company.

#### When you have any Questions on What to Do

When in doubt as to what to do in a particular situation, you must exercise proper judgement by seeking additional information and guidance before acting. Below, you will find the steps you need to keep in mind when you have a question or are experiencing a problem. If you still need assistance once you have followed these steps, or you still do not feel comfortable approaching the Band Manager with your question, please discuss it with Chief and Headmen.

- In order to reach the right solutions, both you and the Ojibway Nation of Saugeen must be as fully informed as possible. Therefore, ensure you have all of the facts.
- Ask yourself:
  - What specifically have I been asked to do?
  - Does it seem unethical or improper? Use common sense. If something feels like it could possibly be unethical or improper, it likely is.
  - If the result of my actions would appear on the news, would it be embarrassing to me, the Ojibway Nation of Saugeen, or my family?
- Discuss the problem with the Band Manager where they are accountable to provide you with the basic guidance for all situations and they have the responsibility to help you solve problems.
- Be sure that you always ‘ask’ first and then ‘act’ later. Ensure that you seek guidance first before you act when you are unsure of what you should do.

#### Consequences for not following the Code

Failure to follow the Code will lead to disciplinary action. This may include, but is not limited to, training, coaching, written warning, suspension, and termination of employment.

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### 7.3 Progressive Discipline

At the Ojibway Nation of Saugeen, we believe employees have good intentions and want to contribute positively to the business through their work. When a misunderstanding or disagreement about priorities or approaches to work occurs between an employee and the Ojibway Nation of Saugeen, an open and honest conversation is encouraged as a professional and respectful way to sort the matter out. If satisfactory resolution cannot be achieved in this manner, formal discipline may be necessary to help correct or improve the situation.

The Ojibway Nation of Saugeen values each and every employee. We acknowledge that communication can be complex and that misunderstandings can arise between people despite the best of intentions or the most innocent attempts to be clear.

#### Reasons for Discipline

Formal disciplinary action may be initiated as a result of inappropriate or inadequate behaviour that includes but is not limited to:

- Misconduct, incompetence, unsatisfactory performance, ineffective work habits, inappropriate attitude to other employees at any level including harassment of any kind
- Insubordination or neglect of duties
- Misuse of authority
- Disrespectful treatment of co-workers, superiors, community members, and clients
- Conviction of a criminal offense and / not adhering to community by-laws
- Abuse of and lack of respect of the First Nation Clients and Community Members
- Persistent, unexplained absenteeism
- Persistent, unexplained tardiness in relation to work hours or work deadlines
- Conflict of interest
- Non-compliance with the Ojibway Nation of Saugeen policies and procedures, as outlined in this manual.

It should be noted that violation of certain policies, such as but not limited to the code of conduct policy, as well as racial remarks being made to either fellow employees, community members, or clients, are grounds for immediate dismissal.

#### Procedures for Discipline

Disciplinary action will be taken against employees by following a progressive process.

The first response for dealing with an employee's behaviour that is deemed inappropriate is an open and honest conversation, the objective of which is to clarify for the employee how and why their behaviour is unacceptable within the business. Should this positive coaching approach not lead to satisfactory resolution (i.e., positive change in attitude and/or behaviour), the Band Manager must initiate the following documented disciplinary process:

Verbal Warning: Where an offense is committed for the first time, a verbal warning will be given by the employees' immediate supervisor to the employee.

The verbal warning will outline the following points:

- The specific performance or conduct that is unacceptable
- Specific points about how behaviour and/or attitude must change to reach acceptable standards and expectations
- Training or other assistance available to help the employee meet acceptable standards



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- and expectations
  - Specific timeframes within which standards and expectations must be met

The immediate supervisor will produce a written report of the incident and of the verbal warning. This written report will be placed in the employee's personnel file.

Written Warning: If the employee's conduct does not improve within thirty (30) days of the verbal warning, the employee will receive a written warning, outlining the same conditions. The employee will be given fourteen (14) days to respond in writing.

The written warning will detail the persistent unacceptable performance and/or attitude, including:

- The specific performance or conduct that is unacceptable
- Specific points about how behaviour and/or attitude must change to reach acceptable standards and expectations
- Training or other assistance available to help the employee meet acceptable standards and expectations
- Specific timeframes within which standards and expectations must be met

The content of the letter is discussed with the employee in a face-to-face meeting and is signed by both the employee's Immediate Supervisor and the employee. A copy of this letter is placed in the employee's personnel file. It will be removed from an employee's file after an appropriate timeframe, anywhere from six months to five years, depending on the situation. Even if the employee refuses to sign the written warning, the letter is placed in their personnel file.

If after a conversation and a written warning the inappropriate behaviour, performance or conduct does not change to satisfactorily meet the stated expectations of the immediate supervisor, the final steps in the disciplinary procedure are enacted.

#### Final Warning

If the employee's conduct/performance does not improve, a Final Warning will be delivered. The final warning will outline the same conditions. The final warning will also be clear and will outline that failure to improve will result in the employees termination of employment with the Ojibway Nation of Saugeen.

#### Notice of Dismissal

Notice of dismissal of employment will be made in writing by the Ojibway Nation of Saugeen to the employee.

During the corrective action process, employees will be provided with a copy of all warning letters and action plans. Employees will be expected to sign all warning letters acknowledging they have received a copy of the warning letter and understand the contents within the letter.

#### **Just Cause**

The Ojibway nation of Saugeen reserves the right to dismiss an employee upon reasonable notice or suspend/dismiss an employee immediately without notice for just cause, without following the above procedures where management deems that circumstances warrant it.

Employment may be terminated for just cause without notice or payment in lieu of notice. Just cause includes, but is not limited to, the following: insubordination, theft, intoxication, assault, abusive language, neglect of duties, damage to the Ojibway nation of Saugeen property, breach of confidentiality, and other similar offences.



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## 7.4 Attendance and Lateness

The Ojibway Nation of Saugeen expects that every employee will be regular and punctual in attendance and report for work at the designated time. This means being at work, ready to work, at the agreed upon starting time each day. Absenteeism and tardiness places a burden on other employees and on The Ojibway Nation of Saugeen.

If you are unable to report for work or are going to be late for any reason, you must contact the Band Manager as early as possible. Employees are to sign in each day by completing their daily log sheet and work journals. Let the Band Manager and Receptionist know of any absence from the office during the day and the expected time of return.

All employees falling into the category of administration and all Band Employees must report to the receptionist with an itinerary for the day so that they can be contacted wherever and whenever necessary. Location and contact phone numbers are required.

Repeated instances of lateness, unauthorized absenteeism, or patterns of absenteeism or tardiness, will result in progressive disciplinary action.

## 7.5 Drug and Alcohol Policy

The Ojibway Nation of Saugeen is committed to providing a safe working environment for all employees, contractors, community members, and our customers. Being impaired at work is an extremely serious matter that affects the health and safety of the Ojibway Nation of Saugeen's employees and others. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to the Ojibway Nation of Saugeen.

*Please refer to Appendix 'F' for full policy details. All employees will be required to print and sign two (2) copies of the policy. Employees can keep one (1) copy and the other must be given to the Band Manager who will place a copy on your personnel file.*

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## **SECTION 8: Health and Safety**

### **8.1 Introduction**

The Ojibway Nation of Saugeen is committed in preventing work place accidents and injuries. The Ojibway Nation of Saugeen will endeavor to provide a safe and healthy working environment for all employees and will take the necessary steps to identify and alleviate any potential hazardous situations.

The Ojibway Nation of Saugeen recognizes that safety, accident prevention and the preservation of health are of primary importance in all The Ojibway Nation of Saugeen operations and that these activities require the combined efforts of employees and management.

Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect the employee's safety and health and the health and safety of any other persons who may be affected by the employee's acts or omissions at work.

When an employee has reason to believe, and does believe, that a condition exists that is dangerous to their safety or health in the performance of work, the employee shall report that condition to their Health and Safety Representative and/ Band Manager.

For more information as to the role a Health and Safety Representative, please refer to the following link: <https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives#section-4>

For information regarding the Occupational Health and Safety Act, please refer to the following link: <https://www.ontario.ca/laws/statute/90o01>

For information regarding the Ontario Ministry of Labour – Health and Safety, please refer to the following link: <https://www.labour.gov.on.ca/english/hs/>

### **8.2 General Health and Safety**

#### First Aid Services

First aid kits are fully equipped to handle minor injuries. The location of the first aid kits will be made known to employees during their orientation to the Ojibway Nation of Saugeen.

It is the responsibility of each facility representative to ensure that all first aid kits are properly stocked with the appropriate supplies. Each facility representative will be accountable to check each first aid kit the first Monday of every month to ensure they remain well stocked.

#### Fire Safety

Fire extinguishers are located in each workplace. The exact location of the fire extinguishers will be made known to employees during their initial orientation to the Ojibway Nation of Saugeen. It is in the best interest of everyone to consider health and safety in every activity. The commitment to health and safety must form an integral part of The Ojibway Nation of Saugeen.

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### Building Evacuation

All precautions have been taken to prepare for an orderly evacuation in the event of an emergency.

