

LOWER NICOLA INDIAN BAND



Personnel Policy

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Kari Beilander

Executive Director Signature

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Date

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1. Introduction

1.1 Objectives

- 1.1.1 This Personnel Policy (the “Policy”) contains statements of policies and procedures to be followed by each Lower Nicola Indian Band employee. This Policy not only outlines LNIB’s policies toward the various aspects of our employee - employer relationship, but it also indicates how the Policy is to be administered. Consequently, this Policy is to serve as a permanent reference and working guide for Chief and Council, management and supervisory personnel in the day-to-day administration of our personnel policies, procedures and practices. The objectives of the Policy are:
- a) to increase our understanding, promote consistency and assure uniformity throughout LNIB;
 - b) to aid LNIB Chief and Council, Manager(s) and Supervisor(s) in consistently achieving fair and equitable interpretation of policy. It is the responsibility of each and every member of management to administer these policies in a consistent and impartial manner;
 - c) to provide direction and authority in the day-to-day administration of the Policy;
 - d) to provide a safe and respectful work environment for all employees.
 - e) to ensure health and safety in the workplace in compliance with legislated requirements;
- 1.1.2 This Policy is an important personnel tool, and is designed to serve as an authoritative and comprehensive source of information for employees. A copy of the Policy will be issued to each employee. The employee will be required to sign an Acknowledgement Form (see page 63) indicating they have received a copy of the Policy, have read, understand and agree to abide by the Policy while carrying out his/her job duties.
- 1.1.3 This Policy provides information and guidance about our organization’s regulations, policies, and benefits; it does not constitute an employment contract, nor does it confer any special rights or guarantee of continued employment.
- 1.1.4 LNIB intends to provide a work environment that promotes personal advancement and emphasizes open communication. LNIB strives to treat each employee honestly and fairly. In return, LNIB anticipates a commitment from each employee to work productively and efficiently.
- 1.1.5 This Policy is developed and approved by the Chief and Council, administered by the Executive Director, the Sector Directors and the Program Managers. It is subject to review and amendment, at the discretion of the Chief and Council, with the objective of improvement in accordance with changing conditions. The Chief and Council reserve the right to make changes to this policy at any time, with or without notice. Those who are affected by a change in policy will be informed of the change in a timely fashion.
- 1.1.6 Each LNIB employee is required to abide by the Policy. Failure to comply with the Policy will result in disciplinary action.

1.2 Management Philosophy

- 1.2.1 LNIB believes in the development and administration of written statements of good faith in providing fair employment practices, and equal employment opportunities for present and future job applicants and each employee.

1.3 Vision Statement of the Lower Nicola Indian Band

We are the Scw'exmx, the people of the creeks, of the Nleʔkepmx Nation. We provide for our community's needs and promote wellness, connectedness, and unity amongst our members and with our neighbours and exercise our inherent rights and responsibilities as the recognized titleholders for the lands and its resources within our traditional territory.

1.4 Lines of Authority and Organizational Chart Policy

Policy Statement

1.4.1 Lines of Authority refers to the employee reporting structure described in LNIB's Organizational Chart. ([See Chart Here](#) on last page)

The following are the lines of authority for LNIB from the top down:

- a) Executive Director
- b) Director of Human Resources (For Human Resource related issues)
- c) Sector Director
- d) Program Managers
- e) Supervisors and Coordinators

Purpose

1.4.2 To ensure LNIB employees follow the intended "lines of authority" starting with reporting to his/her direct supervisor, by clearly showing the organizational reporting relationships within LNIB departments and positions to support accountability and performance management.

Scope

1.4.3 This policy applies LNIB Chief and Council and to all employees of the Lower Nicola Indian Band and its Entities.

Responsibility

1.4.4 **Council is responsible for:**

- authorizing the creation and update of the organization chart
- approving the organization chart
- making sure that delegated resources are available to put in place and maintain the organizational structure
- making sure that the organizational chart clearly shows the LNIB governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration, and to each participant in the systems including committees

1.4.5 The Executive Director is responsible for:

- Approving new, revised or removed procedures as delegated by Council
- making sure that the roles and responsibilities and reporting relationships are effectively communicated to all those affected by the organizational chart and as required by the Financial Administration Law ("FAL")

1.4.6 The Director of Human Resources is responsible for:

- maintaining a comprehensive list of all existing policies and procedures
- making sure that the current list of policy and procedures is made available to all affected persons.
- reviewing all policy requests (new, revised, removed) and submitting a recommendation to the Executive Director
- determining if the policy and/or procedure document needs cross functional review from other departments within Lower Nicola Indian Band

- Preparing an Organizational Chart and recommending it to Council for approval, and kept current
- making sure proposed or revised policy and procedures incorporate the requirements of applicable laws, regulations and standards
- making sure proposed or revised procedures are consistent and compliant with the respective Council approved policies
- making sure that existing policy and procedures are kept current by reviewing periodically

1.4.7 Employees:

- Follow the lines of responsibility with direct reporting to their supervisor and only moving up one step at a time as either directed.

Administrative Procedures

1.4.8 Human Resources ensures that the Policy and lines of authority in this manual are consistent with requirements within the LNIB Financial Administration Law (FAL), If a conflict occurs, the FAL takes precedence and shall apply.

1.4.9 The Director of Human Resources will prepare an organizational chart that clearly shows LNIB's governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration and to each participant in the systems including committees and submit to Council for approval.

1.4.10 The Director of Human Resources:

- ensures that the chart includes definitions of the positions affected by the organization chart.
- Ensures each role identified in the organizational chart is clearly defined with a job description.
- Is responsible for filing, communicating and distributing the organization chart to all employees and affected persons.
- As needed, but at least annually, will update the organizational chart for changes in personnel and will submit recommendations to Council for approval.

References and Related Authorities

FMB's Financial Management System Standards

- Standard 12.0 – First Nations Officers and Employees

FMB's Financial Administration Law Standards

- Standard 11.0 – First Nations Officers and Employees

1.5 Application and Administration of Personnel Policy

Policy Statement

1.5.1 Policy is Binding

Each employee is bound by the Policy and is expected to abide by the Policy.

1.5.2 Policy is Severable

If any provision contained within this Policy is found invalid or unlawful, such provision is severable and shall not affect the validity of the personnel policy as a whole.

Purpose

- 1.5.3 To ensure LNIB follows best industry practices in the application and management of its employees.

Scope

- 1.5.4 Applies to all LNIB Personnel policies and procedures, employees of all ranks, and the LNIB Chief and Council

Responsibilities

- 1.5.3 The Executive Director is responsible for:

- Approving new, revised or removed procedures as delegated by Council

The Director of Human Resources is responsible for:

- maintaining a comprehensive list of all existing policies and procedures
- making sure that the current list of policy and procedures is made available to all affected persons
- reviewing all policy requests (new, revised, removed) and submitting a recommendation to the Executive Director
- determining if the policy and/or procedure document needs cross functional review from other departments within Lower Nicola Indian Band
- making sure proposed or revised policy and procedures incorporate the requirements of applicable laws, regulations and standards
- making sure proposed or revised procedures are consistent and compliant with the respective Council approved policies
- making sure that existing policy and procedures are kept current by reviewing periodically

1.6 Privacy Statement

Policy Statement

- 1.6.1 LNIB will collect personal information, which may be used for statistical, evaluation and reporting purposes. All personal information created, held or collected by LNIB is protected under the *PRIVACY ACT* and the *PERSONAL INFORMATION PROTECTION and ELECTRONIC DOCUMENTS ACT*.

Purpose

- 1.6.2 To comply with Federal and BC Provincial laws and ensure the privacy of staff and clients.

Scope:

- 1.6.3 This policy applies to all information collected by LNIB including; staff records, LNIB financial records, client records, contracts and partnership agreements, LNIB Membership information, internal documents such as emails, texts, computer files and printed documents not specifically intended for public distribution. Also all internal and external requests for any of the same information such as reference checks, credit checks, or media requests.

Responsibilities:

- 1.6.5 **Executive Director:** Designate two Privacy Clerks, which may be employees with other duties

Director of Human resources; ensure the designated LNIB Privacy Clerks have or receive training on Canada and BC Privacy laws mentioned in the Privacy Policy,

Managers, Must seek advice and permission from a LNIB Privacy Clerks before releasing or providing any information as outlined in the Scope of the policy.

LNIB Staff, will only collect, use or internally share information as described in the Scope of the Policy for a bonafide required work-related purpose. When unsure if a use is a bonafide work related need, they **MUST** contact a LNIB Privacy Clerks.

Procedures

- 1.6.6 All information covered by the scope of this policy will be stored in secured location:
- Printed documents will be kept in locked file cabinets and or office
 - Electronic data will password protected and stored only on LNIB equipment and designated servers
 - After use, or at the end of a work day and materials and documents will be returned to their secure state

- 1.6.7 New staff will receive privacy training as part of their orientation, all staff will receive yearly refresher training on privacy matters.

Individuals will be informed of the purpose for which information is being collected and how to access the information. Written Consent will be requested where appropriate.

2. Definitions

Absenteeism:

Culpable absenteeism: tardiness or absences that could have been reasonably avoided, that could have been properly reported or explained and which were not, or which were not approved by LNIB. Examples of culpable absences include but are not limited to failing to attend at work without proper explanation or approval, improper or dishonest use of otherwise acceptable leaves of absences or failing to return from approved time off.

Non-Culpable absenteeism: tardiness or absences that could not have been reasonably avoided, including but not limited to an inability to attend at work due to a disability.

Anniversary Date means the annual date from the first day an employee reports to work. An employee's Anniversary Date is used to compute various conditions and benefits described in this Policy.

Appeal Committee means a three (3) person committee, which is comprised of a co-worker, selected by the employee who is launching the appeal, a volunteer selected by the Sector Director, and the Executive Director.

Band Member means a person whose name appears on the LNIB list or who is entitled to have his name appear on the LNIB list as defined in the Indian Act.

Casual Employee means an employee with no specific schedule, to provide relief or provide relief at requested or peak times. Casual employees are not eligible for group benefits.

Council means the Chief and Council of LNIB duly elected pursuant to the Custom Election Regulations of LNIB, hereinafter referred to as the "Council" or "Chief and Council".

Council Meeting means a meeting of Chief and Council held pursuant to the LNIB Chief and Council Policy.

Chief means the duly elected Chief of LNIB pursuant to the Custom Election Regulations of LNIB.

Common Law Partner means a person who is cohabitating with another individual in a conjugal relationship, having so cohabitated for a period of at least six months.

Conflict of Interest means a situation in which a person or organization is involved in multiple interests, financial interest, or otherwise, one of which could possibly corrupt the motivation of the individual or organization. See an expanded definition in Policy 5.10.3

Councilor means a duly elected Councilor of LNIB pursuant to the Custom Election Regulations of LNIB.

Discrimination means the differential treatment of a person as defined in the *Canadian Human Rights Act*. The *Canadian Human Rights Act* prohibits discrimination related to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Duty to Accommodate means the obligation of LNIB to take steps to eliminate disadvantage to an employee and prospective employees resulting from a policy, rule, practice or physical barrier that has or may have an adverse impact on individuals or groups protected under the Canadian Human Rights Act or identified as a designated group under the Employment Equity Act.

Executive Director is the employee who provides overall management and administration of LNIB including implementation of Council policies, bylaws, and directives, according to the approved job description.

Employee means a person employed by LNIB.

Emergency Relief means the temporary placement of an individual into a vacant position until the position is filled through the posting and selection process.

Employee Files includes the contents of each employees' personnel file.

Employer means LNIB.

Entities include LNIB, the LNIB Development Corporation and all wholly owned business of LNIB

Extended Family means in respect of the employee:

- a) the aunt or uncle of the employee;
- b) the aunt or uncle of the employee's spouse;
- c) the nephew or niece of the employee;
- d) the first cousin of the employee;
- e) any fictive accepted custom or tradition of LNIB.

Fictive means a relationship defined through custom and/or tradition from an adoptive process by way of a public ceremony or a relationship recognized and witnessed by the community.

Fiscal Year means April 1 – March 31

Full Time Employee means an employee who normally works a minimum of 35 hours a week.

Harassment means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment. Harassment can be a single incident or a series of incidents. The unwelcomed comment or conduct does not have to be directed at a specific person for harassment to occur. It is any behavior that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome, including but not limited to actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons).

Immediate Family means in respect of the employee,

- a) the spouse (including common law) of the employee;
- b) the parents of the employee (natural, adoptive and step);
- c) the grandfather and grandmother of the employee and the spouse's grandfather or grandmother;

- d) the children of the employee (natural, adoptive, step and in-law);
- e) the grandchildren of the employee;
- f) the brother and sister of the employee;
- g) the brothers-in-law and sisters-in-law of the employee;
- h) the father-in-law and mother-in-law of the employee and the spouse of the father-in-law or mother-in-law;
- i) any relative of the employee who resides permanently in the employee's household or with whom the employee permanently resides; and
- j) any fictive accepted by custom or tradition of LNIB.

Job Share means an arrangement in which two employees combine to perform the duties of a single position.

JOHSC or OHSC The Joint Occupational Health and Safety Committee consisting of managers and employees. The number of management representatives cannot exceed the number of employee representatives.

Lateral violence means displaced violence directed at one's peers.

Lieu Time means time off in place of monetary compensation for overtime.

Libel means a written statement, or a representation, that gives an unjustly unfavorable impression of a person or thing.

Line of Authority means reporting structures described in the LNIB Organizational Chart.

LNIB means the Lower Nicola Indian Band and all affiliated empowered entities.

LNIB Members means persons who have a status registration number bringing with 695.

Management includes all LNIB Sector Directors and Program Managers.

On-Call means the time period specified by the employer during which an off-duty employee is required to be available for work.

Part Time Employee means an employee that is normally scheduled to work less than thirty-five (35) hours per week.

