

IV. EXECUTIVE LIMITATIONS

IV. D. TREATMENT OF STAFF

The Executive Director shall ensure that dealings with paid and volunteer staff are fair, safe and clear and recognize the personal dignity of individuals. Furthermore, the Executive Director shall:

1. Institute written personnel policies and procedures which provide for at least the following:
 - a. terms and conditions of employment
 - b. performance expectations and assessment
 - c. professional development opportunities
 - d. opportunity for expression of constructive dissent without repercussion
 - e. protection from harassment, human rights violations, nepotism and inequitable treatment
 - f. procedures for receiving and responding to grievances, which include a final appeal to the Board when both:
 - i. the employee alleges that the Board's policy has been violated to the employee's detriment; and
 - ii. internal grievance procedures have been exhausted.
2. (1) Institute written policies and procedures which:
 - a. make explicit the expectation for ethical behaviour in the workplace, including such things as handling the agency's money and resources and acting within the bounds of applicable professional conduct;
 - b. make explicit the expectation for reporting alleged unethical behaviour;
 - c. provide a process for receiving and investigating reports of alleged unethical behaviour;
 - i. which ensure a timely and thorough investigation protecting the confidentiality of the complainant as much as practicable; and
 - ii. which provide for a formal complaint to the Board should the complainant believe the resolution has not resolved the complaint;
 - d. ensure that staff or volunteers making such reports are protected from retaliation from making such reports;

(2) Report to the Board all occasions where such an investigation has been made.
3. Ensure staff are aware of all Board policies and internal Personnel Policies which concern their employment relationship with the agency.