Your facility representatives have been trained to help you exit the building through pre-designated numbered doors or the nearest safe exit.

In the event that an evacuation of the building becomes necessary:

- Look for your immediate supervisor/ a member of the management team
- Look around you to see that no one has been left behind and preferably take a buddy with you
- Gather around your immediate supervisor

Your immediate supervisor will take a roll call or head count!

- Follow the facility representative, teacher, immediate supervisor, etc. to the designated assembly area in the parking lot
- At this time another roll call will take place

If evacuation becomes necessary while you are in the lunchroom or away from your work station, leave through the nearest safe exit and gather in the nearest assembly area.

Your immediate supervisor and /or facility representative will advise you when it is safe to re-enter the building.

Please review and become familiar with the following with all Fire Evacuation Floor Plans.

### **8.3 Injuries While at Work**

All work related injuries or illnesses must be reported immediately to the Band Manager to ensure claims or injuries of a serious nature can be properly followed up with for Group Insurance Benefits and Safe Work practices. All relevant Accident/Incident Report forms will be filled out.

Health benefits and seniority will continue to accrue while an eligible employee is employed and absent from work because of a work-related injury or illness. The employee will continue to accumulate paid sick leave during an absence due to a work-related illness or injury.

However, the period of absence during which the employee is absent from work due to either a work-related injury or illness does not count when determining the employee's entitlement to vacation leave or movement on a salary grid.

After an absence due to a work-related injury or illness, the Ojibway Nation of Saugeen will return the employee to work where reasonable practicable. The Ojibway Nation of Saugeen may assign to a different position, with different terms and conditions of employment any employee who, after an absence due to work-related illness or injury, is unable to perform the

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work done prior to the absence as part of the accommodation process. Please refer to the Accommodation Policy in Section 6.3 of this manual.

Ojibway Nation of Saugeen's obligation to return an employee to work ceases two (2) years from the date on the medical certificate stating that the employee is fit to return to work, with or without restrictions.

What to do if you are injured at work:

1. Report the injury to your immediate supervisor immediately, if required, obtain first aid.
2. First Aid Kits for Minor Injuries can be used while more serious injuries and/or emergencies may require ambulance or air ambulance services.
3. Complete and send Accident/Incident Report forms to the Band Manager following the injury.
4. If required, see a health care professional and submit a copy of the certificate of illness or modified duties requirements to the Band Manager.
5. Report to work on your next scheduled shift for regular or modified duties. If you are unable to come into work, you must call your immediate supervisor and advise that it is due to the workplace accident. A doctor's note needs to be provided.
6. Cooperate with your immediate supervisor and/ Band Manager to achieve an early and safe return to work.

What to do if a co-worker is injured or ill?

An employee who has qualifications in the case of an injured person, such as first aid, should proceed as their training would indicate.

At first indication of possible injury or illness you should consider the following:

1. **STOP** all activity immediately at first indication of possible injury or illness.
2. **KEEP** all spectators well away from the injured person.
3. **LISTEN** to the person's description of the complaint and how the injury occurred. If the injured person is unable to explain, assume the worst and call or have someone else call for emergency by dialing the toll free line: 807 – 737 – 3030 and will direct you to the correct medical services or call the police at 1 – 888 – 310 – 1122.
4. **EVALUATE** the seriousness of the injury. Look for obvious deformity or other deviation from the person's normal structure or motion.
5. **DO NOT MOVE** the victim unless the injuries are of a minor nature.
6. **AS SOON** as possible, please contact the Band Manager. If it is possible, try and record the names of any witness(s). This is very important if there is a need to investigate this accident in the future.

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## 8.4 General Information

As the employer, The Customary Chief and Headmen is ultimately responsible for employee Health and Safety and will attempt to ensure a safe and healthy work environment.

Immediate Supervisors will be held accountable for the health and safety of employees under their supervision. They will take the steps necessary to identify potential hazardous situations and will rectify all hazardous situations brought to their attention. Immediate Supervisors are responsible for ensuring that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

Employees must also take steps to protect their own health and safety by working in compliance with applicable laws and safe work practices and procedures. The Ojibway Nation of Saugeen will ensure that training is provided to employees in their specific work tasks to protect their health safety.

All employees are requested to report any repairs or maintenance that is required on equipment or the office building or any incidents or situations which may pose a risk to the health and safety of employees. They must report any problem areas or imminent danger situations that pose health risks to employees.

## 8.5 The Right to Refuse Work

The Occupational Health and Safety Act (OHSA) gives an employee the right to refuse work that they believe is unsafe to themselves or another employee. An employee who believes that they are endangered by workplace violence may also refuse work.

For more information, please refer to the following link: <https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>

### Procedures for Refusing Dangerous Work

#### *First Step*

- Once you have determined the work is unsafe, please report this to your immediate supervisor and/safety representative.
- Your immediate supervisor and/safety representative will then contact the Band Manager.
- The Band Manager and/or designate will investigate the situation in the presence of the employee as well as with the safety representative.
- If the **issue is resolved**, the employee goes back to work.
- If the **issue is not resolved**, a second step is taken

#### *Second Step*

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- With reasonable grounds to believe work is still unsafe, the employee will continue to refuse and remains in safe place. The Band Manager will then call the Ministry of Labour.
  - The Ministry of Labour Inspector will then complete an investigation in with the employee present along with the Band Manager and safety representative and/ immediate supervisor.
  - The Inspector will give their decision to the employee, Band Manager, safety representative and/supervisor, in writing.
  - Changes are made if required or ordered. The employee can then return to work.

### **8.6 Employee Participation in Safety**

From time to time employees of the Ojibway Nation of Saugeen may be called upon to serve on advisory groups/committees for when dealing with safety concerns/issues relevant to the Ojibway Nation of Saugeen.

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## **SECTION 9: Payroll and Salaries**

### **9.1 Timesheets and Recording of Hours of Work**

The Ojibway Nation of Saugeen requires that all employees track their time and work activities by using the approved Daily Time Sheet and Work Activity Report.

All employees of the Ojibway Nation of Saugeen are required to record actual daily hours worked, and any work activity during the two-week pay period on an approved Daily Time Sheet and Work Activity Report. These reports must be submitted to your immediate supervisor every second Wednesday by 9:00 a.m. The Reports are then forwarded to the Finance Department for processing by the Band Manager.

It is the responsibility of the immediate supervisor to verify and authorize hours of work and work activities reported prior to the report being forwarded to the Band Manager.

Payroll cheques will not be issued without the receipt of a properly authorized Daily Time Sheet and Work Activity Report.

Please refer to Appendix “G” for a copy of the Daily Time Sheet and Work Activity Report.

### **9.2 Pay Schedule**

The Ojibway Nation of Saugeen employees are to be paid Bi-Weekly or twenty-six (26) pay periods per year.

The normal payday is every second Thursday.

### **9.3 Payroll Cheques**

The Finance Administrator reviews payroll before authorizing signature to ensure that no discrepancies on the cheques being issued exist. All permanent employees receive direct deposit on a bi-weekly basis.

Payroll cheques stubs will be sent through email.

### **9.4 Deductions from Wages**

There are three types of deductions can be made from an employee’s wages:

1. Statutory deductions (done in accordance with federal and provincial legislation such as Income Tax, Employment Insurance Premiums and Canada Pension Plan contributions)
2. Deductions authorized by a court order (wage garnishments)
3. Deductions authorized by the employee and agreed to in writing (subject to certain restrictions and conditions)

### **9.5 Additions and Changes to Payroll**

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When an employee is hired, the Band Manager, with advanced approval from the Chief and Headmen, will provide the Finance Administrator with a copy of the offer of employment letter, or employment agreement/contract.

If there are any changes to an employee's salary or if there are issues that affect the rate of pay or pay level, they must be first approved by Chief and Headmen. Once approved, the Band Manager will be notified and will provide the Finance Administrator with the applicable details. The Band Manager will then place the changes made in the employees personnel file.

### **9.6 Equal Pay for Equal Work**

The Ojibway Nation of Saugeen treats all employees equally regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, family status and record of offences to their salary for work which:

- Is substantially the same kind of work performed in the same ~~place~~ establishment
- Requires substantially the same skill, effort, and responsibility. And,
- Is performed under similar working conditions

Except when payment is made in circumstances such as seniority, merit increase, etc.

### **9.7 Salary Increases**

Salary increases are based on satisfactory performance appraisals and merit. They are considered by the Band Manager and Customary Chief and Headmen annually and will be granted only when funds are available.

### **9.8 Garnishment of Wages**

In circumstances where a request for garnishment has been made, a copy of the Court Order will be placed in the employee's personnel file.

The employee's wages will be reduced by the amount and for the length of time required by the Court Order.

The Ojibway Nation of Saugeen will provide the employee with a schedule setting out the amounts to be deducted on each payroll to be impacted by the Court Order.

An employee will not be punished because of a Court Order garnishing wages, nor will it be taken into consideration for an employee's performance appraisal.

