



Gulf of Georgia Cannery Society

Human Resource Policies

Approved by the Board of Directors: January 9, 2014, March 13, 2014 and June 26, 2014

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Definitions

- a) **Society:** The Gulf of Georgia Cannery Society is responsible for the operations at the Gulf of Georgia Cannery National Historic site, a historic site owned by Parks Canada.
- b) **Site:** The Gulf of Georgia Cannery National Historic Site.
- c) **Employee:** Any person hired to perform work on a permanent basis by the Gulf of Georgia Cannery Society. Permanent employees may be:
 - **Full-time:** Employees paid on salary to work 40 hours a week.
 - **Part-time:** Employees paid hourly wages who work less than 40 hours a week.
 - **Casual:** Part-time employees whose work schedule is irregular.
- d) **Independent Contractor:** A self-employed person hired by the Society by a contractual agreement, paid for work done.
- e) **Supervisor:** An employee who directly oversees the work of another employee.

1. **Applicability**

This Policy Document covers all permanent employees of the Gulf of Georgia Cannery Society. The policy does not cover independent contractors whose employment standards are covered separately under the *BC Employment Standards Act*.

Any agreements made by contract with individual employees at the time of hiring supersede these policies.

2. **Hiring**

- 2.1 Job Postings - Vacant positions are advertised in appropriate print and/or electronic media, with a description of the position, required qualifications, skills and abilities, and closing date for receipt of applications. Existing Society staff are informed of all vacancies in advance of public posting of such vacancies.
- 2.2 Interviews - When possible, a minimum of three applicants are short-listed for interviews. Interviews are conducted by the supervisor of the vacant position and at least one other staff member, except in the case of the Executive Director who is interviewed by at least three board members.
- 2.3 Reference Checks - A minimum of two references must be provided and checked.
- 2.4 Offer Letter - The successful applicant is provided a letter from the Executive Director confirming the terms and conditions of his/her employment. In the case of the Executive Director's employment, the Executive Committee provides the letter.
- 2.5 Security Clearance - All new employees and independent contractors must pass a security clearance, as required by Parks Canada.
- 2.6 Equal Opportunity Workplace – The Society is committed to hiring and personnel practices that are fair and equitable. The Society provides equal opportunity for all employees and qualified applicants for employment, regardless of race, color, religion, national origin, gender, sexual orientation, age, disability, marital status, or any other characteristic protected by law. The Society expressly prohibits any discrimination or harassment based on these factors. Additionally, the Society believes in recruiting and retaining a qualified workforce that reflects the diverse community it operates in.
- 2.7 Orientation - All new employees are given an orientation to assist in understanding the intuitional values and culture. New employees are provided with the Employee Handbook and are given an orientation of the site by their supervisor. This orientation includes any health, safety and security procedures relevant to the employee's duties. Employees working new job assignments are provided with appropriate orientation to their duties and, when possible, written orientation materials.

3. Confidentiality

- 3.1 Knowledge of Confidential Information - Employees perform services for the Society which may require knowledge of confidential and proprietary information ("Confidential Information").
- 3.2 Sharing Confidential Information - Employees hold the Confidential Information received from the Society in strict confidence and exercise a reasonable degree of care to prevent disclosure to others. Employees may not disclose or divulge, either directly or indirectly, the confidential information to others unless first authorized to do so in writing by the Society.
- 3.3 Reproducing Confidential Information - Employees may not reproduce confidential information or use this information commercially or for any purpose other than the performance of his/her duties for the Society.
- 3.4 Violating Confidentiality – The Society reserves the right to take disciplinary action, up to and including termination, for violating this policy.

4. Probationary Period

- 4.1 Probationary Period Length – All new employees are subject to a probationary period of up to six months. The Society and the employee must both agree in writing, prior to the commencement of employment or prior to accepting a new position, on the specific terms and length of the probationary period.
- 4.2 Probationary Review(s) – In addition to ongoing feedback from the supervisor, before the end of the probationary period, the supervisor and the employee participate in a Performance Review of the new employee. Based on the review, the supervisor develops a recommendation on the employee's status and provides it to the Executive Director before the end of the probationary period, leaving at least one week for the Executive Director to confirm or reject the recommendation and ensure all required paperwork can be completed.
- 4.3 Extension of Probationary Period - The probationary period may be extended once, for three months, before the end of the first probationary period if the employee's supervisor determines that the individual has the potential to succeed but additional performance evaluation is required.
- 4.4 Dismissal During Probationary Period - If, during the probationary period, an employee's performance or behaviour has not improved as required, an individual may be dismissed. The employee's supervisor will discuss with the Executive Director the circumstances warranting dismissal prior to the last day of the probationary period.