Personal Information factual or subjective information, recorded or not, about an identifiable individual, including but not limited to age, name, ID numbers, income, marital status, ethnic origin, ancestry, blood type, opinions, evaluations, comments, social status, disciplinary actions, personal health information, education and employment. It does not include contact information that enables a person to be contacted at a place of employment or business and which includes the name, title and business contact information.

Privacy Clerk person responsible to ensure adherence, implementation and compliance with all relevant policy legislation.

Posting means the advertisement of a vacant employment position with LNIB. Position postings are made at prominent locations throughout the community, through local media and the LNIB website.

There are 2 types of employment postings:

1. Internal – open to LNIB employees and LNIB members, only;
2. External – open to LNIB employees, LNIB members and the general public.

Relief Worker means a person who takes the place of an employee who is temporarily absent.

Seasonal Employee means an employee hired by LNIB whose appointment is on a seasonal basis from year to year.

Sector(s) or LNIB Sector(s) refers to the various departments within LNIB and managed by a Director.

Sector Directors means the management employees who have responsibility for a particular program of LNIB, i.e., Human Services, Infrastructure, Finance, Lands & Economic Development, Administration and LNIB School.

Selection Committee is comprised of the, the Executive Director, Human Resources Director, and the Sector Director of the affected department, or their appointed delegates and will include the relevant Program Director. This committee meets at the recommendation of the Human Resource Director or Sector Director of the particular department and makes decisions regarding hiring, advancement, transfers, and discipline regarding that department's employees. The committee also makes recommendations and decisions with regard to the Policy.

Sexual harassment includes any conduct, comment, gesture or contact of a sexual nature:

- a) that is likely to cause offence or humiliation to any employee;
- b) that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion;
- c) unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations;
- d) leering, staring or making sexual gestures;
- e) display of pornographic or other sexual materials;
- f) unwanted physical contact such as touching, patting, pinching or hugging;
- g) intimidation, threats or actual physical assault of a sexual nature;
- h) inquiries or comments about a person's sex life or sexual preference.

Slander means a false report, maliciously uttered and intending to injure the reputation of a person.

Spouse includes common-law spouse.

Staff refers to all non-Management employees, excluding casual or term employees.

Supervisor means the management employee having responsibility for supervision of staff in a particular department of LNIB.

Temporary Employee means an employee hired by LNIB for a specified period of time, seasonal basis, special projects, or to cover employee absence.

Volunteer means a person who undertakes a duty or service willingly without the expectation of compensation.

Work place violence means any action, conduct, threat or gesture of a person towards an employee in their work place that can reasonably be expected to cause harm, injury or illness to that employee.

3. Employee Status

3.1 Employee Employment-type Categories Policy

Policy Statement

- 3.1.1 All employees will be categorized within a system that differentiates between permanent, temporary, full-time, part-time, term, seasonal, or other employment category as allowed with the Canada Labour Code or other applicable legislation.

Purpose

- 3.1.2 This policy is used for determining employee entitlement for vacation time, personal leave and the group benefit package

Scope

- 3.1.3 Applies to all employees of the Lower Nicola Indian Band and its Entities. This policy does not apply to contractors (see Section 11.1 for contractors).

Responsibilities

- 3.1.4 **Executive Director:** Approves the classification for all positions
Director of Human Resources: In consultation with Sector Directors develops Job Descriptions and Classifications under this policy and submits them to the Executive Director for approval
Sector Directors: In consultation with the Director of Human Resources, develops Job Descriptions and Classifications for all positions in their Sector.

Administrative Procedures

- 3.1.5 Job descriptions are stored in:
- the personnel file of individuals hired for that position.
 - The shared Human Resource folder on the LNIB Server
 - Other servers, such as a SharePoint Site as determined by the Human Resources Department
- 3.1.6 Human Resources will use these classifications;
- regular full-time — an employee scheduled to work 7 hours per day, and 35 hours per week, with no predetermined employment termination date (ongoing full-time employment);
 - regular part-time — an employee scheduled to work less than 35 hours per week (exclusive of the meal period), with no predetermined employment termination date (ongoing part-time employment);
 - casual — an employee hired for a term not to exceed 6 weeks, in order to provide relief or additional help at requested or peak times. Casual employees are not eligible for the group benefits plan;
 - term/ temporary — an employee who is hired for a specified term, not to exceed 78 weeks, either on a seasonal basis, to cover an employee on short or long term leave, to carry out special projects for work that is not expected

to be ongoing or long term, to replace an employee on leave or to perform a non-recurring set of tasks. Term/Temp employees are not eligible for the group benefits plan;

- in the case of an emergency situation, such as a personal injury prohibiting continued work, the Selection Committee may hire a casual or term employee on an as-needed basis;
 - An “emergency” or “urgency” exists when it can be demonstrated that following LNIB’s standard hiring procedure would result in significant harm or liability to LNIB, e.g. failure to fulfill a contract, loss of revenue, inability to provide essential services, etc.
- in the case of temporary positions or particular urgency, the Selection Committee may approve the hiring without following the posting and interviewing process set out in the Selection and Hiring Policy’s.
- permanent — an employee hired for ongoing (i.e. no specified term) positions working a minimum of 35 hours per week. Contractors are not employees.

3.2 Probation Policy

Policy Statement

- 3.2.1 All new staff will be placed on a three (3) month probationary period.
- 3.2.2 All existing staff, including managers, who successfully compete and are offered a different staff position will be placed on a new three (3) month probationary period.
- 3.2.3 A staff member who accepts a different position within LNIB and fails to pass the probationary period for this position shall be offered other similar employment or a return to their previous position.
- 3.2.4 The Principles of the ***Progressive Discipline Policy 10*** and the steps involved, will also apply to any probationary employee, however, at any time during the probation period, LNIB may terminate employment without notice or payment in lieu of notice or compensation of any kind.

Purpose

- 3.2.5 To ensure all staff hired are competent and a good fit for their position with LNIB

Scope

- 3.2.6 Applies to all new hires and transfers to new position within LNIB.

Responsibilities

- 3.2.7 The Sector Director makes the final hiring decision for all positions in their sector and tracks the performance during the probation period.

Administrative Procedures

- 3.2.8 Once hired, the employee is provided a job description, and a self-evaluation to complete during probation.
- 3.2.9 The outcome of the probation evaluation is kept in the employee personnel file

4. General Conditions of Employment

4.1 Preferential Hiring Practice Policy

Policy Statement

- 4.1.1 All employment practices will be based on prevailing employment legislation including the Employment Equity Act. For all job opportunities where applicants for a position are equally suitable (based on skills, education and other qualifications), preference will be given to Aboriginal Peoples including band members, Nlaka'pamux ancestry, First Nation, Inuit or Métis.
- 4.1.2 Subject to the preferential hiring practice, as described above, LNIB provides equal opportunity for everyone, regardless of age, gender, color, race, creed, national origin, religion, marital status, family status, sexual orientation, political belief, pardoned criminal conviction, or physical or mental disability that does not prohibit performance of bona fide job functions.

Purpose

- 4.1.3 To ensure qualified LNIB members, Nlaka'pamux ancestry, First Nation, Inuit or Métis have the first opportunity to fill job opening with LNIB.

Scope

- 4.1.4 This policy applies to all new hires within LNIB Sectors, including officers.

Responsibilities

- 4.1.5 The Executive Director is responsible for;
- Approves and monitors the Human Resources procedures to ensure appropriate efforts are made to recruit qualified band members
- The Director of Human Resources;
- develops and implements hiring procedures, for approved by the Executive Director
 - maintains a record of the selection and evaluation process
- Sector Directors;
- Submit all new job opening to the Director of Human Resources for promotion and advertising
 - Hiring approval for all employees within their sector

Administrative Procedures

- 4.1.6 All job vacancies will be:
- Posted internally to alert current staff of the opportunity so they are informed for their own potential interest in applying AND so as to be aware if approached by a potential applicant
 - Posted initially for a minimum 5 business days within the LNIB community using the official LNIB; Facebook page, community web page, and LNIB community newsletter, so as to give the LNIB membership the first opportunity to apply and be hired.

- After the minimum 5 day LNIB community posting described above, and if no acceptable qualified member of the preferred group has applied and been interviewed, then the posting at the discretion of the Director of Human Resources can be advertised to the general public using standard recruitment methods.

4.2 Recruitment and Selection Policy

Policy Statement

- 4.2.1 The Executive Director has the authority to hire all personnel into regular full-time, regular part-time and temporary positions.
- 4.2.2 The Executive Director has the authority to promote or reassign a regular full-time employee to fill a full-time position vacancy and to promote or reassign a regular part-time employee to fill a regular part-time position vacancy.
- 4.2.3 The Executive Director has the authority to approve recruitment for positions to meet the administrative mandates set by Chief and Council and to designate the appropriate manager or staff member to conduct the recruitment.

Purpose

- 4.2.4 To ensure LNIB has the qualified staff required to provide the services mandated by Chief and Council within approved budgets.

Scope

- 4.2.5 The policy applies to all new hires with LNIB Sectors

Responsibilities

- 4.2.6 **Council** is responsible for:
 - appointing all Officers
 - Hiring an Executive Director
 - following the approved hiring policy and procedures as it relates to the hiring of an Executive Director

The Executive Director; Approves and monitors all procedures and is responsible for hiring all Sector Directors and may sit on all hiring committees

The Director of Human Resources; drafts procedures for approval by the Executive Director, participates on all hiring committees, provides recommendation as to who should be interviewed and hired. Prepare, invigilate, and access any skill tests a hiring committee request of a candidate(s).

Sector Directors: Submit all job opens to the Director of Human Resources for recruitment and sit on all hiring committees for their Sector.

Department Managers; Sit on hiring committee for new hires in their department.

Administrative Procedure

- 4.2.7 Initial screening will occur to assess each applicant's ability to
 - meet the minimum stated standards.
 - Applications of qualified candidates will be forwarded to the relevant employee or Officer to further screen the applications to be interviewed.
 - The interview process will be consistent for all applicants.

- Once an applicant is determined to be the recommended candidate, Human Resources will conduct and document reference checks, as well as any other checks required.
 - The relevant employee or Officer will recommend the successful candidate to the Sector Director/Executive Director (for Sector Directors)/Council (for an Executive Director) for approval.
- 4.2.8 All regular full-time and part-time positions shall be:
- a) posted internally for competition, and externally as required;
 - b) all competitions will be open for at least 10 working days.
- 4.2.9 All candidates, in addition to the Preferential Hiring Policy 4.1, are selected based on the following qualifications:
- a) education and training;
 - b) skills and abilities;
 - c) past experience(s);
 - d) competence;
 - e) satisfactory employment reference(s);
 - f) past work performance;
 - g) Length of service (internal candidates).
- 4.2.10 **A Selection Committee** will be established by the Director of Human Resources in consultation with Sector Directors, Program Manager or their delegates and will include the relevant Program Manager unless exceptional circumstances warrant otherwise. The composition of the Committee shall respect the principles of fairness and equity, and policies outlined in this Policy. The role of the Selection Committee will be to identify and recommend to the Sector Director and the Executive Director, the most qualified candidates for further interviewing, where necessary, or for hiring.
- 4.2.11 **A Selection Committee** comprised of three (3) Council members will be established for the hiring of the Executive Director position.
- 4.2.12 **A Selection Committee** will be established by Human Resources, or the Executive Director, comprised of the Executive Director and one (1) Director, and one (1) other employee for the hiring of any Director or Management positions.
- 4.2.13 **The Selection Committee, and Sector Director or Executive Director**, reserve the right not to fill a position if they determine that none of the candidates are qualified.
- 4.2.14 If a position requires a specific level of skill or expertise such as accounting, word processing, or computer proficiency, etc, the Selection Committee may request applicants to demonstrate skills by completing an exercise involving a job-related work sample.
All interviewed applicants will be given the same exercise. If it is identified that a successful applicant requires additional training, LNIB will work with the employee to establish a training plan.

4.3 Criminal Record Checks Policy

Policy Statement

4.3.1 A Criminal record check, also known as an information check, will be required for any position that requires:

- an employee to work in an isolated environment with fewer than 3 other employees, and/or
- entering the homes of Band members, and/or
- working with elders, and/or
- working with persons under the age of 18 years old, and/or
- requires access to cash/financial records/confidential information kept by LNIB,
- Other non-discriminatory reasons set by the hiring committee.

A candidate who's criminal record check indicates they are not suitable for the position will not be hired.

Employees who hold a position that require a criminal record check, will have a new check at a minimum of every five (5) years.

Purpose

4.3.2 To ensure the safety of all staff, clients, and LNIB membership.

Scope

4.3.3 This applies to all new and existing positions and employees of LNIB.

Responsibilities

4.3.4 **The Executive Director** approves the procedures and monitors that they are followed.

4.3.5 The Director of Human Resources informs candidates that they are required to submit and pass a criminal record check and informs them of results.

4.3.6 The Principal of the Band School may, unless otherwise decided by the hiring committee or Director of Education, use the LNIB access to the British Columbia Provincial criminal record check service to conduct checks on Band School employees.

Administrative Procedure

4.3.7 For all positions that require a RCMP Information Check, (A.K.A. criminal record check);

- Job postings will indicate if the position requires a RCMP Information Check
- Successful job candidates and existing employees will be informed if or when or if a criminal record check is required.
- The candidate or employee will be required to, in a time frame specified by the Director of Human Resources, attend to the nearest, or most convenient RCMP detachment to request a criminal record check.
- LNIB will reimburse the candidate or employee for the fee charged by the RCMP for the criminal record check service.

- Once received, the candidate or employee must as soon as possible provide the original criminal record check document to the LNIB Human Resources department.
- For LNIB Band School staff, the RCMP record check MAY, at the discretion of the hiring committee or Director of Education, be conducted using the Band Schools online access to the provincial record check system.
- The Human Resources department will inform the employee/candidate if they have satisfactorily passed this check for employment purposes.