### **9.9 Payroll Advances**

The Ojibway Nation of Saugeen will only provide employees with payroll advances under extenuating circumstances or for emergency purposes only that will be determined on a case by case basis. The employee's salary advance must be approved by the Band Manager. Should a payroll advance be approved, the payroll advance must be paid back by the employee no later



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than March 31st. A payroll advance and deduction form must be signed at the time of the approval by the employee.

Employees who wish to receive a payroll advance must make their request in writing to the Band Manager. The request must include the amount \$\$ requested and reason(s) why.

Before being considered for a payroll advance, employees must have successfully completed their probationary period, must be meeting performance expectations, and must not be under any disciplinary actions, at the time of the request.

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## **SECTION 10: Employee Benefits and Training**

### **10.1 Employee Benefits**

The Ojibway Nation of Saugeen offers benefits to eligible employees through the Great West Life Assurance Company.

Benefits coverage through the Employee Group Benefits Plan is as follows:

- Employee Life Insurance
- Dependant Life Insurance
- Accidental Death, Dismemberment and Specific Loss
- Employee Critical Illness Insurance
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Healthcare and Vision Care
- Dental care

Please review your Group Benefit booklet that was provided to you during your orientation for more detailed information.

Participation in the plan is a condition of employment. Employees cannot opt out unless they can provide proof of insurance through their spouse. Employees are eligible at (3) three months of employment.

#### Long Term Disability (LTD)

Long term disability coverage is calculated at a percentage of monthly earnings to a maximum benefit. The waiting period prior to becoming eligible for long term disability is 120 days. Consult your benefits booklet for the coverage available for long-term disability.

In the case of an employee becoming disabled and drawing LTD benefits on our company benefits plan, it is the Ojibway Nation of Saugeen's policy to maintain the health, dental, LTD, and life insurance benefits of said employee's plan for a period of two (2) years from the first day of the absence. Employees will remain responsible for their portion of the benefit costs. After two (2) years, the employee will be responsible for paying full benefits costs.

### **10.2 Professional Development and Training**

The Ojibway Nation of Saugeen encourages employees to pursue lifelong learning. The Ojibway Nation of Saugeen believes that professional training will assist band employees to meet the needs of our community and enhance the services the Ojibway Nation of Saugeen offers. It is the policy of the Ojibway Nation of Saugeen to provide opportunities for appropriate professional development as funds allow.

All professional development and training must be approved by the Band Manager or the Ojibway Nation of Saugeen Customary Chief and Headmen and must be part of a personal training plan resulting from the annual performance evaluation. The Band Manager is responsible for designing an employees' training plan each year.

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If an employee voluntarily attends training courses to upgrade or increase job related skills, there must be no cost to The Ojibway Nation of Saugeen, unless it has been approved in advance by Band Manager and Customary Chief and Headmen.

### **10.3 Professional Dues**

The Ojibway Nation of Saugeen will reimburse the cost of annual professional dues to all employees with a professional designation related to the business such as teaching, etc. Employees must successfully complete their probationary period before being reimbursed through an expense claim procedure. Reimbursements will be calculated (prorated) from date of successful completion of probationary period. Where the employee ends employment, professional dues will be prorated and deducted from final pay.

### **10.4 Mandatory Training**

Each employee is required to attend certain mandatory training sessions based on their job responsibilities. Failure to meet training requirements will result in disciplinary action up to and including possible termination of employment. Each program responsible for training will maintain the necessary training attendance documentation.

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## **SECTION 11 Travel Procedures and Guidelines**

### **11.1 Authorization**

All work-related travel by the Ojibway Nation of Saugeen employees, including travel whose costs are not being paid by Ojibway Nation of Saugeen, must be authorized in advance by the Band Manager.

### **11.2 Business Expenses & Travel**

The Ojibway Nation of Saugeen will reimburse reasonable out of pocket expenses incurred by employees when on company business. The Ojibway Nation of Saugeen will follow current Treasury Board Rates.

### **11.3 Unauthorized Absence**

Unauthorized absences from the purpose or activities for which travel was taken will result in the following actions:

- The cost of travel including any advance must be reimbursed to Ojibway Nation of Saugeen.
- Pay will be deducted for the time of unauthorized absence.
- Further travel will not be authorized until unauthorized travel costs are reimbursed by the employee.

### **11.4 Unauthorized Expenditures**

Ojibway Nation of Saugeen will not be responsible for unauthorized expenditures (movie rentals, long distance phone calls, room damages, etc.), unauthorized trips, personal phone calls, or other expenses outside the allowable travel-related expenses outlined in this policy.

### **11.5 Accommodations**

The Ojibway Nation of Saugeen will pay for the following authorized expenses:

- Hotel accommodations expenses to include room and taxes only (costs if applicable).
- Hotel accommodations are expected to be at reasonable rates for the city traveled to.
- Private accommodations rate (without meals) not to exceed \$50.00 per night
- Receipts must be provided for hotel and private accommodations and submitted five (5) days after the travel date.

### **11.6 Taxis and Ground Transportation**

The following guidelines apply:

- Receipts must be provided.
- Employees who use their own private vehicles, will be reimbursed at a rate of \$0.57 per kilometer.

- Where mileage claimed is more than the price of airfare, the equivalent cost of airfare will be paid.

### Vehicle Rental

- Vehicle rental must receive prior approval by the Band Manager.
- Only economy vehicles will be authorized for rental. Full insurance must be taken. A copy of the vehicle rental agreement must be attached to the travel claim
- The Ojibway Nation of Saugeen will not be responsible for any traffic violations or parking tickets. Employees will be accountable for making these payments.

### **11.7 Economy Air, Bus or Rail Fare**

Travel must be made using the means which best balances the following considerations:

- Travel expenses must be completed after all travel
- Time efficiency. Most direct route to and from destination must be taken
- Receipts must be provided for all travel expenses incurred
- No First Class or Business Class fares will be reimbursed

### **11.8 Meals and Incidentals**

Meal and Incidental Allowances: Daily per Diem Rates for Breakfast, Lunch, and Dinner

<b>Breakfast</b> – Approved rate per day	Breakfast rates cannot be claimed if departure is after 8:00 a.m. or time of arrival at residence is before 7:30 a.m.
<b>Lunch</b> – Approved rate per day	Lunch rate cannot be claimed if departure is after 1:15 p.m. or time of arrival at residence is before 12:15 p.m.
<b>Dinner</b> - Approved rate per day	Dinner rate cannot be claimed if departure is after 7:00 p.m. or time of arrival at residence is before 6:30 p.m.
<b>Incidental</b> - Approved rate per day <i>*(e.g. fees and tips for baggage, baggage handlers, and other personal service employees (taxi), etc.)</i>	Incidental rate can be claimed if trip requires overnighing. Incidental rate is for each night spent away from home on business.

Per diem amounts for meals are to be used only for when meals throughout the day have not been covered. Therefore, if a client / conference provides a meal, the per diem for that meal is not claimable. This would also apply when attending conferences, workshops, etc.

Incidental rate can be claimed if trip requires overnighing. Incidental rate is for each night spent away from home on business. Examples include: Fees and tips for baggage, baggage handlers, and other personal service employees.

The Finance Clerk will check for monthly rate changes on the first business day of each month from the Treasury Board and will send out any rate changes to all employees. It will be the employees' responsibility to update their Expense Report Template.

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Link to Treasury Board Rates: <https://www.njc-cnm.gc.ca/s3/en>

### **11.9 Registration Fees**

The Ojibway Nation of Saugeen will pay for all conferences fees, seminar fees, meeting fees, etc.

### **11.10 Before Travelling**

The traveling employee must complete a Travel Authorization Request Form. The Band Manager will make any travel arrangements required.

### **11.11 After the Trip**

Within five (5) working days of an employee's return, the employee will be required to provide the Band Manager with a written report outlining what they have learned from their course, workshop, seminar, conference, etc. and share the information they received with their peers/co-workers in order to pass on this knowledge.

### **11.12 Attending Workshops, Conferences and Training Sessions**

Employees, who have been scheduled to attend workshops, conferences, and training sessions and fail to show without a reasonable explanation, will be subject to disciplinary action up to and including termination of employment. Employees may also be required to reimburse any funds that cannot be reimbursed to the Ojibway Nation of Saugeen from their next pay.

Employees must seek prior approval from their immediate supervisor and/Band Manager if they are unable to attend and in cases of an emergency, as soon as possible.

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## **SECTION 12: COMMUNICATION**

### **12.1 Employee and Community Member Concern Process**

#### Employees

The Ojibway Nation of Saugeen recognizes that there may be times when employees have a job-related problem, question or concern. If this happens, employees should discuss it with their immediate supervisor. By doing this employees usually reach the simplest, quickest and most satisfactory solution.

Concerns will be addressed as quickly as possible, and the employee will be kept informed of the progress and resolution.

The Ojibway Nation of Saugeen values and encourages input from employees on matters that impact their work and the working environment. We encourage employees to provide suggestions and ideas to their immediate supervisor.

#### Community Members

The Ojibway Nation of Saugeen recognizes that at times community members may express concerns or experience problems with some aspect of the business. How employees react in addressing community member concerns is very important in maintaining positive relationships moving forward and in preventing the situation from occurring again.