5. Wages & Salaries

- 5.1 Wages & Salaries – Starting wage and salary levels are set forth in the offer letter or employment contract at the start of an employee’s employment.
- 5.2 Salary increases – Wages and salaries are reviewed regularly at the employee’s annual performance review. Increases to wages and salaries are made on the recommendation of the Executive Director and the Executive Committee to the Board at year end as part of the annual budgeting process. Mid-year increases to salaries and wages outside of the approved annual budget are brought forward for individual consideration by the Executive Director and the Executive Committee to the Board.
- 5.3 Payment – Wages for permanent employees are paid bi-weekly by direct deposit. Deposits are accompanied by a pay slip which clearly states the time worked (regular and overtime), wage rate (regular and overtime), gross pay, all deductions from pay, and net wages. Part-time employees must submit a time sheet at the end of each pay period stating hours worked. Time sheets are kept in a secure area and may be accessed by supervising employees at any time. Employees may request access to their own time sheets from their supervisor at any time.

6. Hours of Work & Breaks

- 6.1 Standard Work Day & Work Week – The Society considers a standard workday to consist of eight hours and a standard work week to consist of forty hours.
- 6.2 Overtime – Any employee required to work in excess of 40 hours in a week or 8 hours in a day is paid time-and-a-half in accordance with the BC *Employment Standards Act*. Employees must obtain approval from the Executive Director prior to working overtime.
- 6.3 Breaks – Employees may take two 10 minute paid breaks during the course of the day, one in the morning and one in the afternoon. Employees working more than five hours are entitled to an unpaid break of half an hour.
- 6.4 Minimum Hourly Pay – As per the BC *Employment Standards Act*, any part time employee scheduled for a shift is entitled to minimum pay for four hours of that shift unless the employee requests to work less than four hours. Any part time employee requested to attend a staff event (e.g. meeting or party) is entitled to pay for a minimum of two hours.

7. Banked Time

- 7.1 Banked Time Agreement – The Society may enter into an agreement with a full-time employee to bank overtime worked in a week. As per the BC *Employment Standards Act*, a signed averaging agreement must be in place before an employee can bank time.
- 7.2 Recording of Banked Time – All employees must use the banked time form provided by the Society for the recording of banked time.

- 7.3 Compensation for Overtime – The employee may, at his/her option, opt to have overtime hours banked or paid out. The employee must receive clearance from the Executive Director prior to taking banked time off.
- 7.4 Maximum Banked Time – Employees may carry a bank of up to a maximum of 24 hours at any given time.

8. **Vacation Time**

- 8.1 Vacation Entitlement – Unless otherwise agreed at the time of hiring, a full time employee is entitled to the following paid vacation:
- 0-3 years of employment - 4% of the employee's wages (equivalent to 2 weeks).
 - After completion of the 3rd year and up to 6 years - 6% of the employee's wages (equivalent to 3 weeks).
 - After completion of the 6th year and up to 10 years - 8% of the employee's wages (equivalent to 4 weeks).
 - After completion of the 10th year - 10% of the employee's wages (equivalent to 5 weeks).
- 8.2 Scheduling Vacations – Employees obtain approval from their supervisor prior to scheduling vacation. Such approval takes into consideration potential scheduling conflicts with other employees, and time periods critical to the operation of the employee's position. If multiple employees request the same dates for vacation, the employee with the most seniority has priority in booking those dates.
- 8.3 Duration of Vacation – Employees are discouraged from taking more than two consecutive weeks of vacation. Employees requesting vacation of more than two consecutive weeks must make specific arrangements and obtain prior approval from the Executive Director.
- 8.4 Vacation During Probationary Period – Employees are not eligible to take vacation time during their probationary period. If an employee is retained on a permanent basis, the probation period is counted in determining vacation time and pay.
- 8.5 Vacation Time Taken Prior to Entitlement – If an employee chooses to take vacation time prior to his/her entitlement and his/her employment is subsequently terminated, an adjustment shall be made in his/her final paycheque to account for the unearned vacation time taken.
- 8.6 Accrual of Vacation Time – Vacation time is calculated based on the calendar year. Vacation time must be taken during the calendar year in which it is earned. Employees may carry forward a maximum of five vacation days into the next calendar year upon prior approval from the Executive Director. Any vacation time carried forward must be used in the subsequent calendar year. Vacation time not taken during the calendar year and not carried forward to the next year is paid out at the end of the calendar year.