4.4 Drivers License and Drivers Abstract Policy

Policy Statement

- 4.4.1 Where a position requires an employee to operate a motor vehicle, it is a condition of employment that the employee must provide a copy of a driver's abstract and a valid British Columbia motor vehicle license(s) of a class appropriate for the vehicle the employee will be operating in their job.

The employee must also follow all the policies and procedures of the **LNIB Vehicle Use Policy 5.17**.

Scope

- 4.4.2 This policy applies to all LNIB staff who drive any LNIB vehicles that require a BC Drivers License.

Responsibilities

- 4.4.3 The Executive Director; Approve these procedures and monitor that they are followed.

The Director of Human Resources; will ensure designated vehicle use staff have a copy of the Vehicle Use Policy to review and set up a time for the employee to review the policy with the Public Works Clerk.

Sector Directors; will ensure to designate which positions in their Sector require the use of a vehicle and monitor such staff to ensure the policy is followed.

Department Managers; Ensure Human Resources and the Public Works Clerk are aware of all position and employees who require use of LNIB Vehicles, and ensure employee compliance with policy and procedures.

The Public Works Clerk;

- will verify the relevant driver information and ensure the employee has agreed to by signature, the LNIB Vehicle Use Policy.
- Review and explain the Vehicle use policy to the employee including all forms and reporting processes required by it.

Employees; Provide all required documents; drivers abstract, copy of drivers license.

Administrative Procedures

- 4.4.4 An employee who drives as part of their normal duties will be required to submit to Human Resources department:
- a) a driver's abstract upon hiring and thereafter on an annual basis;
 - b) any driving infractions while on duty to his/her Program Manager within 15 days;
 - c) any infractions resulting in the loss of driving privilege or restrictions must be reported immediately.

4.5 Aptitude and Ability Tests Policy

Policy Statement

- 4.5.1 Some positions at LNIB require a specific skill(s), training and expertise. Employees in these positions are required to demonstrate they meet these job requirements either through formal certification and/or, at the discretion of LNIB, by successful completion of a test invigilated by LNIB.

Purpose

- 4.5.2 To ensure all employees of LNIB meet conditions, expectations, and requirement of their jobs.

Scope

- 4.5.3 The policy applies to all new and current LNIB employees in all positions

Responsibilities

- 4.5.4 Executive Director; approves any testing.
- 4.5.5 Human Resources will create tests when requested
- 4.5.6 All current and new employees must demonstrate yearly, or as required by their industry, that they meet the certification, skills or other requirements of their position.

Administrative Procedure

- 4.5.5 1. For new employees a copy of any certification must be received before an employment offer is made.
2. Where a test is required, Human Resources will develop or sources a test and arrange for it to be conducted.
3. Human Resources will keep a copy of all employee certifications or test results in the employee's personnel file.
- 4.5.6 Sector Directors are responsible to ensure their staff provide certification updates when and if required and give these to Human Resources to placed in the employee file.

4.6 Letter of Offer Policy

Policy Statement

4.6.1 Each new employee shall receive a letter of offer. The Letter of Offer will outline:

- a) the job title;
- b) start date;
- c) salary and benefits;
- d) length of probationary period;
- e) termination conditions;
- f) in the case of term positions, the termination date for the position must also be stated;
- g) that the employee will be bound by LNIB's Personnel Policy.
- h) That the employee must complete a "Conflict of Interest" declaration upon being hired and annually thereafter and within 14 calendar days of any new conflict of interest occurring.
- i) Any other clause deemed necessary by the Executive Director

Purpose

4.6.2 To ensure all employees of LNIB understand the conditions, expectations, and requirements of their employment

Scope

4.6.3 The policy applies to all new and current LNIB employees in all positions

Responsibilities

4.6.4 **Executive Director**; approves and signs all letters of offer
Director of Human Resources; drafts all letters of offer
Sector Director; Review letters of offer for their Sector to ensure the job title, start, duration/term, and job descriptions are correct.
Payroll Clerk; prepare/print all required payroll information forms for the new employee to complete and sign

Administrative Procedure

- 4.6.5
1. Once a candidate has been chosen;
 - The Letter of Offer and all other policies are presented to the candidate for acceptance.
 2. Once the offer has been accepted;
 - The employee is provided copies of the LNIB Personnel Policy Manual and Vehicle Use Policy (if relevant). These must be reviewed and signed upon starting employment.
 - The new employee **MUST** read, complete, and sign the Conflict of Interest form and Confidentiality form. The Conflict of Interest form is to be completed annually.
 - All payroll forms are to be completed and returned to the payroll clerk on the first day of employment.
 - The Human Resources department will assign the new employee onboarding tasks as per the New Employee Orientation Policy 4.7.

4.7 New Employee Orientation Policy

Policy Statement

- 4.7.1 In a timely fashion, each new employee will receive an orientation, covering such topics as the history of LNIB, Band membership and culture, employee benefits, organizational charts, building locations, facility layout, policy, and onboarding tasks including those required by legislation.

Purpose

- 4.7.2 To ensure all new employees are provided with the tools, resources and information they require to be successful at their new positions. This will in turn ensure LNIB's hiring decisions are cost effective, reduce turnover, improve employee work satisfaction, and help maximize employee production.

Scope

- 4.7.3 The policy applies to all newly hired employees.

Responsibilities

- 4.7.4 Supervisor of employee: During the first week of employment, will provide
- orientation materials, information, demonstration of duties to the new employee;
 - will orient the employee as to the specific requirements of his/her position.

Administrative Procedure

- 4.7.5 The new employee will be provided the following;
- a) Personnel policy for acknowledgement of review and agreement with the policy by the employee for signature;
 - b) Oath of Confidentiality for acknowledgement and signature;
 - c) Conflict of interest form to be completed
 - d) Personnel and Payroll procedures;
 - e) introduce the employee to other employees;
 - f) background information regarding the programs and services of LNIB;
 - g) administration forms for review and signature;
 - h) review of programs and job specific operating procedure(s);
 - i) safety procedures and regulations.
- 4.7.6 Human Resources will create and maintain an onboarding check list.

4.8 Job Descriptions Policy

Policy Statement

- 4.8.1 LNIB will develop and provide to all employees a comprehensive job description for their position.

Purpose

- 4.8.2 To ensure LNIB and its employees both have a clear understanding of the expectation of the position the employee has been hired to do. It also forms the basis of the employees work plan and the criteria for regular performance evaluations.

Scope

- 4.8.3 The policy applies to all LNIB employees including the Executive Director, the Director of Finance, other Officers as defined in the LNIB Financial Administration Law, members of all LNIB Committees and boards.

Responsibilities

- 4.8.4 **Executive Director** approves all job descriptions

Sector Directors develop job descriptions for all positions in their Sector

Director of Human Resources ensures LNIB has clear job responsibilities and duties, through standardized job description formats for Sector Directors to use, and completes a final edit of all Job Descriptions and presents them to the Executive Director for approval.

The development, administration and distribution of all job descriptions are to be done by the applicable Sector Director with final approval from the Executive Director.

Administrative Procedures

- 4.8.5 Each employee of LNIB is to have a written job description. The job description must include:

- a) position title;
- b) department;
- c) effective date;
- d) the direct supervisor's position;
- e) general statement of the position responsibilities;
- f) duties/tasks;
- g) desired education, experience and training;
- h) the employee category;
- i) Criminal Record Check requirement;
- j) Drivers license and drives abstract requirement is any
- k) hours of work and reference to extraordinary circumstances;
- l) applicable training requirements;

- 4.8.6 Job descriptions will be formally reviewed every year, by the Sector Director, during the annual performance review and updated whenever there are significant changes in responsibilities.
Updates will be submitted to the Director of Human resources for confirmation and then to the executive Director for final approval.
- 4.8.7 Each employee upon commencement of employment shall receive a copy of his or her job description. The immediate supervisor shall ensure that each employee understands their position responsibilities and level of authority, and have signed off on a copy of the current position description.

4.9 Human Resources Records Management Policy

Policy Statement

- 4.9.1 For all employees, Human Resources will create and maintain a personnel file for work-related documents.
- 4.9.2 A second, separate file for payroll documents will be created for each employee.
- 4.9.3 Documents in employees' files may be kept as electronic documents and/or printed documents, and kept by the Human Resources department.

Purpose

- 4.9.4 This policy explains what personnel information LNIB may collect and keep about its employees, and provide guidance to effectively manage the creation, maintenance, and confidentiality of human resources records of the LNIB.

Scope

- 4.9.5 The Policy applies to all employee records

Responsibilities

- 4.9.6 The Executive Director provides:
 - general oversight of the human resources records management, storage and retention system, and for ensuring the security and integrity
 - ensure Privacy Officers are appointed to oversee personnel records and other confidential LNIB records.

Human Resources creates and maintains employee personnel files, this will include: job description(s), job application, resume, offer letter, employment contract, driver's license and abstract (if required), and forms relating to employee benefits, tax withholding and LNIB Personnel Policy manual receipt. As employment progresses, other documents pertaining to annual reviews, accomplishments and awards, training and workshops or seminars completed, conduct and attendance issues, complaints from clients and colleagues and disciplinary warnings and actions, and other documents as required by Human Resources, will be added.

Employees are responsible to promptly inform the Human Resources department of any changes to the following information contained in their personal records:

- a) address and telephone number,
- b) emergency contact,
- c) marital status,
- d) number of dependents to substantiate claims for tax deduction and benefit purposes,
- e) designated beneficiary for survivor's benefits.
- f) Banking direct deposit information

This will include: job description(s), job application, resume, offer letter, employment contract, driver's license and abstract (if required), and forms relating to employee benefits, tax withholding and LNIB Personnel Policy

manual receipt. As employment progresses, other documents pertaining to annual reviews, accomplishments and awards, training and workshops or seminars completed, conduct and attendance issues, complaints from clients and colleagues and disciplinary warnings and actions, and other documents as required by Human Resources, will be added.

Administrative Procedures

4.9.7 Director of Human Resources creates;

1. An employee personnel file for each employee and populates them with the hiring and other documents as they occur.
2. Privacy Officer(s) handle all requests to private information to ensure only authorized persons with a demonstrated need, have access to employee files and payroll records.
3. Each employee will have a payroll file created by the payroll clerk, the clerk will then keep a copy of payroll time cards and paystubs in that file as they occur.
4. An employee must make a written request or email request for access to information within their files.
 - I. Access will then be provided within 30days only after a LNIB Privacy Officer has reviewed approved the request.
 - II. An LNIB Privacy Officer with prepare the information to be viewed and provide to the employee
5. Any third-party request for employee information must;
 - 5.1 Be in writing
 - 5.2 Have a signed release by the affected employee(s)
 - 5.3 Will be processed, and the information provided by an LNIB Privacy Officer

4.9.8 Manager and Supervisors will ensure any information they create relating to an employee's performance shall be placed in the Employee File and a copy shall be furnished to the employee.

4.9.9 Employees will have access to the documents in their file as required by applicable legislation. Manages and Human Resources staff will have access to employee files only when there is a bonafide job-related need. All documents and personnel information will be subject to Privacy Statement Policy 1.6 and the *PERSONAL INFORMATION PROTECTION ACT ("PIPA")*, *PRIVACY ACT* and the *PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT ("PIPEDA")*.

4.9.10 The LNIB Privacy Clerk(s), as appointed by the Executive Director and Chief and Council, will ensure the Proper protocols are in place for securing and accessing all Personnel Files, in compliance with 4.9.4 above.

Employee Files will not be removed from the LNIB main office. No photocopies can be made without proper consent from the Executive Director.

Digital cloud-based employee files will be available to employees, the contents of which must be approved by the Executive Director and in accordance with PIPEDA.

4.10 Hours of Operation Policy

Policy Statement:

- 4.10.1 LNIB maintains a 35-hour workweek, 7 hours per day. Regular hours of operation are Monday to Friday, 8:30 a.m. to 4:30 p.m, inclusive of a one-hour lunch break.
- 4.10.2 Sector Directors work a 40-hour workweek and are required to be available for additional hours as their sectors demands require.
- 4.10.3 An employee that works outside regular hours of operation and shift structure of LNIB will have their hours of work scheduled by their respective Sector Director.

Purpose

- 4.10.4 This policy ensures;
 - all LNIB employees know the expected standard hours of a work day and week and,
 - provides standard times/schedule for when the public can contact LNIB and access services and,
 - Allows for more precise budgeting of wage and payroll expense

Scope

- 4.10.5 The policy applies to all employees

Responsibility

- 4.10.6 **Council** approves hours of operation
 - Executive Director**; Recommend as office hours for Council approval
 - Sector Directors**; ensure all sector employees are work and performing duties during working hours and schedule employees as needed for off hour emergency needs, or for time in excess of 35 hours per week.
 - Director of Human Resources**; monitors the hours employees work to ensure applicable compliance with labour laws.
 - Employees**; are to be at work and performing their duties during the normal weekday schedule.

Administrative Procedures

- 4.10.7 The hours of operation are to be posted on the main entrance of each public facility.

Upon hiring new employees will be informed of their work schedule and that work hours in excess of 35hours in a week must be pre-approved by the Sector Director.

- 4.10.8 An employee working five (5) hours or more in a day is entitled to a thirty (30) minute unpaid break.

Each employee is entitled to an unpaid one-hour lunch break generally taken from 12:00 to 1:00 or as assigned by the Sector Director

4.10.9 An employee that is required to work outside of the regular hours of operation and shift structure of LNIB will have their hours of work scheduled by their respective Sector Director.

4.10.10 An employee that is required to work over 35 hours in a regular work week, must have those additional working hours pre-approved by the Sector Director.

4.11 Call In After Hours Policy

Policy Statement

4.11.1 Any employee that is called to work outside normal working hours by his or her immediate supervisor or next level of authority shall be compensated with a minimum of three (3) hours work or pay in lieu of work.