Employees are expected to listen to the complaint and be understanding. In most cases, the clients and/community members have concerns about the business and not about you, personally. Record the details of the complaint so that you can report exactly what the concern/problem is to your immediate supervisor so it can be resolved. Make sure you have all of the facts.

You immediate supervisor will guide you in what needs to happen next. If you have made any promises to the client, please ensure you discuss this with your immediate supervisor and follow-up with the community member, if necessary. We encourage employees to provide suggestions and ideas to their immediate supervisor on options for fixing the problem.

### **12.2 Announcements, Postings & General Information**

Employee communications may be distributed through the e-mail system, distributed by paper memos and/or announced at meetings, at the community clinic, community center, school, local post office and grocery store in Savant Lake, website, etc. Employees are encouraged to read all notices sent out or posted.

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## SECTION 13: HEALTH

### 13.1 On Call 24 hour – Medical Driver

The Ojibway Nation of Saugeen employs a medical driver with the purpose of transporting community members to and from appointments from the community to Sioux Lookout and return during regular business hours (as per Health Canada, the hours of work are from 9:00 a.m. to 5:00 p.m.). However, there may be circumstances where medical emergencies occur at any time of day, or night or over the weekends. In these cases, an ambulance will be called, as per Health Canada.

### 13.2 Medical Van/Transportation Policy for Medical Driver

#### Eligibility

All community Band Members of the Ojibway Nation of Saugeen are eligible for medical transportation services, including non-members living and working for the Ojibway Nation of Saugeen within the community.

The Health Director or Medical Van Driver must be contacted well in advance of any appointment to ensure pick up of clients/community members.

All medical transportation must be pre-authorized by the Community Health Representative. All patients must produce an appointment card or details of their appointment.

All Medical Van Driver's will ensure a Medical Transportation Log will be kept daily.

#### Services

Basic transportation services to and from the Ojibway Nation of Saugeen for medical appointments including:

- General Practitioner Appointments and Hospital Care
- Specialists Appointments
- Diagnostic tests and medical treatments ordered by a physician or other Health Care Professional within their scope of practice
- Therapy (as referred by General Practitioner or specialist)
- Dental Appointments / Surgery
- Mental Health appointments, medical supplies and equipment
- Preventative screening such as breast cancer screening, etc.
- Optometrist Appointments where immediate care is required
- Alcohol, Solvent, drug abuse and detox treatment
- Traditional Healers
- For those who do not own a vehicle, prescription drugs will be picked up on regularly scheduled trips by the Medical Van Driver, if permitted.



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## Operating Procedures – Non Emergency

Patients/community members requesting services must have the Community Health Representative arrange for appointments according to the following schedule:

Monday	8:30 a.m. to 3:30 p.m.
Tuesday	8:30 a.m. to 3:30 p.m.
Wednesday	8:30 a.m. to 3:30 p.m.
Thursday	8:30 a.m. to 3:30 p.m.
Friday	8:30 a.m. to 3:30 p.m.

### *Guidelines:*

- If the patient arranges their own appointment, they are responsible for their own transportation to and from the appointment.
- Appointments must be cancelled by the patient. The patient must inform the Community Health Representative the day before the appointment. Failure to inform the Community Health Representative the day before may result in suspension of services at the discretion of the Community Health Representative.
- At no time shall the maximum passenger load of 7 (8 passengers, including the driver) be transported.
- Patients shall be picked up after their appointment at a mutually agreed time and location (patient/driver). The driver shall wait no more than 10 minutes. If the patient has not come to request additional time (i.e. Appointment is running late) the driver will continue on their run and the patient will be responsible for their own transportation home.
- At no time shall any alcohol, intoxicants and/or non-prescription drugs be transported in the medical van.
- The driver must refuse service to any person found to be in possession of or under the influence of alcohol, intoxicants or non-prescription drugs for the protection of driver and clients/community members.
- The medical van driver is not responsible for looking after children while parents/guardians are seeing the doctor. Patients are responsible for making suitable child care arrangements.
- Patients must receive approval from the Community Health Representative if they wish to bring an escort along. Escorts are approved by Health Canada.
- Baby/child safety restraints seats shall be made available. All passengers must wear seatbelts at all times while the van is in operation.
- Complaints must be made in writing and signed by the patient. Complaints should be submitted to the Health Director.
- Anyone under the age of sixteen (16) must be accompanied by an adult (18) years of age or older.
- Violations of this policy may result in suspension of privileges by the Community Health Representative . Patients may appeal decision of the Community Health Representative in writing to the Band Manager.
- Under no circumstances will the patient be required to pay driver for services rendered.
- There shall be no un-scheduled stops.
- This transportation policy shall be posted in the Band Office, Community Health Center, and on the company website: <https://ojibwaynationofsaugeen.ca/> and available upon request.

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- All information pertaining to patients shall be held in the strictest confidence. (including the names of passengers.)

#### Emergency Night and/or Weekend Service

As per Health Canada, if there is an emergency outside of regular business hours, the patient will be required to call an ambulance.

#### Transportation to Alcohol and Drug Treatment Centers

##### *Guidelines:*

- The NNADAP worker will make the referral to the treatment facility.
- The treatment facility approves the patient intake.
- The patient will then be transported to Sioux Lookout, Ontario
- Non-insured will get them to their treatment facility.
- Transportation costs and accessibility will be taken into consideration for out-of-province treatment services by non-insured.
- Return transportation costs will be paid by non-insured.
- If a patient discharges themselves from treatment, they must pay their own travel expenses.

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## SECTION 15: Appendices

Appendix	Title
A	Social Media Policy
B	Respectful Workplace & Harassment Prevention Policy
C	Respectful Workplace & Harassment Complaint and Response Form
D	Employee Guiding Principle
E	Information Systems and Electronic Devices
F	Drug and Alcohol Policy
G	Daily Time Sheet and Work Activity Report
H	Oath Confidentiality Agreement
I	Accommodation Request Form

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## 15.1 Appendix “A”: Social Media Policy

### Policy:

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

### Procedure:

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

1. Employees are expected to conduct themselves professionally both on and off duty. Where an employee publically associates with the business, all materials associated with their page may reflect on the business. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.
2. Posts involving the following will not be tolerated and will subject the individual to discipline:
  - Proprietary and confidential business information
  - Discriminatory statements or sexual innuendos regarding co-workers, management, clients, community members, or vendors; and
  - Defamatory statements regarding the business, its employees, clients, community members, or vendors.
3. Where an employee mentions The Ojibway Nation of Saugeen, they will be required to include a disclaimer stating that any opinions expressed are the employee’s own and do not represent the business’s positions, strategies, or opinions.
4. Employees who use these sites are prohibited from disseminating any private business information therein, or any negative comments regarding the business.
5. The Ojibway Nation of Saugeen employees are prohibited from speaking on behalf of the business, releasing confidential information, releasing news, or communicating as a representative of the business without prior authorization to act as a designated company representative.
6. Use of personal social media may not conflict with any of the business’s existing policies whatsoever.
7. Employees are prohibited from using personal social media during regular working hours, employees should limit its use to official breaks, (i.e. meal breaks). The use of social media should not have a negative impact on user productivity or efficiency.
8. Policies governing the use of copyright materials, logos and other forms of branding and identity apply to electronic communications. Employees are prohibited from using The

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Ojibway Nation of Saugeen protected materials (copyright material, branding and/or logo(s)) without prior express written permission.

9. The Ojibway Nation of Saugeen prohibits the use of business owned computer resources for use in the illegal download or upload of copyright materials without express written permission, and authorization from the copyright holder.

This policy is not intended to interfere with the private lives of our employees, or impinge their right to freedom of speech. This policy is designed to ensure that The Ojibway Nation of Saugeen image and branding are maintained.

Employees should abide by these guidelines whether they mention the business by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to the business which can negatively affect the business's reputation. Where a link can be made between a negative or inflammatory post and the business, even if not named directly, the employee may be subject to disciplinary action.

An employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.

#### Client's Use

Employees should also be aware that many clients, community members, and person's present on our business's property frequently use mobile phones and other devices to take photographs or recordings. Employees should always represent the business in a positive and professional manner so negative images are not posted on social media sites of clients, community members, or visitors.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action, up to and including termination or employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## 15.2 Appendix “B”: Respectful Workplace, Harassment and Violence Prevention Policy

The workplace harassment and Violence Prevention Policy applies to all employees and subcontractors.

The Ojibway Nation of Saugeen is committed to providing a safe, healthy, and harassment and violence free work environment in which all employees are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including, clients, other employers, supervisors, employees and members of the public, as applicable. No one has the right to discriminate against, harass, bully, show disrespect or be violent towards anyone while at work or in any situation related to employment. This policy applies to all employees of The Ojibway Nation of Saugeen including all persons contracted by the Ojibway Nation of Saugeen. This policy also applies to:

- Any location where the business of the Ojibway Nation of Saugeen is being carried out.
- Other locations and situations such as during business travel, attendance at conferences and trade shows, work-related social gatherings or other locations where the prohibited behavior may have a subsequent impact on the work relationship, environment or performance.
- Communication on/through all social media sites.