9. Statutory Holidays

9.1 Statutory Holidays Recognized – The Society recognizes the following ten British Columbia statutory holidays:

New Year's Day – January 1st

Family Day – 2nd Monday in February

Good Friday – Friday before Easter Sunday

Victoria Day – Monday before May 25th

Canada Day – July 1st (unless July 1st falls on Saturday or Sunday, in which case the Monday following will be the statutory holiday)

British Columbia Day – Monday after first Sunday of August

Labour Day – First Monday in September

Thanksgiving Day – Second Monday in October

Remembrance Day – November 11th

Christmas Day – December 25th

In addition to provincially recognized statutory holidays, the Society considers Easter Monday (Monday after Easter Sunday) and Boxing Day (Dec. 26) to be equal to statutory holidays.

9.2 Wages Paid on Statutory Holidays – As per the BC *Employment Standards Act*, employees who have been employed more than thirty days and have worked fifteen of those days are entitled to a regular day's pay for the statutory holiday, even if he/she is on vacation during the holiday.

9.3 Compensation for Working Statutory Holidays – Any part-time employee who works during a statutory holiday is entitled to wages calculated at time and a half. Any full-time employee who is required to work during a statutory holiday may be given an alternate day and a half off with pay or choose to add the hours to his/her banked time.

10. Employee Benefits

10.1 Benefits Provided – Upon successful completion of the probationary period, a full-time employee is eligible to receive:

- Under the Society's Group Health Plan, the Society pays coverage for the basic single, no dependents' rate for all full time employees, and any employees who desire to have additional coverage (for spouses and dependents) are required to pay the difference between the total premium and the basic premium. This policy is in effect for all persons hired after Jan. 1, 2014.
- Payment of premiums for provincial medical coverage, under the BC Medical Services Plan for the employee.
- A 5% matching RRSP contribution to the Society's group retirement plan.

- 10.2 No Payment in Lieu of Benefits – The Society does not pay out a cash benefit equivalent to the value of any of the above stated benefits to those employees who opt out of the Society plan.
- 10.3 Eligibility for Benefits During a Leave of Absence – An employee on a leave of absence for a period of time in excess of six weeks and up to one year has the following benefits coverage:
- The Society continues to pay the employee’s Life, Dependent Life and Accidental Death & Dismemberment, Extended Medical Benefits, Dental Plan and BC Medical Service Plan premiums.
 - The Long Term Disability program is not in force during the leave, as per the Benefits Carrier Policy.
 - The Society does not contribute to the RRSP program during the time of leave. An employee may choose to continue individual contributions to his/her RRSP group benefits account.
- 10.4 Changes to the Benefits Plan – The Society reserves the right to amend any of these benefit plans at any time, with advance notification of any changes.

11. Leaves of Absence and Sick Days

- 11.1 Statutory Leaves of Absence – The Society recognizes the right of employees to take an unpaid leave of absence for reasons set forth by the BC *Employment Standards Act* as follows:
- Pregnancy Leave – up to 17 weeks.
 - Parental Leave – up to 35 weeks.
 - Family Responsibility Leave – up to 5 days.
 - Compassionate Care – up to 26 weeks.
 - Bereavement – up to 3 days.
 - Jury Duty – for the period of the duty.
- 11.2 Sick Days – Upon successful completion of the probationary period, the Society provides full time employees with up to ten (10) sick days per calendar year with pay. Sick days must be employed for the purpose for which they are intended; any prolonged absence (i.e. in excess of three consecutive days) may require a note from the employee’s doctor.
- 11.3 Personal Days – Upon successful completion of the probationary period, the Society provides full time employees with paid leave of up to three (3) days for special personal/family leave, at the discretion of the Executive Director.
- 11.4 Accrual of Sick and Personal Days – Sick and personal days may not be carried forward from the previous year and do not carry any monetary redemption value.