Purpose

4.11.2 To ensure employees asked or required to work outside of the normal LNIB hours of operation, (Policy 4.10), are only asked to do so by an authorized LNIB manager and received a minimum of 3 hours work or equivalent pay.

Scope

4.11.3 Applies to all employees

Responsibility

4.11.4 Sector Directors may call in employees to work after hours. This authority may be delegated to managers within the sector.

Administrative Procedure

4.11.5 Approval to call an employee after normal working hours must be received by the Sector Director or Executive Director.

4.11.6 After hours on call staff will be paid on a pay per hour on call rate as set by Human Resources and updated from time to time.

4.11.7 On call employees will be given the use of an LNIB cell phone while on call, the cell phone number will be advertised to community members.

4.11.8 If called in to work, the *on-call* employee will then be paid their normal payrate, plus any additional pay as required by the Canada Labour code; eg, if on a statutory holiday the and extra 1.5 times their normal payrate.

4.12 Employee Attendance Policy

Policy Statement

4.12.1 Each employee is required to sign in and be at his/her workstation and ready to work at the beginning of scheduled daily work hours and is expected to remain at work until the end of the scheduled work hours, except when on an approved break or approved absence.

Purpose

4.12.2 To provide clear attendance expectations to all employees

Scope:

4.12.3 The Policy applies to all LNIB employees.

Responsibilities:

4.12.4 Executive Director is responsible for ensuring Sector Directors abide by the Policy

Sector Directors are responsible for:

- 1) Ensure that the employee, supervisor and manager in their sector adhere to the Policy
- 2) monitor attendance

Program Manager

- 1) recognize good or improved attendance;
- 2) carefully and consistently analyze attendance;
- 3) review any attendance patterns that adversely affect job duties, performance or departmental performance;
- 4) follow-up with each employee who is absent, late or tardy when he/she returns to work;
- 5) take corrective action, in conjunction with this policy (e.g. progressive discipline).

Employees

- 1) understand they have a responsibility to be fit for work, come to work on time, and work their scheduled hours;
- 2) make all personal appointments outside of normal working hours, when possible;
- 3) provide a minimum of 24 hour notice for planned absences;
- 4) follow the established call-in procedure;
- 5) account for his/her absence to the satisfaction of his/her immediate supervisor.
- 6) carefully and consistently analyze attendance;

Administrative Procedures

4.12.5 LNIB keeps records of all employee attendance, including sign in sheets at all LNIB facilities.

- 4.12.6 Sector Directors will occasionally and randomly compare employee timecard records with sign in sheets and other attendance records, to ensure employees are at work as required and reported.
- 4.12.7 All employees must submit a completed time card by the payroll cutoff date as set by the Finance Department.
- 4.12.8 When work related activities take an employee away from his/her regular workstation, the staff and/or Manager must be notified where the employee is going and how long the employee is expected to be away. All absences, including those for work-related activities, are subject to approval by the employee's Sector Director. Absences by a Sector Director are subject to approval by the Executive Director.

4.13 Office Closures Policy

Policy Statement

- 4.13.1 During planned office closures, other than statutory holidays and weekends, employees may be paid to a maximum of regular hours worked for the day.
- 4.13.2 Under extraordinary circumstances, .e. weather, gas leaks, water or power outages or emergencies. the Executive Director may decide to close LNIB offices/facilities for up to 14 calendar days. Closures in excess of 14 calendar days must be approved by the LNIB Chief and Council.
- 4.13.3 Planned closing for other special events and holiday's such as Christmas, (see Policy 8.2) must be approved by Chief and Council based on a recommendation from the Executive Director.

Purpose

- 4.13.4 To clarify why and when the LNIB may close facilities during normal working hours and set the Band School closure schedule for each year. Also to provide authority to the LNIB Executive Director to close some or all LNIB facilities and set limits on how many hours of work affected staff may be paid for.

Scope

- 4.13.5 This Policy applies to all LNIB Facilities and services

Responsibilities

- 4.13.6 Chief and Council are to approve the regular business hours of LNIB and planned closures times, and emergency closures that are expected to exceed 14 regular work days.

Executive Director is the person authorized to implement this policy, and for short-term emergency closures of up to 14 regular workdays.

Administrative Procedures

- 4.13.7 The Executive Director will:
- make recommendations to chief and council for all planned closures, including the Christmas break,
 - notify all Sector Directors of emergency and other planned closures.
 - For emergency closures of over 14 workdays, will add a request to do so to the first available Chief and Council Meeting.

Sector Directors will ensure required staff for handling an emergency are scheduled and required on-call staff are scheduled

- 4.13.8 The Director of Human Resources in conjunction with the Communication department will draft a notice to be emailed to all staff informing them of the closure and how many hours, if any, for which they will receive pay. The communication department distributes a notification to affected party's

4.13.9 An employee who reports to work on a closure day, prior to be given notice of the closure, will be paid for a minimum of four (4) hours to a maximum of seven (7) hours for the day.

4.14 Voting Policy

Policy Statement

4.14.1 On all voting days, LNIB facilities will close in time to allow three (3) hours before the close of the polls for Band and Federal elections, and four (4) hours before the close of polls for Provincial elections.

Purpose

4.14.2 LNIB employees are encouraged to vote in federal, provincial and civic elections. Employees who are LNIB Members are also encouraged to vote in Band elections and referenda. Also, to comply with related Canadian Federal and British Columbia Provincial laws

Scope

4.14.3 LNIB Chief and Council general elections, Canadian Federal general elections, British Columbia Provincial general elections and any referendums or public plebiscites conducted by one of those three body's.

Responsibilities

4.14.4 Director of Human resources, within Seven (7) calendar days prior to qualified vote, is to notify employees of this policy.

Sector Director; will ensure work schedules within their sectors are made to accommodate voting as per the policy

Employees being given the time off to vote are encouraged to do so.

Administrative Procedures

- 4.14.5 The Director of Human Resources or delegated person will
1. draft a communication that informs/reminds LNIB employees of this policy and encourages them to go and vote.
 2. will send out the communication using the "all staff" email or other appropriate means that achieves the same ends within seven days of the vote.
 3. Sector Directors will review and adjust staff schedules to accommodate voting time within this Policy.
- 4.14.6 Sector Directors will ensure all their staff, including those working in any emergency or on-call situations are allotted the time to go vote.

4.15 Band General and Chief & Council and other Meetings Policy

Policy Statement

- 4.15.1 On occasion, Chief and Council may request an employees' attendance at a General Band Meeting, Chief and Council Meeting or Committee Meetings as a delegate or to do a presentation on policy and/or procedure. The employee will be required to attend said meeting unless an acceptable exception is requested and accepted.

The employee will receive **no less than 48 hours' notice** to attend and be told the information that will be required so as to allow sufficient time to prepare.

If less than 48 hours notice is given, the employee will be given the choice to attend or not with NO repercussions.

Purpose

- 4.15.2 The Policy may be used to;
- introduce an employee to the Band or Chief and council
 - To provide expert opinion and information or ensure the expertise of LNIB employees can be accessed at Band General or chief and Council meetings, or at committee meetings

Scope

- 4.15.3 Applies only to employees when requested to attend Chief and Council, General Band, or Committee meetings for the purpose of providing formal presentations or answering technical questions related to their job at LNIB.

Responsibility

- 4.15.4 Chief and Council, provides the Executive Director with a request for a presentation or information

Executive Director, makes requests to employees to attend meetings

Employee, attend meetings to provide the information as requested. An employee may also make a request to attend a meeting, the Executive Director will determine if this is appropriate and send the request to the meeting Chair for approval and addition to the agenda.

Administrative Procedure

- 4.15.5 The employees' Sector Director or the Executive Director will inform the employee in writing or email of requests/approval to attend a meeting. Each employee will be compensated for any overtime incurred because of attending meetings.

4.16 Absence from Work (unexpected) Policy

Policy Statement

4.16.1 An employee that is going to be away from a schedule work shift must directly notify and seek approval from his/her Supervisor within 30 minutes before the start of regular hours. If the Supervisor is unavailable, the employee is to leave a message with reception within 15 minutes of the start of regular hours that they will not be at work and a telephone number, or other means, of contacting them.

If an employee fails to meet his/her call-in responsibilities, without reasonable explanation, or the reason for the absence is not acceptable to the Sector Director and/or immediate supervisor, the employee will be recorded as *Absent With Out Leave* and may be subject to disciplinary action.

Purpose

4.16.2 To ensure LNIB has sufficient notice of employee absences so that services are not unduly reduced or affected by reduced work force due to an unplanned absence.

Scope

4.16.3 This applies to all unplanned or unexpected employee absences from work.

Responsibilities

4.16.4 Managers are required to have provided their contact information to all subordinates and to check their messages between 20 and 30 minutes prior to the start of any LNIB work day.

Employees; if unable to be at work on time, all employees must notify their immediate supervisor or receptions as required in the policy

Administrative Procedures

4.16.5 Medical Clearance

At the discretion of the Director of Human Resources in consultation with the immediate supervisor, an employee may be required to provide a medical certificate or note confirming a medical absence.

In cases where absences are of three (3) days or more the employee may be required to obtain a note, confirming medical absence and ability to return to work from their doctor.

The absence with an explanation will be noted in the employee's personnel file

4.16.6 Non-medical absence; the employee will provide a written explanation which will be placed in their personnel file

4.17 Return to Work Interview Policy

Policy Statement

- 4.17.1 An employee should not return to work after an absence of 14 days or more without the Sector Director and/or immediate supervisor acknowledging the fact that the employee's absence was noted. The return to work interview should be:
- a) initiated by the Sector Director and/or immediate supervisor;
 - b) held at the time of the employee's return to work;
 - c) if possible, held in the privacy of an office.

Purpose

- 4.17.2 If the employee's rate of absence is above normal, the Sector Director and/or the immediate supervisor should:
- a) discuss attendance with the employee;
 - b) take appropriate action;
 - c) when an employee fails to follow the call-in procedure or the reason for the absence is unacceptable, disciplinary measures should be applied.

Scope

- 4.17.3 This policy applies to all employees returning from a work leave exceeding 14 days

Responsibility

- 4.17.4 Executive Director will participate in all interviews with a returning Director of other Senior Manager

Sector Director will participate in the return to work interview that involves any staff person from their Sector

Managers will participate in the return to work interview for any subordinates.

Employees will be prepared to participate in a return to work interview upon return from a extended absence as defined in the Policy.

4.18 After Hours Entry Policy

Policy Statement

- 4.18.1 An employee is not allowed to enter LNIB premises after normal working hours for any reason without the prior approval of his/her Sector Director.

Purpose

- 4.18.2 To ensure all LNIB Facilities are secure during non-working hours and employees are not entering building alone or without permission of Sector Directors.

Scope

- 4.18.3 This policy applies to all employees of LNIB

Responsibilities

- 4.18.4 Director's will provide reasonable access to facilities during non-standard hours when provided with acceptable requests.

Director of Infrastructure will ensure the security systems of all facilities are functioning and that a *record of entry* can be produced if, and when requested.

Employees are responsible for making requests to their Sector Directors for after-hours entry.

Administrative Procedures

- 4.18.5 Each employee, including Managers and Directors are required to log in to LNIB security system after hours.
- 4.18.6 To obtain a record of afterhours entry a request will be sent to the Director of Infrastructure, who will then contacted the security monitoring contractor to attain the report.

4.19 Lateness and Wage Adjustments Policy

Policy Statement

- 4.19.1 The wages of any employee who is late for work will be adjusted and employees not paid for the time not worked.
Three (3) incidents of lateness and/or leaving early during a ninety (90) day period, without justification, will be considered a lateness pattern and will result in disciplinary action.

Purpose

- 4.19.2 Employees are required and expected to be at work during scheduled times, the policy is ensure LNIB only pays employs for actual time worked and corrects poor on-time attendance patterns.

Scope

- 4.19.3 Applies to all LNIB employees

Responsibilities

- 4.19.4 The Executive Director reviews the time and attendance of Directors
Sector Directors review the attendance time of all their direct reports

Managers review the attendance of all their direct reports

All Employees are to be at work when scheduled.

Administrative Procedures

- 4.19.5 A record of all lateness and absenteeism is to be indicated on the employee's time sheets. Except as provided elsewhere in this policy, an employee will not be paid for the time not worked.
- 4.19.6 Managers will use the progressive discipline policy to correct a lateness issue.

4.20 Time Sheets Policy

Policy Statement

- 4.20.1 Each employee is required to accurately complete his/her own time sheets (daily), and forward to their immediate supervisor, at the end of the pay period, to ensure accuracy and completeness.
- 4.20.2 Completing any time sheet, other than his/her own, or tampering with a time sheet in any way, or falsifying information on the time sheets, are causes for disciplinary action, including termination of employment.
- 4.20.3 Time off requests must be signed by direct supervisor and be submitted with time sheets.

Purpose

- 4.20.4 To ensure accurate tracking hours worked by each employee for payroll and Canada Labour Code requirements.

Scope

- 4.20.5 This applies to all employees

Responsibilities

- 4.20.6 Finance department will maintain a timesheet reporting system
Supervisors will review and approve submitted time sheets for accuracy

Administrative Procedures

- 4.20.7 The Communication department will ensure times sheets are available in electronic format.
- 4.20.8 The Payroll clerk collects all the timesheets and ensure the correct hours worked for each employee are entered in to the payroll system and ensures payment is issued.

4.21 Dress Code Policy Policy

Policy Statement

- 4.21.1 Employees are expected to dress in business casual attire unless the day's tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- 4.21.2 Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not be too revealing.
- 4.21.3 Clothing and grooming styles dictated by religion or ethnicity are exempt from the Policy.

Purpose

- 4.21.4 The LNIB dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues and wear the appropriate Personal Protective Equipment when and where required.