The Ojibway Nation of Saugeen will not tolerate or condone any type of behavior which contravenes this policy and will take necessary and appropriate action to address situations that occur which are a breach of this policy. It is the responsibility of every employee to conduct themselves in a manner consistent with this policy.

We require high standards of professional and ethical conduct from our employees. Our reputation with our community, clients, prospective clients, and community members for honesty and integrity is key to the success of the Ojibway Nation of Saugeen.

### **DEFINING DISCRIMINATION**

Discrimination is defined as treating someone differently based on a protected characteristic or failure to reasonably accommodate. Discrimination usually includes the following elements:

- Not individually assessing the unique merits, capacities and circumstances of a person.
- Instead, making stereotypical assumptions based on a person’s presumed traits.
- Having the impact of excluding persons, denying benefits or imposing burdens.

### **DEFINING HARASSMENT**

**Workplace harassment** means engaging in a course of inappropriate comments or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome, embarrassing, humiliating, or demeaning to an employee or a group of employees, in a workplace. It also involves workplace sexual harassment. Examples of Harassment may include:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend.
- Displaying or circulating offensive pictures or materials in print or electronic form.
- Bullying (Personal & Psychological Harassment)

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- Repeated offensive or intimidating phone calls or e-mails. Or,
  - Workplace sexual harassment.

Harassment may be a one-time event or series of incidents and may also exist systemically as part of the work environment.

Retaliatory behavior in response to a complaint is also considered to be harassment.

## **HARASSMENT ON HUMAN RIGHTS GROUNDS**

Ontario's Human Rights Code is a provincial law that gives everyone equal rights and opportunities without discrimination or harassment in specific areas such as employment, housing and services.

The code's goal is to prevent discrimination and harassment based on the following grounds:

- Race
- Ancestry
- Place of origin
- Colour
- Ethnic origin
- Citizenship
- Creed (religion)
- Sex (including pregnancy)
- Sexual orientation
- Gender identity
- Gender expression
- Age (18 and over, 16 and over in accommodation)
- Marital status (including same sex partners)
- Family status
- Disability
- Receipt of public assistance (in accommodation only), and
- Record of offences (in employment only)

Examples of Human Rights based harassment include, but are not limited to:

- Insulting gestures, remarks, jokes, innuendoes or taunting based on any of the above prohibited grounds or about adornments (an accessory or ornament worn to enhance the beauty or status of the wearer). They are often worn to embellish, enhance, or distinguish the wearer, and to define cultural, social, or religious status within a specific community, and rituals associated with cultural or religious beliefs.
- Displaying racist, derogatory or offensive written or visual material
- Racial or ethnic slurs, including racially derogatory nicknames
- Unwelcome inquiries about a person's source of income or funding
- Racially motivated threats, intimidation or physical force
- Any action, verbal or physical, that expresses or promotes racial intolerance, prejudice, discord or hatred

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- Refusal to work with or cooperate with an employee or co-worker because of any of the above prohibited grounds
  - Any action, verbal or physical, that expresses or promotes racial intolerance, prejudice, discord or hatred

### **PERSONAL & PSYCHOLOGICAL HARASSMENT – “BULLYING”**

Workplace harassment also includes what is often called “psychological harassment” or “personal harassment.”

The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years). However, there may be situations where the conduct happens only once. For example, a single instance of an unwelcome sexual solicitation or advance from a supervisor or manager could constitute workplace sexual harassment.

Personal and psychological harassment is also known as “bullying” and can include abuse of authority. This consists of abusive and unwelcome comments and behaviors or actions that offend, abuse, intimidate, humiliate, demean or cause loss of dignity to an individual and can often have the effect of interfering with a person’s work performance. Personal harassment can take place between peers and it can take place between individuals where there is a power imbalance.

“Bullying” occurs when the behavior criticizes or degrades an individual in a persistent manner or in the presence of others. It is abusive behavior that makes the recipient feel upset, threatened, humiliated or vulnerable. “Abuse of authority” harassment occurs when a person in a position of authority uses their position unreasonably and with the intent to interfere with an employee or the employee’s job through the use of humiliation, intimidation, threats or coercion. A “person in authority” is typically someone who has the ability to influence or impact the working conditions of others.

Examples of personal and psychological harassment include, but are not limited to:

- Written or verbal abuse, threats and/or patronizing comments that are humiliating, demeaning or threatening
- Condescending remarks or behavior which undermines self-respect
- Misuse of authority such as deliberately punitive assignments
- Reprimanding and belittling an individual publicly
- Threats to one’s employment, working conditions or personal security
- Dismissive gestures, or comments
- Using patronizing behavior, language or terminology which reinforces stereotypes and undermines self-respect or adversely affects work performance or working/learning conditions
- Practical jokes that cause awkwardness or embarrassment, that endanger an employee’s safety or negatively affect work performance
- Spreading rumors or gossip about another individual
- Isolating an individual or refusing to work with an individual without justifiable reasons
- Displaying graffiti or other material which is racist, sexist, sexually explicit, ethnic-based, religious, offensive, degrading or derogatory



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- Unwelcome remarks, jokes, innuendoes, or taunting about a person's appearance, body, height, weight, attire, age, marital status, gender, ethnic background, race, religion, accent, sexual orientation or disability or any other prohibited ground.

## **DEFINING SEXUAL HARASSMENT**

**Workplace sexual harassment** means:

- a) Engaging in a course of inappropriate comments or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Or,
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- c) Any conduct, comment, gesture, contact of a sexual nature likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Reasonable action taken by the employer or supervisor relating to the management and direction of employees or the workplace is not workplace harassment.

Employees are encouraged to report any incidents of workplace harassment to the appropriate person. Examples of sexual harassment may include but are not limited to:

- Asking questions, talking, or writing about sexual activities
- Rough or vulgar humour or language related to sexuality, sexual orientation or gender
- Displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
- Leering or inappropriate staring
- Invading personal space
- Unnecessary physical contact, including inappropriate touching
- Demanding hugs, dates, or sexual favours
- Making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
- Verbally abusing, threatening or taunting someone based on gender or sexual orientation. Or,
- Threatening to penalize or otherwise punish an employee if they refuse a sexual advance.

Where the conduct or behaviour includes inappropriate sexual touching, this may also constitute a criminal offence such as sexual assault. In such cases, the police should be notified.

Harassment is not:

- Appropriate performance reviews, counseling, coaching or discipline by your immediate Supervisor.

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- Day-to-day management decisions involving work assignments, workplace assessments or implementation of appropriate dress codes, provided they are carried out in a manner that is reasonable and not abusive
  - Physical contact necessary for the performance of the work using accepted industry standards.
  - Conflict or disagreements in the workplace that are not based on one of the prohibited grounds and would reasonably be considered as acceptable within a workplace setting.
  - Occasional misunderstandings, thoughtlessness or poor communications.
  - Reasonable words or actions related to isolated stress or frustrations encountered in the performance of work duties.
  - Consensual banter or conduct, or romantic relationships, where the people involved do not find it offensive or unwelcome and consent to what is happening.

## **DEFINING WORKPLACE VIOLENCE**

The Ojibway Nation of Saugeen is committed to the prevention of workplace violence and is ultimately responsible for the health and safety of all employees. The Ojibway Nation of Saugeen will take whatever steps are reasonable to protect our employees from workplace violence from all sources.

The Occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee. It also includes an:

- Attempt to exercise physical force against an employee in a workplace, that could cause physical injury to the employee; and a
- Statement or behaviour that an employee could reasonably interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

This may include:

- Verbally threatening to attack an employee
- Leaving threatening notes at or sending threatening e-mails to a workplace
- Shaking a fist in an employee's face
- Wielding a weapon at work
- Hitting or trying to hit an employee
- Throwing an object at an employee
- Sexual violence against an employee
- Kicking an object the employee is standing on, such as a ladder, or
- Trying to run down an employee using a vehicle or equipment such as a forklift

The definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

Workplace violence can take place in the workplace itself, or outside the workplace in a situation that is somehow connected to work. This includes threatening phone calls from one employee to another at their home, or any kinds of verbal or written threats or violent actions against an employee's family or property.

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Violent behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Band Manager will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

## **DOMESTIC VIOLENCE**

Any person who has a personal relationship with an employee – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that employee at work. In these situations, domestic violence is considered workplace violence.

If the Ojibway Nation of Saugeen becomes aware of domestic violence that would likely expose an employee to physical injury or harassment in the workplace, we will take every precaution reasonable in the circumstances for the protection of the employee. This could include:

- Preparing an emergency security plan including procedures for contacting police
- Exploring options for voluntary relocation of the victimized employee
- Etc.

Employees are encouraged to report their concerns to the Band Manager if they fear domestic violence may enter the workplace. The Ojibway Nation of Saugeen will investigate and deal with these concerns on a case-by-case basis.