12. Alcohol Consumption at Society Events

- 12.1 Alcohol Consumption at Society Events - The Society expects that those who wish to include alcohol as part of their activities at a Society function will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.
- 12.2 Planning Society Events Where Alcohol is Served - Employees planning events on behalf of the Society are mindful of the laws and policies regarding planning an event with alcohol. They are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Reasonable quantities of food and nonalcoholic beverages must be provided and visibly displayed during events.
- 12.3 Serving Alcohol at Society Events – A Society member with Serving It Right certification must be present at any Society event in which alcohol is served. This person is given the responsibility of ensuring that all event activities follow BC legislation around alcohol consumption including that all individuals consuming alcohol present valid proof of a minimum of 19 years of age and that no individuals drive after having consumed alcohol.

13. Working Offsite

- 13.1 Work at Offsite Privileges - Working at offsite may be possible on occasion for some full time employees. Working at offsite or e-commuting (commuting via phone, email or video) is an alternative work arrangement agreed upon between the employee and the supervisor, subject to approval by the Executive Director. E-commuting can be an informal, short-time arrangement, or required as a result of inclement weather or emergency closures. All work-offsite arrangements are made on a case by case basis, focusing on the needs of the Society first. It is a business arrangement and there is no obligation on the part of the Society to offer such benefit.
- 13.2 Work Offsite Requests - In evaluating a work-offsite request, the needs of the Society take first priority. Requests are evaluated based on such factors as type of customer service provided, types of tasks performed, task interdependence and the operational needs of the department.
- 13.3 Work Offsite Requirements - While working offsite, employees are expected to maintain professional standards and be available for communication as required.

14. Use of Computers, Telephones and Email

- 14.1 Computer, Telephone and Email Access – The Society provides employees with access to a computer, telephone and an email address to assist with their work. Employees are expected to use these tools in a professional and appropriate manner, including respect for others' privacy, using respectful language in all communications, and not making false or misleading claims about any subject or person.

- 14.3 Improper Use of Computers, Telephones and Email – Use of computers, telephones and email during work hours must be work related. Personal use is to be kept to a minimum, and largely done on an employee’s personal time. Inappropriate use of the Society’s computers, network, or telephones is grounds for corrective action or dismissal.
- 14.4 Supervision of Electronic Communications – An employee’s supervisor and/or the Executive Director has the right to access an employee’s computer drive or Parks Canada email files if required.

15. Staff Development

- 15.1 Employee Professional Development – The Society may choose to cover the expenses for employee professional development through individual or group training programs. Eligible professional development expenses include conferences, seminars or off-site courses which are either required for the position, or enhance the employee’s future job performance. All expenses must be approved by the Executive Director prior to booking.
- 15.2 Professional Development Budget - The amount of funds available for professional development is determined during the Society’s annual budgeting process. A list of training opportunities for the next financial year is submitted by the Executive Director and approved by the Executive Committee.
- 15.3 Reimbursement for Expenses – For approved professional development expenses, out of pocket costs, such as parking, meals, off-site training, accommodations, car rental, mileage or other transportation, etc. are all reimbursable upon provision of receipts and proper completion of expense reports. Refer to the current Reimbursement Rate Schedule. Reimbursement for meals does not include alcohol. The maximum amount of paid time is eight hours per professional development day.

16. Injuries at the Workplace

- 16.1 Worker Compensation Coverage - All employees are covered by Workers Compensation at the Society’s expense.
- 16.2 Reporting Injuries - Any injury received at the workplace must be reported to that employee’s supervisor immediately, and a written record of the injury must be submitted to the Executive Director. Where applicable, the Society facilitates an injury report to WorkSafe BC.
- 16.3 Safety clothing - Employees are expected to wear appropriate footwear and protective clothing at any time when working with heavy object or dangerous materials. The Society provides coveralls and other safety gear, and compensates employees for the purchase of steel toed shoes when deemed necessary for work conditions.