Scope

- 4.21.5 The policy applies to all employees

Responsibility

- 4.21.6 Human Resources will inform all new employees of the dress code for their position.
Managers or supervisor are expected to inform employees when they are violating the dress code Policy.
Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

Administrative Procedures

- 4.21.7 Upon being hired new employees are to be informed by Human Resources of the dress code for their position.
- 4.21.8 Managers or supervisors of an employee are to notify the employee when they are seen/known to be in violation of their dress code Policy. This constitutes a verbal warning.
- 4.21.9 Repeat violations that have major repercussions, such as not wearing proper Personal Safety Equipment, may result in disciplinary action up to and including termination.

4.22 Orderly and Safe Work Stations Policy

Policy Statement

4.22.1 Each employee is to maintain his/her work station(s) or area in a clean, orderly and safe manner. This includes office workstations, LNIB vehicles, shops, garage, storage and temporary or permanent outdoor areas.

Purpose

4.22.2 To ensure work place/sites are safe, secure and presentable

Scope

4.22.3 Applies to all work station, where more than one employee shares a work area/station, each is responsible for ensuring it is left orderly after their use.

Responsibility

4.22.4 Employees are each individually responsible for their work station/area. Managers/supervisors are responsible for inspecting the work area/stations of subordinate to ensure compliance.

Administrative Procedure

4.22.5 At the end of each shift/workday, employees will leave their work area/stations in an orderly and safe state.

4.22.6 Computer workstations are to be placed in “sleep” mode and monitors turned off to ensure computers are properly secured during off work hours.

4.22.7 Any confidential information, such as employee files, contracts, financial information, is to be put away in a secure space, such as a locked file cabinet, or locked office, to ensure confidential information is not left exposed during off work hours. During working hours, these same materials, in printed or digital formats, must remain secure when not in use, so as to prevent accidental exposure to unauthorized people.

4.23.8 Managers/supervisors will on a monthly basis inspect the work station/areas of their subordinates and inform them of an deficiencies that must be addressed, and the time frame in which to do so.

4.23 Attendance Policy

Policy Statement

- 4.23.1 Consistent attendance and punctuality at work is important for the proper functioning of LNIB. Sector Directors are required to effectively manage the attendance of their sector staff. When an employee fails to report to work as scheduled, LNIB Senior Management must make inquiries and determine if the absence is culpable or non-culpable. Culpable absences will constitute grounds for discipline up to and including termination of employment.

Purpose

- 4.23.2 To set a clear expectation for employees work attendance, and authorize, LNIB management to discipline or dismiss an employee(s) that fails to attend work (on-site or when allowed remotely) without adequate explanation.

Scope

- 4.23.3 This applies to all LNIB employees including full-time, part-time, temporary, on-call, seasonal, or other category, that are absent from work without approval or in the case of an emergency, providing notice in a reasonable time period. The "Reasonableness" of the time to notification, if an excuse is provided, will be defined generously and in relation to the personal situation that caused the employee to be away.

Administrative Procedure

- 4.23.4 The Supervisor of an employee will notify the Human Resources department when an employee is more than three (3) hours late for a scheduled work shift.
- 4.23.5 The supervisor or Human Resources will arrange to try and contact the employee. After three such attempts, over no less than a 30-minute period, the employee will be considered absent without approved leave.
- 4.23.6 One culpable no call/no show, without reasonable explanation, may result in a written warning. A repeat offence will result in a higher level of corrective action.
- 4.23.7 The Supervisor or Human Resources will make daily attempts to contact the employee for two additional days.
- 4.23.8 Three or more no calls/no shows, without reasonable explanation may result in the termination of an employee's employment, for just cause, subject to legislation.
- 4.23.9 Discipline imposed shall be determined by the Sector Director in consultation with the Executive Director. All culpable employee absenteeism will be assessed on a case by case basis and in some cases, may warrant more serious discipline proportional to the employee's misconduct, at the discretion of the Sector Director in consultation with the Executive Director.
- 4.23.10 All related documentation will be maintained in the employees personnel file.

4.24 Smoking, Vaping, or similar activity Policy

Policy Statement

- 4.24.1 Smoking, Vaping, any substance or similar activity at any time, by an employee, is prohibited in any building, vehicle, or building entrance of LNIB. Smoking tobacco is permitted in designated outdoor areas, apart from Ceremonial purposes. Smoking in non-designated areas is subject to disciplinary action.

Purpose

- 4.24.2 To provide clean air quality to all LNIB employees, and clients

Scope

- 4.24.3 Applies to all employees in all LNIB locations.

Responsibilities

- 4.24.4 The Director of Infrastructure ensures each facility has a designated outdoor smoking area.

Employees will only smoke tobacco in the designated outdoor areas, or inside their personal vehicle.

Administrative Responsibilities

- 4.24.5 Under the direction of the Director of Infrastructure, the Facility Maintenance manager will post signage indicating smoking where smoking, vaping, or similar activities allowed.
- 4.24.6 Employees caught smoking in other than designated places will be issued a warning,
- 4.24.7 Upon a second or subsequent warnings an employee smoking in non-designated areas will be issued a reprimand and follow the LNIB Discipline Policy and procedure.

4.25 Duty to Accommodate Policy

Policy Statement

- 4.25.1 An LNIB employee who requires accommodation under the Canadian Human Rights Act (CHRA) or by law will be accommodated to the point of undue hardship.
- 4.25.2 LNIB will be proactive in pursuing accommodations for employees off work due to a workplace injury or illness

Purpose

- 4.25.3 To ensure LNIB encourages and accepts diversity in the workplace, adheres to applicable laws and provides reasonable accommodations to employees that require it.

Scope

- 4.25.4 Applies to all employees in all work areas, facilities, vehicles, for which LNIB is required, and reasonably capable of, providing accommodations for as required by the CHRA. LNIB must make reasonable accommodations to the work schedule or duties of an employee with a medical condition or work place injury/illness.

Responsibilities

- 4.25.5 Executive Director approves the cost expenditure for special accommodations.

Employee requiring accommodations may make requests to their Sector Director

Sector Directors forward requests to Human Resources and their recommendations on ability to accommodate.

Director of Human Resources will be proactive with the Sector Director and employee to determine the best way to provide the accommodation including costs.

Administrative Procedures

- 4.25.6 An employee may make a request in writing for an accommodation to their Sector Director, identifying what type of accommodation is requested. The Director will review the request and makes a recommendation to Human Resources.
- 4.25.7 If an employee's medical condition, illness, injury or diminished capacity requires accommodation, or if further information is necessary to consider possible forms of accommodation, a medical certificate may be required. The employee shall cooperate and work with the employer to provide reasonably necessary information to determine whether accommodation without undue hardship is possible.

- 4.25.8 If an accommodation request is subsequently denied, the reasons for the decision will be clearly communicated to the employee, together with information relating to a right to request redress, in writing, and may be delivered by email.
- 4.25.9 LNIB must ensure information about an employee's medical condition is not disclosed unless the employee provides informed consent.
- 4.25.10 In the case of a workplace injury/illness, the Human Resources department will be proactive in discussing the case with WorkSafe BC (WCB) and where possible develop a return to work plan with any required accommodations.
- 4.25.11 LNIB will be proactive in pursuing accommodations for employees who require accommodation due to a workplace injury or illness and will make reasonable inquiries designed to obtain the necessary information to accommodate, if required.

4.26 Temporary and Permanent Layoff Notice Policy

Policy Statement

- 4.26.1 The elimination of positions, termination or lay off may be necessary due to redundancy, lack of funding or completion/cancellation of a project. A termination will not be considered a lay-off where the employee is terminated for just cause.
- 4.26.2 Notice of lay-off or pay in lieu of notice will be given to any employee affected by a lay-off.
- 4.26.3 All terminations must be approved by the Executive Director.
- 4.26.4 A layoff shall constitute a termination of employment where the lay-off is for greater than three (3) months, unless lay-Off periods are extended by legislation.
- 4.26.5 In the event of a temporary lay-off, for a period of less than three months where the employee may be recalled, no pro-rated vacation pay will be paid to the employee until such a time as the lay-off is determined to be permanent. For the purpose of determining the termination date under this Policy, the employment of an employee who is laid off for more than a temporary lay-off is deemed to have been terminated at the beginning of the lay-off.

Purpose

- 4.26.6 To ensure the LNIB complies with legislation regarding layoffs and termination.

Responsibility

- 4.26.7 The Executive Director approves terminations
Sector Directors notify Human Resources and affected employees of scheduled layoff.

Administrative Procedures

- 4.26.8 Human Resources will issue a layoff notice to all employees with the anticipated last day of work.
- 4.26.9 If a layoff is anticipated to last longer than three (3) months, a request to terminate affected employees is sent by Human Resources to the Executive Director for approval
- 4.26.10 An employee who has completed three (3) consecutive months of continuous employment, but less than twelve (12) consecutive months of continuous employment, except where termination is by way of dismissal for just cause, will be entitled to:
 - a) two (2) weeks' notice in writing, or
 - b) two (2) weeks wages, at his/her regular rate, in lieu of written notice.

An employee who has completed twelve (12) consecutive months of continuous employment, except where termination is by way of dismissal for just cause, will be entitled to a minimum:

- a) two (2) weeks' notice in writing, or

- b) two (2) weeks wages, at his/her regular rate, in lieu of written notice, and pay the employee the greater of:
- c) two (2) days wages at the employee's regular rate for his/her regular hours of work in respect of each completed year of employment that is within the term of the employee's current continuous employment, or
- d) five (5) days wages at the employees' regular rate for his/her regular hours at work.
- e) Potential Common Law requirements will be considered.

4.27 Resignation Policy

Policy Statement

- 4.27.1 An employee, who wishes to resign in good standing and receive an employment reference from LNIB, shall provide LNIB with the appropriate notice of resignation.
- 4.27.2 An employee who wishes to resign shall provide his/her Sector Director with the minimum of two (2) weeks written notice of resignation. Sector Directors who resign shall provide the Executive Director with one (1) month written notice of their resignation.
- 4.27.3 An employee who resigns from employment with LNIB is not entitled to any pay in lieu of termination notice or severance pay.

Purpose

- 4.27.4 To provide clarity on the rights and expectations of employees who resign their position with LNIB.

Scope

- 4.27.5 Only applies to an employee resigning their position with LNIB

Responsibility

- 4.27.6 It is the responsibility of an employee to inform their Sector Director at least two weeks prior to final day of work, of their intent to resign, and to provide the same information in writing to Human Resources. The notice may be printed and delivered or sent by email to.

Procedure

- 4.27.7 The employee will provide notice to their Sector Director and Human Resources by either; printed and delivered or sent by email.
- 4.27.8 Wages, salaries, vacation pay and all other monies owing shall be paid to an employee who has resigned in the payroll cycle in which their last paid day of work occurs.

4.28 Intellectual Property Policy

Policy Statement

4.28.1 Any creative work produced by an employee, in the course of his/her work duties, including ideas, inventions, proposals, maps, plans, reports, Copyrights, moral rights, and all similar materials, information and knowledge products are the Intellectual Property (IP) of LNIB.

Purpose

4.28.2 To protect LNIB's right to its Intellectual Property, and its rights to Intellectual Property produced by employees in the course of their work for LNIB and/or while being paid by LNIB. This includes traditional knowledge.

Scope

4.28.3 Covers all intellectual Property produced by all employees in the course of their work for LNIB, or while being paid by LNIB.

Responsibility

4.28.4 It is the responsibility of Sector Directors to ensure all intellectual Property used or produced in their Sector is properly registered, secured, and their employees are aware of LNIB ownership under this Policy.

Administrative Procedures

4.28.5 Sector Directors will identify any and all IP used or produced in their Sector and notify the Executive Director when appropriate.

4.28.6 The Executive Director will ensure all IP is properly copyrighted, trademarked, or other protected under Canadian Law.

4.29 Use of the LNIB Name or Official Logos, Trademarks Policy

Policy Statement

- 4.29.1 An employee may speak on behalf of LNIB only when they have received permission to do so either by the Council and/or by the Executive Director. In all other cases, an employee must clarify that they are speaking as an individual, or in whatever other capacity may apply, and are not representing LNIB or LNIB owned companies. No press releases or public statements on behalf of LNIB shall be made without the prior approval of the Council.
- 4.29.2 The use of LNIB Administration or Government Logos is strictly prohibited without prior written consent by either the Council and/or by the Executive Director.
- 4.29.3 Community or partisan political activities undertaken by an employee must be done as an individual without speaking for or involving LNIB.

Purpose

- 4.29.4 To protect the integrity of the LNIB Administration and Government by ensuring only the authorized use of official logos, or authorized statements representing LNIB are made

Scope

- 4.29.5 This applies to all public statements on behalf of LNIB, or any use of official registered logos and trademarks.

Responsibility

- 4.29.6 The Executive Director monitors staff to ensure only authorized public statements are made on behalf of LNIB, and that no unauthorized use of logos and trademarks is allowed to continue.

Administrative Procedures

- 4.29.7 All requests for a public statement are all directed to the Executive Director
- 4.29.8 All requests for use of official LNIB logos, trademarks, or similar images are referred to the communication department.
- 4.29.9 The communication department either issues a copy of the official logo, trademark, image, or if use is unclear requests the Executive Director give permission form use.

4.30 Employee Evaluations Policy

Policy Statement

4.30.1 It is the policy of LNIB to conduct regular employee performance evaluations and reviews to ensure that he/she completely understands his/her particular job and that his/her performance is assessed on his/her assigned duties. Performance Evaluations are not necessarily a review for a merit increase. These evaluations will become part of their personnel file.

Purpose

4.30.2 LNIB recognizes the importance of providing an employee with a fair salary, proper job training and the opportunity for advancement relative to their ability and performance.

Scope

4.30.3 The policy applies to all LNIB employees and the Executive Director.

4.30.4 Performance evaluation will be referred to when promotions become available, as well as background material if the Sector Director feels the need to discuss improvement in the employee's work performance. The quality of work, ability to get along with co-workers, job performance, willingness to cooperate, ability to lead, attendance, safety, and personal initiatives are all measured for the purposes of continued employment, promotion, and pay increases.