## **RIGHTS AND RESPONSIBILITIES**

### ***EMPLOYEES***

All employees are responsible for ensuring that the work environment is free from discrimination, harassment and violence and adhering to this policy. They will be held responsible by the employer for not following it. Employees are expected to treat each other with respect and to speak up if they or someone else is being harassed, discriminated against or being treated with disrespect. All employees also have a responsibility to report incidents of harassment, discrimination or violence to the appropriate person, and to co-operate in any investigations, should they occur. All employees are responsible for respecting the confidentiality of anyone involved in a complaint or an investigation.

Employees have the right to file a complaint directly with the Ontario Human Rights Commission under the Human Rights Act or the Ontario Human Rights Legal Support Centre for employee assistance.

Before filing a complaint with another body, employees are encouraged to approach the person responsible for the behavior and request either verbally or in writing to stop the behavior, if they are comfortable in doing. If an employee does file a complaint with another body, they must give a copy of the complaint to the Band Manager.

If a complaint has been filed, an employee also has the right to refuse to work if the reported behavior substantially interferes with the employee's ability to perform their work and the

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employee reasonably believes the behavior will continue, or the employee's health or safety is jeopardized by continuing to work. If an employee refuses to work, they must advise the Band Manager in writing, identifying the reasons for refusing to work. If it is determined that the employee does not have to work, they will be allowed to remain off-site, with pay, until disciplinary or other action has been taken, or reasonable alternative work arrangements have been made for the employee.

### **IMMEDIATE SUPERVISORS AND MANAGERS**

All Immediate Supervisors and Managers are responsible for creating and maintaining a work environment that is free from discrimination, harassment and violence and adhering to this policy. They will be held responsible by the employer for not following it. This includes ensuring that this policy is accessible and communicated to their employees. They are also responsible for setting an example for appropriate workplace behavior and ensuring that inappropriate behavior is not allowed, condoned or ignored. This includes taking preventive action to avert the development, escalation or recurrence of inappropriate behavior within their areas of responsibility. Immediate Supervisors are also responsible for assisting employees who turn to them for help with concerns or complaints that fall within this policy. They may be considered party to the complaint if they fail to take corrective actions, and could be disciplined.

In addition to the responsibilities outlined above, Immediate Supervisors are responsible for encouraging, supporting and providing training, plus the resources necessary for employees to fulfill their roles with respect to this policy.

Immediate Supervisors have the right to work within this policy and to expect that all employees will abide by the policy. They also have the right to be protected from frivolous or malicious claims and to manage the affairs of their area of responsibility to meet company objectives.

### **EMPLOYER**

As an employer, The Ojibway Nation of Saugeen has a responsibility to be aware of what is happening in the workplace and will dedicate sufficient attention, resources and time for dealing with discriminatory, harassing, disrespectful and violent incidents appropriately, including and not limited to bullying, teasing, abusive, and any other aggressive behavior. The Ojibway Nation of Saugeen will ensure that no employee is subject to any form of harassment or violence. The Ojibway Nation of Saugeen will discipline anyone who has been found to have harassed, discriminated against or behaved violently towards a person or group of people or who retaliates in any way against anyone who has lodged a complaint or who has given evidence during an investigation.

The Ojibway Nation of Saugeen will ensure each employee is aware of this policy by posting it in areas accessible by all employees. All new hires will be given a copy of this policy during orientation. Workplace Violence and Harassment Training will be provided to all employees.

The Ojibway Nation of Saugeen has the right to work within this policy and to expect that all employees will abide by the policy.

### **REPORTING / COMPLAINT PROCEDURES**

Employees experiencing harassment or violence should not assume the Ojibway Nation of Saugeen is aware that a problem exists. Employees have the right to complain if they feel they

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have been treated in an inappropriate manner, and are encouraged to take direct, assertive action should they experience discrimination, harassment, disrespectful or violent behavior. The Ojibway Nation of Saugeen will not tolerate any retaliation against anyone who files a complaint.

Leadership, will investigate and deal with all complaints or incidents in a in a fair, respectful, confidential, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect employees, to investigate the complaint, or incident, to take corrective action, or as otherwise required by law. Any employee who files a complaint may be accompanied by a person of their choice during any discussions, interviews or investigations arising from the complaint.

Employees are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment and violence.

### ***HOW TO REPORT WORKPLACE HARASSMENT***

Employees can report incidents or complaints of workplace harassment in writing. When submitting a written complaint, please use the Respectful Workplace & Harassment Complaint and Response Form (please refer to Appendix “C”). When reporting verbally, the reporting contact, along with the employee complaining of harassment or violence, will fill out the complaint form.

The report of the incident should include the following information:

- Name(s) of the employee who has allegedly experienced workplace harassment and contact information
- Name of the alleged harasser(s), position and contact information (if known)
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s) a. Any supporting documents the employee who complains of harassment may have in their possession that are relevant to the complaint.
- List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

### ***WHO TO REPORT WORKPLACE HARASSMENT TO***

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to the Band Manager. If the Band Manager is the person engaging in the workplace harassment, contact Leadership. If a member of Leadership is the person engaging in the workplace harassment, the Band Manager will contact an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

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All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

### ***INFORMAL PROCESS***

Tell the alleged offender you find the behavior offensive and unwelcome, and they should immediately stop such behavior. This can be done either in person or in writing. Telling the person to “stop” may be difficult to do, but frequently it is the most effective means of eliminating the problem. Make a note of your discussion with the individual, including the date, and keep it for future reference.

Where the above cannot be done, is inappropriate, is unsuccessful, or uncomfortable seek immediate assistance from your Immediate Supervisor or Band Manager.

The complainant shall not be compelled to proceed with a complaint and shall have the right to withdraw a complaint at any point up to the initiation of the formal process. The Ojibway Nation of Saugeen may, however, determine to proceed with the complaint as a business response.

The complainant and the alleged harasser may each be accompanied by a person of their choice during meetings conducted regarding a complaint.

### ***FORMAL PROCESS***

Where an informal resolution cannot be realized, is inappropriate or is unsuccessful, employees may make a formal complaint. Employees should seek immediate assistance from the Band Manager. Record the dates, times, locations, witnesses and nature of the incidents, particularly any incidents that may have occurred subsequent to the alleged offender being told the behavior is offensive. Management will take action on any complaint quickly and as confidentially as possible, and will let both parties to any complaint know the outcome of any investigation.

### ***INVESTIGATION***

#### Commitment to Investigate

The Ojibway Nation of Saugeen will ensure that an investigation appropriate in the circumstances is conducted when the Band Manager becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

#### Who Will Investigate

Please refer to ‘*Who to report workplace harassment to*’, located above.

#### Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

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## Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- The investigator must thoroughly interview the employee who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is an employee of the employer. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview the alleged harasser.
- The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the employee. In some circumstances, the employee who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- The investigator must interview any relevant witnesses employed by the employer who may be identified by either the employee who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- The investigator must collect and review any relevant documents.
- The investigator must take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser and any witnesses.
- The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the employee who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

## Results of the Investigation

Within 10 days of the investigation being completed, the employee who allegedly experienced the workplace harassment and the alleged harasser, if they are an employee of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

## Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect employees, to investigate the complaint or incident, to take corrective action / disciplinary measures or otherwise as required by law.



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While the investigation is on-going, the employee who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not to discuss the incident or complaint or the investigation with each other or other employees or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

## **HANDLING COMPLAINTS - OUTCOMES AND REMEDIES**

If, based on the balance of probabilities, the evidence supports the complaint, the Band Manager will do whatever is necessary to stop the discrimination, harassment, violence, or disrespectful behaviors. Any files regarding the complaint will be kept in a separate and confidential location in a locked filing cabinet.

Discipline may range from awareness training to disciplinary action imposed in accordance with the progressive disciplinary process.

Remedies for the employee filing the complaint may include, but is not limited to:

- A verbal or written apology from the offender and the Ojibway Nation of Saugeen
- Payment of any wages or benefits lost.
- Granting of a position or promotion that was denied because of the harassment.

If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the personnel file of any of the parties involved and no repercussions will occur for the person filing the complaint, if the complaint was filed in good faith.

All incidents and complaints will be taken seriously, but employees should remember that frivolous or unfair complaints are disruptive and unacceptable. Any employee, who is found to have filed a complaint that is considered frivolous/untrue, or that was filed with malicious intent, will be subject to disciplinary action up to and including termination of employment.

## **RECORD KEEPING**

The Band Manager will keep records of the investigation including:

- A copy of the complaint or details about the incident.
- A record of the investigation including notes.
- A copy of the investigation report (if any).
- A summary of the results of the investigation that was provided to the employee who allegedly experienced the workplace harassment and the alleged harasser, if an employee of the employer;
- A copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.



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Sealed records will be kept in a secure location in a locked filing cabinet for 7 years.

This policy will be reviewed annually to ensure compliance with Legislation.

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Employee Signature

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Date

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### 15.3 Appendix “C” Respectful Workplace & Harassment Complaint and Response Form

#### INSTRUCTIONS FOR COMPLETION AND HANDLING:

- All employees working for the Ojibway Nation of Saugeen are entitled to utilize this Complaint and Response Form. Complainants may seek assistance before completing this form.
- Place the completed form in a sealed envelope marked “Private and Confidential”. Forward the completed form to the Band Manager.
- A copy of the complaint form should be retained by the complainant.