17. Code of Ethics

- 17.1 Dress code – All Society employees are expected to dress in a neat and clean manner. Front desk employees are provided with uniforms which are worn when working with the public. Other employees are expected to wear business casual attire unless working in a potentially unclean environment. All employees are expected to wear a name tag when working with the public.
- 17.2 Professionalism – Employees are expected to be professional and courteous at work and when representing the Society. This includes arriving on time to work and work related meetings, conducting work with honesty and integrity, and showing respect and support for colleagues. Employees are expected to keep the safety and security of the site in mind at all times.
- 17.3 Communicating Respectfully – At all times employees must be respectful and polite to one another, Society volunteers and members of the public. At no time should employees raise their voice, swear, or speak in a manner that makes another person feel belittled. The Society recognizes that people come from a variety of backgrounds and cultures and bring with them a variety of different values, attitudes and beliefs. Employees are expected to be non judgmental, respectful and tolerant of each other’s differences. When communicating with people from other backgrounds, care must be taken to ensure that cultural differences in both verbal and nonverbal communication are considered. Professional development is provided to staff to assist in this process.

18. Employee Reviews, Recognition and Rewards

- 18.1 Performance Review - All employees participate in an annual performance review with their supervisor, which includes a verbal discussion about performance and a written evaluation that is discussed with the employee before finalizing. Performance reviews are based upon the requirements set out in the employee’s job description and the annual tasks set out in the employee’s individual work plan. The Executive Committee conducts a review of the Executive Director.
- 18.2 Review Process – Full-time employees generally have reviews near the end of a calendar year. Part-time employees are reviewed as per any eligible promotions and annually thereafter. From time to time, employees may be requested to give information about another employee’s performance. This may occur through their presence at a review meeting, or by being interviewed or through the submission of a written document prior to a review meeting.
- 18.3 Recognition & Rewards – The Society fosters a culture of appreciation of employees by recognizing and rewarding contributions of individuals and teams. Ongoing recognition of employees is important, and can simply involve saying thank you, either verbally or in writing, or acknowledging the contribution at a team or staff meeting. Supervisors are responsible for recognizing and rewarding employees under their supervision on a regular basis. Purchases made to recognize outstanding contributions are paid for by the Society with approval of the Executive Director in advance of the purchase.

- 18.4 Bonuses – Annual bonuses may be considered at the end of the calendar year on the recommendation of the Executive Director and the Executive Committee to the Board. Bonus allocations are based on a combination of the overall performance of the organization and an individual employee’s performance.

19. Privacy

- 19.1 Personal Information – The Society may collect personal information from employees for the needs of employment and provision of health care benefits. All personal information is kept in a secure place and is available only to bookkeepers and supervisors as required in the performance of their duties. Collection, use, or disclosure of personal information is done only with an employee's knowledge and consent.
- 19.2 Personnel Files – The Executive Director maintains files on all employees which include employee emergency contact information, offer letter for their position, performance reviews, work plans and information about promotions or pay increases. Employees may access their own file at any time by requesting access to their supervisor. Files from past employees are kept in a secure location for up to seven years after the last date of employment.

20. Issues of Concern & Grievances – policy approved Jan. 14, 2010

- 20.1 Notice of Concern - In situations where an employee has a concern regarding any issue that affects his/her employment situation, he/she must raise the issue first with their supervisor or, in the case of the Executive Director, a member of the Board of Directors. If the employee’s supervisor does not respond in a sufficient or timely manner, the employee may bring their concern to the Executive Director. This includes (but is not limited to) situations such as:
- Disagreements with fellow employees regarding any aspect of the work environment;
 - Harassment, in any form (verbal, physical or sexual);
 - Concerns with the physical work environment;
 - Concerns regarding the employee’s job description; or
 - Concerns regarding board/staff relations.
- 20.2 Bullying and Harassment – The Society does not tolerate bullying or harassment of any person in the workplace. Any employee who witnesses an act of bullying or harassment should report the situation to their supervisor or the Executive Director immediately. In the case of concerns about bullying or harassment by the Executive Director or member of the Board of Directors, the witness should report the situation to a member of the Board of Directors. Any employee found to have bullied or harassed another person while in the course of their work may be subject to disciplinary action or termination.

20.3 Grievance Procedure

Step 1 - The aggrieved employee in the first instance is to give, in writing, full particulars of the grievance to the Executive Director and/or a member of the Board of Directors and the grievance shall detail the name(s) of the employee(s) involved.

Step 2 - If the alleged grievance is not settled by the Executive Director or the Board Member within seven days, the matter shall be referred to the Executive Committee by the Executive Director or aggrieved employee. The Executive Committee shall arrange for meetings with the aggrieved employee, the Executive Director, and/or any other person(s) the Executive Committee deems appropriate.