Responsibilities

4.30.5 The Chief and Council will conduct the performance evaluation on the Executive Director

4.30.6 The Executive Director will conduct the performance evaluation on all Sector Directors and any other direct reports.

4.30.7 Sector Directors will conduct the performance evaluation on all direct reports, and review the evaluations conducted on all other employees in their Sector.

4.30.8 Department Managers will conduct all the performance evaluations on employees below them in the LNIB organizational Chart.

4.30.9 Human Resources designs and issues the performance evaluation forms and procedures. Also reviews each evaluation and keeps a copy in each employee's personnel file.

Administrative Procedures

4.30.10 Performance Reviews and Evaluations are conducted based on an employees start date so as to spread them out to a more manageable time table for managers. Human Resources Sends out a notice to the manager and the employee and any other peers involved in the evaluation.

4.30.11 A Peer Review is included in all full performance evaluations. The employee is sent a request by Human Resources for five (5) peers who they would like feedback from. Peers may be LNIB employees, or other persons whom the

employee has had regular direct work-related contact during the period for which the review/evaluation is being conducted. When at least three (3) peers have agreed and provide their feedback, this portion of the evaluation is considered complete.

4.30.12 Human Resources will create reviews/evaluation based on the employee job description and/or work plan for the period being reviewed/evaluated. Key considerations include:

- a) evaluate employee's individual contribution to the organization;
- b) identify training needs;
- c) assess employee's potential for advancement;
- d) assess employee's relationship with their peers and supervisor;
- e) stimulate employee development and performance.

4.30.13 For new employees, or an employee in a new position, the employees' manager will conduct a probation review every three weeks during the probation

4.30.14 Each employee will receive an annual performance review prior to their work start anniversary, or ongoing reviews through the work-year.

4.30.15 An employee may request to Human Resources in writing or email for an additional formal performance review or full evaluation up to one additional time a year. The manager of the employee will conduct the additional review within four weeks of the request.

4.30.16 At least once every 24 months a complete performance evaluation will be conducted on each LNIB employee and the Executive Director, by the person(s) noted under 'Responsibilities'.

4.30.17 The Sector Director(s) or Department Manager will carry out the employee's performance evaluation as follows:

- a) Human resources will provide the forms and process for each review or evaluation
- b) The Manager will plan and schedule the meeting to discuss the performance of the employee;
- c) Than Manager and direct supervisor and the employee will have a meeting to discuss the evaluation and to sign the evaluation;
- d) The manager and immediate supervisor will complete the evaluation together;
- e) a copy of the completed evaluation will be provided to the employee and Human Resources will place the original copy in the employees' personnel file;
- f) the immediate supervisor will implement the results of the evaluation based upon the performance evaluation findings and the employment agreement.

4.30.18 An employee who has not been reviewed or evaluated within 60 days of their work anniversary should contact their Sector Director or Human Resources in writing.

4.31 Occupational Health & Safety Policy

Policy Statement

- 4.31.1 It is the policy of LNIB to provide safe and healthy working conditions for each employee, to provide complete instructions covering safe working methods, and to make available special equipment required to protect each employee against any and all hazard.

Purpose

- 4.31.2 To ensure the safety and health of all employees and comply with occupational health and safety legislation and the Canada Labour Code.

Scope

- 4.31.3 Applies to all activities of LNIB employees while working for LNIB and all work areas for those employees.

Responsibilities

- 4.31.4 It is the responsibility of all employees to ensure they are following safe work practices and report to Human Resources or their manager, any safety issues or concerns as soon as they may arise.

The Building Maintenance Manager (BMM) is the designated Occupational and Health Safety Officer. The BMM is also responsible for conducting regular facility inspections and ensuring any issue found, or any others reported are addressed in a timely fashion.

The Director of Human Resources is the designated employer representative on the employee directed LNIB Joint Occupational Health and Safety Committee, (JOHSC).

Administrative Procedures

- 4.31.5 LNIB and each employee will comply with OHS legislation in making policies to protect the health and safety of workers and the occupational environment in which they work.
- 4.31.6 An employee who fails to comply with LNIB safe work practices and OHS regulations may be subject to disciplinary action.
- 4.31.7 The BMM creates a yearly facility inspection schedule to be conducted with JOHSC members.
- 4.31.8 The director of Human Resources schedules yearly fire and safety drills for employees in all locations. This schedule is published to all staff. Five working days prior to a drill all employees are sent a reminder email. The drill is then conducted with members of the OHSC monitoring so as to be able to provide feedback for any improvements.

4.32 Employee's Right to Refuse Dangerous Work Policy

Policy Statement

- 4.32.1 In accordance with legislation, LNIB supports an employee(s) right to refuse work as long as they have reasonable cause to believe that it presents a danger, which includes any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

Purpose

- 4.32.2 To ensure all LNIB employees have a safe work environment and the authority to refuse work that may be a reasonable danger to themselves or someone else.

Scope

- 4.32.3 Applies to all LNIB work locations and activities.

Responsibility

- 4.32.4 Each employee is responsible for identifying and reporting to their Sector Director and Human Resources, any danger in their work area. If refusing work, the employee must advise his/her Supervisor immediately, stating his/her reasons. This includes reasons related to all forms harassment as would be considered so by a reasonable person.

The JOHSC is responsible to review and make recommendations on any reported danger in a work area and following a refusal to work under this policy.

The Director of Human Resources is responsible to address any dangerous work activities.

Administrative Procedures

- 4.32.5 If an employee is concerned that a task they are required to perform, or work area they are required to work in, is unsafe they must report the to their supervisor immediately. An email should then be sent to the Chair of the JOHSC and Human Resources.
- 4.32.6 The concern is investigated by either the BMM, or Human Resources and a decision made with the involved Sector Director and if necessary, corrective actions taken to make the task or work area safe.
- 4.32.7 A report of the incident is kept in the BMM's OHS file and a copy in the employees' personnel file.
- 4.32.8 An employee that makes repeated or multiple unreasonable or unfounded refusals to perform work under this policy may face disciplinary action.

4.33 Accidents and Injuries on the Job Policy

Policy Statement

4.33.1 It is the policy of LNIB that each employee must report any accidents, injuries or near misses, sustained on the job to their respective Sector Director, Facility Maintenance Manager (FMM) or Supervisor, as soon as they occur.

Purpose

4.33.2 To ensure all accidents, injuries and work place incidents are reported and the necessary forms and reports are forwarded to Worksafe BC, and tracked by LNIB.

Scope

4.33.3 Applies to all accident and incidents, whether an injury has occurred or not, in which an injury could have occurred, and that a Work Safe BC report is required to be completed.

Responsibilities

4.33.4 All employees are required to report all work place injuries as soon as possible after the incident

Managers must ensure all required reports are completed.

Sector Directors are required to interview any injured employee, or witness and complete a report on any incident.

Human Resources ensures all reports are collected and the incident shared with Work Safe BC.

Administrative Procedures

4.33.5 An injured employee is to complete an incident report as soon as able and deliver it to his/her manager or Human Resources.

433.6 The Manager of an injured employee is to speak with the employee as soon as possible and file a report with Human resources.

433.7 The Sector Director, or the Director of Human Resources, will do an investigation that includes speaking with the injured employ, their manager, and any witnesses, and file a report with Human resources.

433.8 Human resources submits a incident report to WorkSafe BC.

433.9 Working with the Sector Director, Human Resources will determine if new safety procedures need to be implemented, if yes, then these are determined together and implemented. The new procedures are forwarded to WorkSafe BC.

433.10 If an investigation is initiated by WorkSafe BC, recommendation, if any, are implemented by Human Resources and the involved Sector Director.

4.34 Restricted Areas Policy

Policy Statement

4.34.1 In the interest of safety and security, certain areas, virtual areas, and use of equipment are restricted to authorized personnel only.

Purpose

4.34.2 To protect property, equipment and information in secure areas and keep employees safe.

Scope

4.34.3 All areas designated, including virtual areas, as restricted and applies to all employees.

Responsibilities

4.34.4 The Executive Director approves areas as being restricted and who is authorized to enter, or use.
Sector Directors will identify areas that need to be secure and make recommendations to the Executive Director

Administrative Procedure

4.34.5 Directors will make a recommendation to the executive of areas that need to be secure and who should have access.

4.34.6 Directors are responsible for implementing the restricted access as approved by the Executive Director.

4.34.7 Areas, equipment, and virtual space requiring restricted access, password protection, etc., will be clearly marked. Entrance to restricted areas and unauthorized use of equipment will be subject to discipline up to and including termination.

4.35 Joint Occupational Health & Safety Committee Policy

Policy Statement

- 4.35.1 A Joint Occupational Health & Safety Committee (JOHSC) will be maintained in accordance with occupational health and safety legislation and will consist of at least two (2) persons and at least half of the members shall be employees who do not exercise managerial functions and have been selected by the employees.

Purpose

- 4.35.2 To promote a safe work environment for all employees, including prevention of and protection against harassment and violence in compliance with legislation.

Scope

- 4.35.3 Applies to the LNIB workplace, including any and all matters arising out of, linked with, or occurring in the course of employment with LNIB

Responsibility

- 4.35.4 The JOHSC must establish its own rules of procedure, including rules respecting how it is to perform its duties and functions. The JOHSC must meet regularly at least once each month unless another schedule is permitted or required by legislation or order.

The JOHSC works with the LNIB to jointly:

- carry out work place assessments to identify the risk factors, internal and external, that contribute to harassment and violence;
- develop a work place harassment and violence prevention policy;
- develop emergency procedures, when necessary;
- develop and identify training on work place harassment and violence that is to be provided to employees, the employer and the Designated Recipient.

The JOHSC reviews all occupational health and safety incidents, including refusals to perform work (policy 4.32), accidents and injuries on the job (policy 4.33) and reported acts of harassment and violence and makes proposals to avoid/remedy similar situations the future.

The Director of Human Resources receives all reports/complaints of harassment and violence and works with the JOHSC to develop remedies and then present o Executive Director. Also makes recommendations regarding discipline for any involved employees committing acts of harassment and violence.

The Executive Director reviews all incidence of work place harassment and violence and approves remedies to prevent such incidents in the future. Also, approves any discipline to employees committing such acts of violence.

The JOHSC will follow all occupational health and safety requirements and shall meet at a minimum as often as required by legislation.

- 4.35.5 Responsibility of the Employee

Every employee is responsible for taking all reasonable and necessary precautions to ensure his/her own safety and health and that of anyone affected by his/her work. This includes, without limitation, the following responsibilities:

- a) to follow prescribed procedures and comply with instructions from LNIB and/or the JOHSC with respect to the health and safety of employees;
- b) to cooperate with any person carrying out duties imposed by the JOHSC, LNIB or by legislation;
- c) to report in the prescribed manner, anything or circumstance that is likely to be hazardous to the health or safety of the employee or persons granted access to the work place by the employer.

4.35.6 Responsibility of the LNIB

The LNIB is responsible for reviewing and acting on the recommendations of the JOHSC, and for the following:

- a) providing a safe and healthy work environment, including first aid and supplies, appropriate safety equipment and clothing, protective devices for machinery, tools and equipment and the proper level of ventilation, lighting and noise;
- b) the training and education of an employee regarding safety orientation, hazardous materials, fire and emergency procedures and the safe operation of equipment and tools;
- c) A terms of reference for the Committee will be created by Human Resources

Procedure

4.35.7 The Committee shall comply with, and enforce, all health and safety regulations and provisions within the Canada Labor Code and applicable occupational health and safety legislation.

4.35.8 The JOHSC reports all hazardous or unsafe working conditions to the appropriate Sector Director. The Sector Director then finds and implements a remedy.

- a) Employees shall comply with LNIB instructions concerning safety and health;
- b) Employees shall report any hazards and accidents in the workplace to his/her manager;
- c) Employees shall use safety materials, equipment, devices and/or clothing either furnished by the LNIB or prescribed by a Regulation.

4.36 Emergency Preparedness (JOHSC policy) Policy

Policy Statement

- 4.36.1 LNIB will have an Emergency Preparedness Plan (EPP) that cover all types of situations such as fire, flood, violence/dangerous human caused event, and other “acts of God”, and pandemics. Versions of the EPP will be rehearsed on an annual basis, safety officers assigned muster points, and general staff training on procedures at least once a year.

Purpose

- 4.36.2 To ensure LNIB is prepared and practiced should an emergency situation occur.

Scope

- 4.36.3 Applies to all LNIB employees and work locations

Responsibility

- 4.36.4 The Joint Occupational Health and Safety Committee (JOHSC), with the Emergency Operations Coordinator (EOC) develop and implement EPP.
- 4.36.5 The Executive Director reviews and approves the EPP
- 4.36.6 It is the responsibility of the Sector Director(s), and designated employees, to be updated on the content of LNIB's Emergency Preparedness Plan, as well as their responsibilities as outlined in the Plan.

Administrative Procedures

- 4.36.7 The JOHSC and the EOC meet quarterly, during which time they assign tasks that include an EPP plan development.
- 4.36.7 Once the JOHSC has an EPP they feel is sufficient, they present it in written form to the Executive Director, who will then approve or recommend modifications, before final approval.
- 4.36.7 The JOHSC, in collaboration with Human Resources, sets up and runs annual drills for all staff in all locations.
- 4.36.8 Human Resources develops and delivers an annual training program for all staff based on the LNIB EPP and with input from the JOHSC.
- 4.36.9 Human Resources maintains a self-directed learning tool, such as a manual, for all new staff to review during orientation, and as a resource for current employees.
- 4.36.10 In the event of an emergency alarms will sound and the Emergency Preparedness Plan goes into effect.