#### COMPLAINT FORM

<b>Name of Complainant:</b>	
<b>Position Title:</b>	
<b>Immediate Supervisor:</b>	
<b>Phone Numbers (WORK/CELL/HOME):</b>	

**Name of individual(s) who is subject of the complaint:** \_\_\_\_\_

**Contact Information (if available):** \_\_\_\_\_

In your own words, please describe in as much detail as possible the details of your complaint. The following is a description of the incident(s), which include what happened, what was said, dates, times, places, names of persons directly involved as well as the names of any witnesses.

If you would like to provide a more detailed description, please attach the information to this form. Please also attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

#### INCIDENT DETAILS:

Date: \_\_ Time: \_\_ Location: \_\_\_\_

**Description of alleged objectionable behavior, actions, conduct, etc. (Attach further information if required):**

**Please describe what actions (if any) you have taken to try and resolve this problem.**

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**Has the Complaint been Reported Previously?** Yes \_\_\_ No \_\_\_ If yes, please describe to whom, and what action was taken. **(Attach further information if required)**

**List Witness(es) to the Conduct being Investigated:**

Name #1: \_\_\_\_\_ Location: \_\_\_\_\_ Home/Work/Cell Phone: \_\_\_\_\_  
Name #2: \_\_\_\_\_ Location: \_\_\_\_\_ Home/Work/Cell Phone: \_\_\_\_\_  
Name #3: \_\_\_\_\_ Location: \_\_\_\_\_ Home/Work/Cell Phone: \_\_\_\_\_

**What resolution are you seeking?**

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My signature indicates that I have read and understand the Ojibway Nation of Saugeen Respectful Workplace, Harassment, and Violence Prevention Policy and Procedures. I understand that:

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments are provided in the course of filing a complaint will be held in confidence. The complaint form and its attachments may be disclosed to the respondent named in the complaint and to the investigator appointed to assist with the resolution of this complaint. Your signature confirms that you have been made aware and give permission for the above use of this information.
3. Filing this complaint in no way limits your ability to consider other options such as a complaint under the Human Rights Code.

**Complainant's Printed Name:** \_\_\_\_\_

**Complainant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**RESPONDANT'S RESPONSE FORM**

<b>Name of Respondent:</b>	
<b>Position Title:</b>	
<b>Immediate Supervisor:</b>	
<b>Phone Numbers (WORK/CELL/HOME):</b>	

**I have read a copy of the written complaint and am providing the following response (If more space is required, please attach a copy to this form)**

**Were you aware of the complaint prior to receipt of the formal complaint? Have you attempted to resolve the problem, and if so, please describe.**

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**Do you have a proposed resolution? Explain.**

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My signature indicates that I have read and understand the Ojibway Nation of Saugeen's Respectful Workplace and Harassment Prevention Policy and Procedures. I understand that:

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint and response will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments are provided in the course of filing a response will be held in confidence. The response form and its attachments may be disclosed to the complainant. Your signature confirms that you have been made aware and give permission for the above use of this information.

**Respondent's Printed Name:** \_\_\_\_\_

**Respondent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## 15.4 Appendix “D” : Employee Guiding Principle

As an Ojibway Nation of Saugeen Employee, I am committed in becoming familiar with Policies and Procedures, as explained in the Human Resource Policies, Procedures, and Guidelines Manual. I will fulfill my job responsibilities to the best of my abilities and will abide by the policies of the Ojibway Nation of Saugeen and in my department. I am also committed to abide by the following Guiding Principle for all employees.

- I will carry out the duties of my position conscientiously, loyally and honestly remembering that my primary work task is to serve the Ojibway Nation of Saugeen Membership.
- In my actions and words, I will promote and uphold the integrity and dignity of the Ojibway Nation of Saugeen and its programs, government and employees.
- I will be prompt, courteous and temperate in the performance of my duties.
- I will use initiative to find ways of doing my work more efficiently, effectively and economically.
- I will develop a positive attitude in dealing with fellow employees, other community members and the Customary Chief and Headmen.
- I will follow instructions attentively, be cooperative with my immediate supervisors and co-workers, and work as a team member with other employees.
- During my hours of work, I will work on my job responsibilities as well as other assigned duties.
- Within my sphere of responsibility, I will recommend changes of policy, priorities or procedures when I believe that such changes would help to meet the objectives of my department or the Ojibway Nation of Saugeen.
- While both on duty and off duty, I will conduct myself in a manner that will bring credit to my department, the Ojibway Nation of Saugeen and me.
- I will show respect for the authority and jurisdictional structures of the Ojibway Nation of Saugeen Customary Chief and Headmen.
- I will continually work towards self-improvement and professional development, through self-evaluation and availing myself of available literature, upgrading and training, when opportunities arise.
- I will be on the job punctually each day, unless there is a valid reason for absence or lateness, in which case I will contact the my immediate Supervisor or the Band Manager at the start of the working day and provide an indication of when I expect to return to work.
- I will fully attend all meetings, workshops, conferences, etc. assigned to me as an official delegate of the Ojibway Nation of Saugeen, and will formally report back to my immediate supervisor and/or the Band Manager, on the proceedings of these meetings.

- 
- I will dress appropriately for my employment position as I understand the appearance of all employees reflects the Ojibway Nation of Saugeen as a whole.
  - I will be courteous and polite towards other employee members and to the public.
  - I will not give out official and/or confidential information acquired on the job.
  - I will use information obtained on the job for the intended purpose only, not for my own personal interests.
  - I will use equipment properly or supplies which are owned or rented by the Ojibway Nation of Saugeen for authorized purposes only. I will use such equipment with care and will report any maintenance required to my immediate supervisor.
  - I will refuse any fees, gifts or other tangibles offered to me in reward for duties performed by virtue of my position.
  - I will not publicly criticize other employees or the policies of the Ojibway Nation of Saugeen or individual department; if I feel change would be advisable, I will provide constructive criticism and suggestions through proper channels and seek to make the workplace as harmonious as possible.
  - I will attempt to communicate openly with other employees and to settle internal differences in a constructive manner.
  - I understand my relationship with the Customary Chief and Headmen as an Employee to be as follows:
    - The Customary Chief and Headmen will request my attendance at any meetings, if my presence is required.
    - If I wish to address the Customary Chief and Headmen on matters not related to my job, I must take time from work to do so.
  - Conflict of Interest - If my employment position and private interest constitute a conflict of interest, I shall declare this to the Band Manager and in their absence, to the Customary Chief and Headmen, who will direct in which manner this may be resolved.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Band Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Band Manager Name (printed)

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\_\_\_\_\_

Customary Chief Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Customary Chief Name (printed)

\_\_\_\_\_

Headmen Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Headmen Name (printed)

\_\_\_\_\_

Headmen Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Headmen Name (printed)

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## 15.5 Appendix “E”: Information Systems and Electronic Devices

Information systems and electronic devices, such as computers, printers, photocopiers, smart phones, software, e-mail, landline phones, cellular phones, fax machines and internet access are tools that The Ojibway Nation of Saugeen may provide to their employees to assist them in their work. These resources and related access systems are company property and subject to review or access by The Ojibway Nation of Saugeen at any time. They are provided for business purposes however occasional use for personal reasons is permitted. Employees must refrain from sending chain letters or joke Emails from a The Ojibway Nation of Saugeen account. No user should have the expectation of privacy as to their computer-related usage at work whether for business or personal reasons.

The following guidelines on information systems and electronic devices must be adhered to at all times:

- They are normally to be used for business purposes only. Personal usage is generally allowed only during times when business activities and customer service will not be disrupted.
- Messages and communications sent via The Ojibway Nation of Saugeen information systems and electronic devices are subject to subpoena and access by persons outside of the company and may be used in legal proceedings. Please consider this before sending any confidential messages or material.
- Remember that all of The Ojibway Nation of Saugeen policies, including, but not limited to, policies on Respectful Workplace, Confidentiality and Code of Conduct, apply to the use of The Ojibway Nation of Saugeen information systems and electronic devices. Employees must not view or forward sexually explicit, profane or otherwise unprofessional or unlawful material through The Ojibway Nation of Saugeen network and electronic devices.
- Employees may not install any software or program on any company computer or other hardware without the express consent of their immediate supervisor.
- The Ojibway Nation of Saugeen expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
- Employees must not attempt to override or evade any program or measures installed by the company to protect the security or limit the use of its information systems and electronic devices.

The Ojibway Nation of Saugeen retains the right to review all communications conducted and data saved, reviewed or accessed via The Ojibway Nation of Saugeen information systems and electronic devices. Inappropriate use of information systems and electronic devices may result in discipline, up to and including termination of employment. Employees should be careful to safeguard their passwords, log off their computer terminals when not in use and not permit unauthorized users to access The Ojibway Nation of Saugeen systems.

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Employee Signature

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Date



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## 15.6 Appendix “F”: Drug and Alcohol Policy

### Policy Introduction:

The Ojibway Nation of Saugeen is committed to providing a safe working environment for all employees, contractors, community members, and our clients. Being impaired at work is an extremely serious matter that affects the health and safety of the Ojibway Nation of Saugeen’s employees and others. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to the Ojibway Nation of Saugeen. This policy sets out the Ojibway Nation of Saugeen and its employees’ respective responsibilities regarding alcohol and drugs in a work-related setting.