Step 3 - Any dispute with respect to matters not covered by these Human Resource Policies or the *Labour Relations Code of British Columbia* is resolved by agreement between the Executive Committee, Executive Director and the employee.

Step 4 - If no settlement is reached between the Executive Committee, Executive Director and the employee within seven days, the grievance shall be finally and conclusively settled, without stoppage of work, by submission to the Board of Directors within sixty days of the Executive issuing its final response.

21. Discipline

21.1 Cause for Disciplinary Action - The Executive Director determines if a case of misconduct by an employee constitutes just cause for disciplinary action, in consultation with the immediate supervisor. Such misconduct may take the form of the following:

- The employee has failed to fulfil portions of his/her job description due to a deliberate act or omission of an act on his/her part.
 - The employee has failed to treat fellow employees, volunteers, Board members or the general public in a respectful manner.
 - The employee has made statements or acted in a manner that is uncomplimentary to the Site, the Society or Parks Canada.

21.2 Steps for Disciplinary Action - In any disciplinary action, the Executive Director may take the following steps, which will be documented in the employee's personnel file:

Step 1 - Verbal warning

Step 2 - Verbal warning with or without suspension

Step 3 - Written warning with or without suspension

Step 4 - Suspension

Step 5 - Termination of employment

22. Termination of Employment

- 22.1 Termination with Cause - In cases where an employee is terminated with cause, the Society adheres to the requirements as set out in the *BC Employment Standards Act*.
- 22.2 Termination without Cause – In cases where an employee is terminated without cause, the Society adheres to the requirements for compensation as set out in the *BC Employment Standards Act* unless otherwise agreed to in writing by both parties.
- 22.3 Resignation – Employees wishing to terminate their employment with the Society shall do so in writing. Employees are requested to give the Society sufficient notice to find a replacement as outlined in the terms of the employee’s contract.
- 22.4 Payment for Vacation at Termination – Upon termination of employment, an employee is entitled to payment for all earned vacation and banked time not taken.
- 22.5 Termination of Benefits – All benefits provided by the Society to employees terminate on the last day of employment with the Society. Employees may choose to transfer RRSP savings to a new account or maintain their savings in the Society’s group RRSP.
- 22.6 Confidential & Proprietary Information - Upon the request or upon termination of his/her relationship with the Society, employees must deliver to the Society any documents, equipment, uniforms or materials received from the Society or originating from its activities for the Society.

23. Other Items/Issues

- 23.1 Any items that are not specifically covered in this Policy Document adhere to the requirements laid out in the *BC Employment Standards Act*.
- 23.2 The Executive Director reviews this document on an annual basis with staff and the Board in order to incorporate improvements and revisions as deemed necessary, including ensuring compliance with any legislative changes that impact these policies.

Appendix A: Reimbursement Schedule

Mileage: \$0.50 per km

Meals (per diem maximums):

Breakfast: \$12.00

Lunch: \$11.50

Dinner: \$30.00

Effective March 2006

Appendix B: Employee Code of Ethics

- A) We are committed to working together for the advancement of the Society's mission.
- B) Our actions are open, honest and caring.
- C) We refrain from doing anything that could be considered improper conduct including illegal, fraudulent, dishonest, or unethical behaviour or serious negligence in the performance of duties.
- D) We work to the best of our ability.
- E) We act professionally and courteously by:
 - arriving on time to work and work related meetings,
 - conducting work with honesty and integrity, and
 - showing respect and support for colleagues.
- F) We are respectful and polite to one another, volunteers and members of the public. We do not raise our voice, swear, or speak in a manner that makes another person feel belittled.
- G) We are respectful of each other's differences. When communicating with people from other backgrounds, we take care to ensure that cultural differences are considered.
- H) We communicate with each other in a clear and respectful way that validates others' feelings and provides colleagues with the information they need to do their job well.
- I) We hold each other accountable when agreements are not honored.
- J) We regularly share feedback in a respectful way for the purpose of improved performance.
- K) We seek to improve our performance by:
 - evaluating and learning from our successes and our mistakes,
 - recognizing achievements and celebrating successes, and
 - seeking new challenges.

I have read and understand the above points and I agree to abide by this Code and the Gulf of Georgia Cannery Society Human Resource policies.

Employee Signature

Date