5. Standards of Conduct Policy

Policy Statement

5.1 General Guidelines

- 5.1.1 Each employee is expected to conduct himself or herself in a manner that is conducive to the efficient operation of LNIB. We promote freedom of expression and open communication, but we expect all employees to sign acceptance of, and follow the LNIB Standards of Conduct.
- 5.1.2 The following list of rules and regulations is **not all-inclusive** but serves as a guide for expected behavior. Disciplinary action for offenses not specifically covered by the current list will be administered consistent with the nature of the offense. In addition to failure to comply with other policies, the following conduct is prohibited and will subject the employee(s) to disciplinary action up to and including termination:
- a) making false or malicious statements concerning any employee or LNIB in any format including verbal, print, social media, email, or texts, including posting or reposting the comments of others in your emails, texts, or social media;
 - b) removing or defacing of posted material, signs or surfaces;
 - c) deliberately abusing, destroying, damaging or defacing LNIB property, tools, equipment, or property of others on LNIB premises;
 - d) willfully damaging or sabotaging LNIB property or property of others; stealing LNIB property or property of others;
 - e) promoting, or participating in an unauthorized work stoppage, slowdown, or other interference with LNIB operations.
 - a) insubordination;
 - b) refusing to follow a direct order from your Supervisor;
 - c) possession, using, selling, distributing, exchanging, or consuming alcohol or drugs on LNIB property or on LNIB time;
 - d) reporting to work under the influence of alcohol, drugs, or intoxicating substance;
 - e) possessing firearms, explosives, or illegal weapons on LNIB property or on LNIB time;
 - f) engaging in fraudulent or dishonest conduct, including omitting or falsifying facts in records or verbal reports, entering time of another employee, entering time that does not represent actual time worked;
 - g) threatening, abusing, or assaulting persons, provoking or voluntarily participating in a fight on LNIB property, acting in a disorderly or indecent manner;
 - h) disclosure of confidential information to unauthorized persons, and
 - i) other similar offenses.

Purpose

- 5.1.3 LNIB believes certain rules and regulations regarding employee behavior are necessary for the efficient and safe operation of the organization, and for the benefit and protection of each employee.

Scope

- 5.1.4 This policy applies to all our employees regardless of employment agreement or rank.

Responsibility

- 5.1.5 The Executive Director determines if an employee has breached this Policy and discipline to be imposed.
- 5.1.6 Sector Directors are to report any potential breaches to the Executive Director and Human Resources
- 5.1.7 Director of Human Resources upon receipt of a report or breaches of this Policy will provide a written opinion to the Executive Director as to whether this policy has been breached, if so the severity, and recommendation for discipline.

Administrative Procedures

- 5.1.8 Sector Directors will ensure they and their Sector Department staff follow these guidelines;
- A. Employee should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment,
 - B. Compliance with law: All employees must protect LNIB's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with LNIB's finances, products, partnerships and public image.
 - C. Respect in the workplace: All employees are to be respectful of their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with the LNIB Management Philosophy Policy (1.2) in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
 - D. Protection of LNIB Property: All employees should treat LNIB's property, whether material or intangible, with respect and care.

5.2 Off Site/Out of Office Work Policy

Policy Statement

- 5.2.1 An employee is required to inform reception of their location and estimated time of return when they are leaving the offices during regular working hours or working out of the office, unless the employee is performing work elsewhere as agreed in their employment agreement or job description.

Purpose

- 5.2.2 To ensure LNIB knows where all its employees are, and especially during an emergency when personal safety is a concern.

Scope

- 5.2.3 Applies to all employees during all working hours.

Responsibility

- 5.2.4 Employees not working from their usual locations or leaving their office must inform Administration Reception and their manager.

Administrative Procedures

- 5.2.5 An employee working from home or other location than their office must phone the Administration Reception and their Manager by 8:30 am.
- 5.2.6 An employee leaving their office/work location, needs to use the sin in/sign out sheet and estimate their time of return.
- 5.2.7 If the estimated time of return to the office changes, an employee is expected to call their immediate supervisor and reception with an updated time of return, as soon as it is possible.
- 5.2.8 If an employee is more than one hour late, Reception will inform their supervisor, and if deemed necessary as search will begin to confirm where the employee is and that they are safe.

5.3 Anti-Harassment, Violence and Discrimination Policy

Policy Statement

- 5.3.1 LNIB believes that every employee is entitled to employment that is free from harassment, sexual harassment, discrimination and disrespectful behaviour, commonly known as “personal” harassment, or violence, including lateral violence.

LNIB will not tolerate harassment or discrimination based on, but not limited to, the following grounds: race, nationality or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability or political association as defined in the Canadian Human Rights Act, or harassment for a conviction for which a pardon has been granted

- 5.3.2 Any situations occurring through the use of Social Media, Internet, email, or telephone will be dealt with in the manner consistent with this policy.

Purpose

- 5.3.3 To provide a harassment, violence and discrimination free work place and provide a process to address these should they occur.

Scope

- 5.3.4 This Policy applies to each employee of LNIB and those who may have dealings with LNIB, including LNIB members, vendors, suppliers, clients and customers. It applies at all offices and other premises where LNIB's business is conducted, as well as at any place where Band-related social, business or other activities occur away from the office. Anyone who works at LNIB who believes that another employee of LNIB or the public has harassed him/her in the workplace may use the procedures in this policy.

Responsibility

- 5.3.5 Each LNIB employee is required, as a term of their employment with LNIB, to abide by this policy and is expected to conduct himself or herself in a way which is respectful of co-workers and other persons in the workplace.

Human Resources conducts any investigation of harassment, Policy 5.4, and makes recommendation to the Executive Director on the findings and discipline, if any, that should follow.

Executive Director make the final decision on all Harassment charges except in the case in which allegations are against the Executive Director, in which case the Human Resources report will go to the **LNIB Chief and Council** who will then have final authority on disciplinary action, if any, to be taken.

Administrative Procedures

- 5.3.6 An employee who unreasonably refuses to participate in an investigation under this policy may be subject to disciplinary action.

- 5.3.7 Yearly Education of all employees will include information on examples of unacceptable conduct even if no job-related threats or benefits are associated with them:
- a) leering, staring or making sexual gestures;
 - b) demands for sexual favors, sexual jokes and comments, leering, sexual or suggestive gestures, visual displays such as pin-ups, and derogatory comments;
 - c) remarks, jokes, or innuendoes about race, nationality, ancestry, place of origin, color, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability where the speaker has been advised that they are offensive or where they are by their nature offensive;
 - d) the display of or distribution by mail, fax, or electronic means of offensive material;
 - e) unwanted physical contact;
 - f) intimidation, verbal abuse or threats;
 - g) mimicking accent, speech or mannerisms;
 - h) refusing to work with someone based on his or her race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted;
 - i) sexual assault;
 - j) sexual advances with actual or implied work-related consequences.
 - k) unnecessarily shouting at an employee; or
 - l) isolation or exclusion from normal work or study place, conversations, or social events.
- 5.3.8 Retaliatory actions against an individual who has exercised his or her rights under this policy in good faith or participated in an investigation under this policy in good faith may be the basis for a separate complaint and discipline under this policy.

5.4 Anti-Harassment, Violence and Discrimination Complaint and investigation Policy

Policy Statement

- 5.4.1 All complaints will be reported to the LNIB Human Resources and the Joint Occupational Health and Safety Committee Chair(s), as required under the Canada Labour Code.
- 5.4.2 An LNIB employee will not be criticized or penalized in any way because he/she has, acting honestly and in good faith, brought a disagreement or complaint relating to harassment.
- 5.4.3 LNIB will provide an informal as well as a formal complaint resolution procedure. In addition, any employee may make a complaint of discrimination under the Canadian Human Rights Act. For example, gender harassment constitutes discrimination based on sex under the Canadian Human Rights Act.
- 5.4.4 Resolution of a complaint through LNIB's internal administrative procedures may result in one or more disciplinary actions, including for the most serious offenses, termination.
- 5.4.5 False or misleading complaints that it is determined abuse this Policy, will be subject to disciplinary action, including for the most serious abuses, termination.

Purpose

- 5.4.6 To ensure a fair, safe, and transparent process for complainants, respondent's and LNIB, and that there is a fair process to submit complaints, investigate and resolve them

Scope

- 5.4.7 Applies to all harassment complaints under Policies 5 from LNIB employees, or those they provide services or do business with, on behalf of LNIB.

Responsibilities

- 5.4.8 It is the responsibility of all employees to report any harassment on the prohibited grounds in Policy 5, to their Sector Director, Human Resources, or supervisor.

It is the responsibility of Human Resources to investigate all complaints and make recommendations related to those complaints as required in Policy 5. and to ensure the JOHSC is informed and part of all investigations as required by the Canada Labour Code.

The JOHSC receives and participates in all complaints and investigations and writes/provides a written report on the outcomes of each investigation or complaint. This committee may also make determination as to the validity of complaints, the resolution process to follow, and of any abuses of the complaint process.

Administrative Procedures

5.4.9 Complaint Process

The following steps will inform employees about the complaint process, what the possible remedies and possible penalties for harassment are, how to appeal, and how to give feedback on the policy:

- A. An employee who feels that he/she has been subjected to harassment or discrimination where possible should immediately make his/her disapproval clearly known to the individual(s) concerned and ask that the behavior stop. This provides an opportunity for both parties to understand each other's point of view. This approach provides an opportunity for the problem to be eliminated in a timely and safe manner. However, it is recognized that such resolution may be impractical, if so then;
- B. An employee who feels that they have been subjected to harassment or discrimination may go direct their supervisor and ask them to help resolve the complaint in a conciliatory manner. If this does not correct the problem then and employee may submit a formal complaint.
- C. A formal complaint may be made in writing or orally to LNIB Human Resources which will also be delivered to the JOHSC and within seven days to the respondent(s). All complaints must include at the minimum;
 - a. Name of the complainant(s)
 - b. Name of the respondent(s)
 - c. Details of complaint including; date, time and specific details of incident(s).
 - d. Any previous resolution that was sought and it's outcome -the dates when this occurred, and who was present, and the agreed to outcome, OR that no other resolution has previously be conducted.
 - e. The specific resolution desired.
- D. Within seven (7) days, the person who submitted the formal complaint shall receive confirmation that the complaint has been received, the manner in which the policy may be accessed, each step of the resolution process and that they may be represented during the resolution process.
- E. Within (7) days, and on the first occasion that the respondent is contacted, the respondent shall be informed that they have been named as a responding party, the manner in which the policy may be accessed, each step of the resolution process and that they may be represented during the resolution process.

5.4.10 Informal Complaint Resolution Process

- 1. Speak Up - The first thing to do if an employee is being harassed is to tell the person(s) harassing to stop, if possible. The employee should speak to the person directly or write them a letter. When writing a letter, date it and keep a copy. If the employee speaks to them, the employee may want to tell a friend what was done and why. Often, a person may not be aware that his/her behavior is bothersome and will change the behavior once he/she realize this. If, this reasonably cannot be done, then
- 2. Report it immediately to the direct supervisor. Let them know that you or another employee are embarrassed, humiliated, demeaned or otherwise bothered by

what is being done or said. The supervisor will then attempt a conciliation. If this does not correct the issue, then,

3. Keep Notes - Record all unwelcome or harassing behavior. Write down what has happened, when it occurred, where it occurred, how often it occurred, who witnessed the occurrence, and how you felt about it. Write down every incidence of harassment. Then proceed to 5.4.9 below.
- 5.4.11 If a direct supervisor is alleged as the perpetrator, or other resolution options have not worked, the employee must bring the complaint directly to the Joint Occupational Health and Safety Committee. The committee will then determine the process to follow from conciliation to formal investigation.
- 5.4.12 If the Executive Director is the complainant or the alleged perpetrator the complaint shall be forwarded to the JOHSC as required by the Canada Labour Code.
- 5.4.13 Informal Procedures
1. When a verbal or written complaint is received, Human Resources and the JOHSC Chair shall review the complaint and will meet with the complainant to establish and confirm all of the basic facts. This will be done in a timely manner. The complaint must include a statement of the nature of the complaint and the assertions made, the names of any witnesses, and any relevant documents.
 2. If a complaint is rejected because it does not meet the screening criteria, the JOHSC still has a responsibility to address the conflict situation that led to the complaint. Human Resources will explore, with the parties and perhaps with the Department Manager concerned, the nature of the conflict and suggest ways the problem can be resolved.
 3. Should the complainant decide not to proceed with the matter, his/her wishes shall be respected. However, if the situation that caused the complaint is considered serious, appropriate action may be taken to address the situation regardless of the complainant's wishes.
 4. Depending on the severity of the allegation and subject to the agreement of the parties involved, when Human Resources and the JOHSC receives a complaint, an attempt will be made to resolve the matter informally. Human Resources shall contact the parties and interview them separately concerning the reported incident(s) of harassment or discrimination.
 5. The complainant and the respondent will also be advised of their right to be accompanied by a person of their choice during any interviews related to the complaint. However, the accompanying person cannot be a member of Chief and Council.
- 5.4.14 If Human Resources determines that the issue can be resolved informally, an attempt will be made to reconcile the parties. The JOHSC will become involved and choose someone to act as the mediator. When early mediation resolves the complaint, the basis for the final resolution shall be limited to a description of the agreement between the parties.