### Policy Statement:

The Ojibway Nation of Saugeen prohibits:

- (a) The use of alcohol, or any Drug that results in an employee being impaired; and
- (b) The sale, use, provision, possession of, or any other activity related to, any Drug or alcohol that is contrary to any applicable law

While the employee is on the Ojibway Nation of Saugeen premises, or while performing job functions or otherwise acting on behalf of the Ojibway Nation of Saugeen.

### Definitions:

“**Drug**” means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capability of causing a person to be impaired.

“**Impaired**” means an employee’s ability to carry out the employee’s job functions in a safe, efficient, or competent manner is negatively affected.

“**Safety-Sensitive Duty**” means an employment-related duty requiring the employee to operate motorized vehicles, trucks, heavy equipment, or machinery, or other duty defined by the Ojibway Nation of Saugeen or the applicable industry as safety-sensitive.

### Employee Responsibilities:

As a condition of employment, all employees are required to comply with the following while on the Ojibway Nation of Saugeen premises, or while performing the employee’s job functions or otherwise acting on behalf of the Ojibway Nation of Saugeen.

- Not breach any applicable law related to any drug or alcohol
- Not be impaired

- 
- Determine, with the employee's licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired
  - Employees required to perform any safety-sensitive duty must inform the Ojibway Nation of Saugeen about the employee's use of any drug or alcohol that may cause them to be impaired
  - Advise their immediate supervisor whenever they believe another employee is impaired.

#### Dependence on Drugs or Alcohol

##### Accommodation

An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to the Ojibway Nation of Saugeen and cooperate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

The Ojibway Nation of Saugeen will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the Band Manager. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their health care professional. Employees also have an obligation to participate in accommodation efforts.

##### Consequences

Employees who present themselves as impaired will be asked by Band Manager to leave the workplace while they are impaired. The incident shall be documented and presented to the Band Manager of the Ojibway Nation of Saugeen. Please follow the chain of command below in case the Band Manager is absent:

1. Headmen
2. Customary Chief

Employees, who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to *disciplinary action, up to and including termination of employment, and may also be subject to legal proceedings.*

An employee who carries out safety-sensitive duties and who is involved in a safety-related incident before informing the Ojibway Nation of Saugeen of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately for cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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### 15.7 Appendix “G”: Daily Time Sheet and Work Activity Report

Month: \_\_\_\_\_ Date: \_\_\_\_\_

7:30 am	
7:45	
<b>8:00</b>	
8:15	
8:30	
8:45	
<b>9:00</b>	
9:15	
9:30	
9:45	
<b>10:00 am</b>	
10:15	
10:30	
10:45	
<b>11:00</b>	
11:15	
11:30	
11:45	
<b>12:00 pm</b>	
12:15	
12:30	
12:45	
<b>1:00</b>	
1:15	
1:30	
1:45	
<b>2:00</b>	
2:15	
2:30	
2:45	
<b>3:00 pm</b>	
3:15	
3:30	
3:45	
<b>4:00</b>	
4:15	

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4:30	
4:45	
<b>5:00</b>	
5:15	
5:30	
5:45	
<b>6:00 pm</b>	
6:15	

**TOTAL** Number of Hours of Work: \_\_\_\_\_

\_\_\_\_\_  
IMMEDIATE SUPERVISOR NAME (PRINTED):                      DATE: \_\_\_\_\_

\_\_\_\_\_  
IMMEDIATE SUPERVISOR SIGNATURE:

\_\_\_\_\_  
BAND MANAGER NAME (PRINTED):                      DATE: \_\_\_\_\_

\_\_\_\_\_  
BAND MANAGER SIGNATURE:

**COMMENTS:**

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### 15.8 Appendix “H” Oath Confidentiality Agreement

I, \_\_\_\_\_, as an employee or contractor of the Ojibway Nation of Saugeen, understand and agree that the following conditions shall apply to my position:

1. Any information, recorded or not, received or acquired in connection with my duties is considered confidential. Confidential information includes all records which in any way would divulge information in regards to band members, band personnel and business activities of the Ojibway Nation of Saugeen.
2. All information given out or discovered about the members, the personnel and the business operations of the Ojibway Nation of Saugeen shall be held in confidence by me.
3. I will not make public statements to the media expressly or impliedly, on behalf of the Ojibway Nation of Saugeen.
4. I shall act in a professional manner in the performance of my duties as an employee or contractee of the Ojibway Nation of Saugeen.
5. I recognize that the authority rests with the Customary Chief and Headmen of the Ojibway Nation of Saugeen.
6. Failure to abide by the expectations outlines in this agreement will lead to termination of employment with the Ojibway Nation of Saugeen.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Employer's (Band Manager) signature**

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## 15.9 Appendix “I” Accommodation Request Form

### OJIBWAY NATION OF SAUGEEN ACCOMMODATION REQUEST FORM

This form is being used by the Ojibway Nation of Saugeen to meet the Human Rights Code-related accommodation needs in consultation with you, the employee. It will be a starting point for discussion where specific needs can arise depending on your specific situation.

Employees will be required to initial the form pages as a means of confirming for both employee and the Ojibway Nation of Saugeen that it is a collaborative between both parties. Once the form has been completed, a copy will be made available to the employee for their records and must be kept confidential.

Once completed, this form will need to be submitted to the Ojibway Nation of Saugeen’s Band Manager with the purpose of arranging a meeting between the employee the Band Manager and the immediate supervisor, to discuss the request.

Any documentation of a personal or medical nature can be submitted to the Band Manager, who will share (as appropriate) only information related to any work- related restrictions or circumstances that require accommodation. The confidentiality of your personal and/or medical information will be safeguarded by the Band Manager.

Employees will be provided with a copy of the Ojibway Nation of Saugeen’s current Accommodation Policy and Procedure and will be required to read in full before completing this form. The details of this policy can be found in the Human Resource (HR) Policy and Procedures Manual.

EMPLOYEE INFORMATION	
Name of Employee:	
Position Title:	
Program:	

HAVE YOU BEEN PROVIDED WITH A COPY OF THE OJIBWAY NATION OF SAUGEEN’S ACCOMMODATION POLICY?
<input type="checkbox"/> YES <input type="checkbox"/> NO

WHICH HUMAN RIGHTS GROUND(S) IS YOUR ACCOMMODATION REQUEST RELATED TO?
<input type="checkbox"/> Sex and Sexual Orientation, including Gender Identity and Pregnancy

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Creed (Religion)  
 Age  
 Marital or Family Status  
 Physical or Mental Disability:  
Do you have medical confirmation of the disability?  YES  NO  
 Other ground (please specify: Race, Color, Ancestry, Place of Origin, Ethnic Origin, Citizenship, Receipt of Public Assistance)  
\_\_\_\_\_

**WHY DO YOU NEED AN ACCOMMODATION?**

**WHAT ARE YOUR LIMITATIONS/RESTRICTIONS RELATED TO YOUR JOB / JOB FUNCTION?**

---

WHAT IS THE TIME PERIOD/DURATION YOU EXPECT WILL BE NEEDED FOR THIS ACCOMMODATION?

IS THERE ANY OTHER INFORMATION THAT MAY BE USEFUL IN PROCESSING YOUR REQUEST?

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (signature)



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## **ACKNOWLEDGEMENT OF RECEIPT OF HR POLICY AND PROCEDURES MANUAL**

I have received the current Human Resources and Finance & Administration Policy, Procedures, and Guidelines Manual effective August 14<sup>th</sup>, 2019 and have read and understand the material covered. I have had an opportunity to ask questions about all of the policies, procedures, and guidelines in this manual, and I understand that any future questions that I may have about the manual or its contents will be answered by the Band Manager. I agree to and will comply with the policies, procedures and other guidelines set forth in the manual. I understand that the Ojibway Nation of Saugeen reserves the right to change, modify or remove any or all of the policies, benefits, rules and regulations contained or described in the manual as it deems appropriate at any time, with or without notice (such as when legislation changes). I acknowledge that neither the manual nor its contents are an express or implied contract regarding my employment with the Ojibway Nation of Saugeen.

The terms and conditions of an individual employment contract will supersede this manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor (Printed)

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## CUSTOMARY CHIEF AND HEADMEN APPROVAL

**Date of Approval:**

August 14<sup>th</sup>, 2019

**In effect as of:**

August 14<sup>th</sup>, 2019

**Next Review/Revision Due:**

September 14<sup>th</sup>, 2020

**Authorized Signatures:**



Edward Machimily, Customary Chief



Eileen Keesic, Headmen



John Sapay Sr., Headmen

This manual contains unpublished, confidential and proprietary information. No disclosure, duplication or use of any portion of the contents of these materials for any purpose may be made without the prior express written consent of the Ojibway Nation of Saugeen.

These policies, procedures, and guidelines supersede all previous employee policies and memos that may have been issued from time to time on subjects covered in this manual.