5.4.15 Formal Complaint Procedures

(Where the complainant or respondent are the Executive Director, Director of Human Resources, or JOHSC Chair, an alternate appointee from the LNIB Sector Directors will be named by LNIB)

Formal complaints should be submitted to the Executive Director, Human Resources, and the JOHSC in writing, within three months from the date that the alleged harassment, discrimination or bullying occurred. A complaint may be accepted after three months, at the discretion of the Executive Director. The following procedures are then followed:

1. A formal complaint must include the following screening criteria:
 - the nature of the allegations;
 - the name of the respondent;
 - the relationship of the respondent to the complainant;
 - a) the date and a full description of the incident(s);
 - b) the resolution sought, and
2. The JOHSC will determine whether the complaint meets the screening criteria noted in this policy. If any of the required information is not provided or is too vague, the JOHSC will contact the complainant and advise him/her in writing that without this information the complaint cannot be pursued. In cases where a formal investigation is required, the Executive Director, (or appointee), the JOHSC (on behalf of the employee), and the respondent will have 60 days to agree upon a qualified investigator. If after 60 days there is still no agreement, then the parties will make application to the Minister of Labour to appoint a qualified investigator as required by the Canada Labour Code.
3. Once a formal complaint has been received, on the first occasion that the respondent is contacted, must be notified of the complaint being received that a complaint has been filed against them, and must be provided with all the details of the complaint. At latest, this must occur within seven (7) days of receiving the complaint.
4. An investigation will be conducted pursuant to the requirements in the Canada Labour Code. The investigation will include interviews with the complainant, the respondent and relevant witnesses. At the conclusion of the investigation, the investigator will produce a report setting out a general description of the occurrence, conclusions including circumstances in the work place that contributed to the occurrence, and recommendations to eliminate or minimize the risk of a similar occurrence. The report shall not reveal, directly or indirectly, the identity of persons who are involved in an occurrence or the resolution process. The report will be provided to LNIB, the complainant, the respondent, and the Chair of the JOHSC.
5. The Executive Director (or appointee) will make an assessment as to the appropriate action to be taken in the circumstances. Such corrective actions may include discipline, training, other appropriate action or further direction from council. The complainant and respondent will be advised of the resolution in writing.

6. Where it is determined that an employee has made a complaint in bad faith or with the intent to harm another, then formal disciplinary action may be taken against the employee.
7. Retaliation against a complainant, respondent, or a witness, is strictly prohibited and may result in disciplinary action.
8. Confidentiality is critical to the complaint procedure, and all people involved in the process must ensure that confidentiality is maintained. A breach of confidentiality will be considered a breach of this policy and may be subject to disciplinary action.

5.5 Workplace Physical Violence Policy

Policy Statement

- 5.5.1 LNIB is committed to providing a Physical violence-free environment and recognizes that workplace physical violence (violence) is a health and safety issue. Acts of workplace violence by employees or clients will not be tolerated. Any employee who commit acts of violence in the workplace will be dealt with through the discipline policy.

Purpose

- 5.5.2 To safe guard employees from violent acts when at work and develop a procedure to deal with such acts.

Scope

- 5.5.3 Applies to all LNIB employees in all situations while performing work of LNIB, as well as arriving for leaving work.

Responsibilities

- 5.5.4 It is the responsibility of all employees to report any acts of violence in the work place.

The JOHSC reviews all reported acts of violence and makes proposals to avoid/remedy similar situations the future.

The Director of Human Resources receives all reports/complaints of violence and works with the JOHSC to develop remedies and then present o Executive Director. Also makes recommendations regarding discipline for any involved employees committing acts of violence.

The Executive Director reviews all incidence of work place violence and approves remedies to prevent such incidents in the future. Also, approves any discipline to employees committing such acts of violence.

Administrative Procedures

- 5.5.5 The procedures listed in *Policy 5.4* will be followed, particularly the formal process in *Formal Complaint Procedures*.
- 5.5.6 Any acts of workplace violence shall be reported to the Joint Occupational Health & Safety Committee(JOHSC) for review, discussion and for the purpose of developing preventative strategies and policies to deal with workplace violence.

5.6 Employee Rights in cases of Harassment and Violence Policy

Policy Statement

- 5.6.1 Employee's must follow LNIB's Workplace Discrimination and Harassment Procedures and Process to resolve harassment and violence complaints, including complaints of sexual harassment. This does not remove an employee's legal right to pursue a complaint through the Canada Labour Relations or the Canadian Human Rights Commission complaint processes.
- 5.6.2 Complainants will have the right:
- a) to file a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;
 - b) to have a person of his/her choice accompany you during the process;
 - c) to make sure that no record of the complaint is placed on his/her personnel file, as long as it was made in good faith;
 - d) to be informed about the progress of their complaint;
 - e) to be informed of the type of corrective measures that will result from the complaint;
 - f) to receive fair treatment.
- 5.6.3 If accused of Harassment, Violence or Discrimination, the Respondent has the right to:
- a) be informed of the complaint on the first occasion that the respondent is contacted regarding the occurrence and no later than within 7it having been filled with LNIB;
 - b) be given a written statement outlining the allegations, and to respond to them;
 - c) have a person of their choice accompany them during the process (on condition that person has no conflict of interest and will agree to respect the confidential nature of the process);
 - d) be informed about the progress of the complaint in a timely manner;
 - e) receive fair treatment and timely resolution.

Purpose

- 5.6.2 To provide an employees with a workplace harassment complaint process.

Scope

- 5.6.3 The policy applies to employees of LNIB

Responsibility

- 5.6.4 The joint Chairs JOHSC received and reviews all complaints

The Executive Director receives and reviews all complaints

Human Resources, participates as joint chair of the JOHSC

Employees must provide a written copy of any formal complaint to the JOHSC and Human Resources and/or the Executive Director.

Administrative Procedures

- 5.6.5 Complaints are received by the JOHSC, and processed according to Canada Labour Code requirements.
- 5.6.6 JOHSC ensures the complaint and respondent are treated respectfully as required by the policy and legislation.

5.7 Complaint Appeal Policy

Policy Statement

- 5.7.1 An employee found to be in violation of the LNIB Harassment, Violence and Discrimination Policy, or the complainant if they disagree with the decision, may appeal the decision.

Purpose

- 5.7.2 To provide an employee the opportunity to correct any errors of fact used in the investigator's decision, or to present a case for reduced discipline action.

Scope

- 5.7.3 The policy applies to correcting errors of fact in an investigator report

Responsibility

- 5.7.4 Appeals must be filed by the employee found to be violation of the policy or the original complainant.

The Executive Director (or appointee in the case of 5.4.15) reviews appeals and sets up a committee if warranted.

Appeals committee reviews the decision and hears the appeal and investigates. The Appeals Committee then make a final determination.

Administrative Procedures

- 5.7.5 The employee must file an appeal to the Executive Director (or appointee in the case of Policy 5.4.15) within 5 business days after receiving the decision, clearly stating reasons, and one employee who has agreed to be on the appeals committee.
- 5.7.6 The Appeal committee, consists of two persons appointed by the executive Director and one chosen by the employee. Meeting as a group, reviews all existing documentation relied upon by the Investigator/ Committee in its original investigation.
- 5.7.7 The Appeal Committee may seek advice from professionals and collect further documentation and conducts further interviews, at its discretion.
- 5.7.8 The Appeal committee renders a final written decision on the complaint, which may uphold or overturn the original decision, and which may uphold or amend the Committee's recommended disciplinary action.
- 5.7.9 The complainant and respondent are advised in writing of the Appeal Committee's findings.
- 5.7.10 Resolutions resulting from an investigation, whether formal or informal, may include one or more of the following. This list is not exhaustive.
1. A formal apology.

2. A written warning delivered to the person whose conduct was harassment (and where possible placed in the person's employee file).
 3. Counselling.
 4. Attendance at educational seminars.
 5. A change in work assignment of the Respondent.
 6. Suspension (not to exceed 30 Calendar days) or, in the most serious instances, termination of employment.
 7. Another remedy deemed suitable for the offense.
- 5.7.11 LNIB will take such disciplinary measures, as it deems appropriate against any person under LNIB's direction who subjects any employee to sexual harassment or other harassment in violation of this policy.
- 5.7.12 In addition to any disciplinary actions imposed by LNIB, any employee and Council of LNIB who engage in harassment could face further actions imposed under the Canadian Human Rights Act.
- 5.7.13 Disclosure - A copy of LNIB's Personnel policy and Procedures will be issued to each LNIB employee.
- 5.7.14 Unsubstantiated Complaints - If a person, in good faith, files a harassment complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed, and no record of it will be put in the accused harasser's file. As long as the complaint was made in good faith, there will be no penalty to the person who complained, and no record in his or her file.
- 5.7.15 Complaints Made In Bad Faith - In the event that the complaint was made in bad faith, the person making the complaint had absolutely no basis or has deliberately and maliciously filed the complaint –that person will be subject to LNIB's progressive disciplinary policy and a record of the incident will be placed in his or her file.

5.8 Confidentiality of Complaints Policy

Policy Statement

- 5.8.1 Each manager, employee and other persons who are aware of a harassment complaint, or involved in its resolution, must recognize the seriousness of the situation and respect the sensitivity and confidentiality that must be accorded to the matter. They must refrain from discussing the complaint amongst themselves or with anyone, except with respect to those involved as necessary. Every effort must be made to preserve the dignity and self-respect of the parties to the complaint. All information and documentation concerning a complaint shall therefore be kept and transmitted as confidential and protected material. Those who do not fully respect such confidentiality will be subject to discipline.

Purpose

- 5.8.2 To protect both the complainant and accused from public scrutiny or abuse and protect the integrity of the investigation.

Scope

- 5.8.3 Applies to all complaints and all involved people.

Responsibility

- 5.8.4 All involved employees of all ranks and level of participation in the complaint or investigation are to keep all aspects confidential until an investigation is complete.
- 5.8.5 Human Resources investigates any breaches of confidentiality, and if necessary issues a warning, followed by increase disciplinary action as required.

Administrative Procedures

- 5.8.6 LNIB and any employee shall not disclose the name of a complainant, the alleged perpetrator (the "respondent") or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or necessary for implementing disciplinary measures in relation to the complaint or as required by law. The respondent retains their right to receive a full disclosure of the complaint.
- 5.8.7 A complaint of breach of this policy is to be given in written form to the Director of Human Resources (DHR).
- 5.8.8 The DHR investigates the complaint and if deemed appropriate issues a verbal warning, and for additional breaches, follows the LNIB Progressive Discipline Policy.

5.9 Ethical Standards Policy

Policy Statement

- 5.9.1 An employee must adhere to the following guidelines for ethical conduct:
- a) perform their duties conscientiously and according to the highest standards of personal integrity;
 - b) support and work towards the stated aims and objectives of LNIB;
 - c) act in the best interests of LNIB and without regard to personal interests;
 - d) not engage in **public criticism** of LNIB policies, programs and services, Chief and Council, management, employees, or contractors; and,
 - e) reject and report immediately all forms of discrimination or harassment.

Purpose

- 5.9.2 To ensure all employees of LNIB have a clear understanding of the ethical standards they are required to adhere to while employed with LNIB

Scope

- 5.9.3 Applies to all LNIB employees of all ranks at all times.

Responsibility

- 5.9.4 An employee is always expected to conduct themselves responsibly while acting as a representative of LNIB, whether in the office or at an event outside the office.
Human Resources enforces the policy when alerted of a possible breach.

Administrative Procedures

- 5.9.5 All staff must read and sign the LNIB Code of Conduct (see appendix) upon being hired.
- 5.9.6 If it is determined that an employee is in breach of the Code of Conduct, the LNIB Progressive Disciplinary procedure is followed.

5.10 Conflict of Interest Policy

Policy Statement

5.10.1 Conflict of Interest guidelines in this policy "Related Person" means a spouse, parent, parent-in-law, sibling, child, grandchild, legal dependents, grandparent, aunt, uncle, niece, nephew, legal guardian and any person with whom they reside, as well as corporations controlled by the employee or by any persons related to him/her.

5.10.2 In this policy "benefit" may include, but is not limited to:

- a) employment benefits;
- b) contract benefits;
- c) educational, medical or other social benefits;
- d) honoraria;
- e) the allocation of land or a house;
- f) the payment of any money or assets;
- g) property and assets.

5.10.3 A Conflict of Interest refers to any and all circumstances where an employee is in a situation where he/she may be influenced, or perceived to be influenced, in their duties or their decision making with respect to LNIB issues, or which provides he/she, or his/hers family, with a benefit, as a result of making a particular decision or while acting in their duties. Some examples of a conflict of interest include:

- a) an employee exercises a power or performs a duty or function in the execution of his or her position and at the same time knows or expected to know that in the performance of the duty or function or in the exercise of the power there is opportunity to receive a benefit for his or her selves or to provide a benefit to a related person;
- b) the personal interests of an employee supersede or compete with his/her dedication to the best interests of LNIB; or
- c) holding outside office or employment that may place competing demands on the person's duties and commitments to LNIB or cause him/her not to be objective in his/her duties to LNIB.

Purpose

5.10.4 The actions of an employee of LNIB must be able to withstand close public scrutiny. Honesty, respect and impartiality are essential qualities of an employee of LNIB. Decisions made and services undertaken by any employee of LNIB must not be influenced or seem to be influenced by outside matters and influences. In this regard, LNIB has developed procedures and guidelines for Conflict of Interest.

Scope

5.10.5 Applies to all LNIB employees of all ranks., and to all gifts or benefits that may be offered or received. It also applies to all gifts or benefits offer to or given to LNIB as an organization.

Responsibility

- 5.10.6 Employees are responsible to report any and all gifts or benefits they receive from any vendor, partner organizations, or other agency because of, or related to, their employment with LNIB.
- 5.10.7 Human Resources will determine if an employee can keep the gift or benefit, or if it must be declined, returned, or turned over to LNIB Administration for distribution in some other fashion.
- 5.10.8 The Executive Director has the final approval of distribution of gifts or benefits received by LNIB or its employees.

Administrative Procedures

- 5.10.9 An employee must conduct themselves at all times to avoid being in a Conflict of Interest.
- 5.10.10 If an employee is unsure of whether they have a Conflict of Interest, the employee will raise the perceived Conflict of Interest with Human Resources, who will decide whether a Conflict of Interest does exist with LNIB. If Human Resources is unsure, the issue is taken to the Executive Director for a decision.
- 5.10.11 Prior to undertaking a duty, an employee must disclose all commercial or financial interests if such interest might conceivably be construed as being in actual or potential conflict with their employment duties with LNIB. The Sector Director will advise the employee of steps to take to avoid being placed in a position of having to defend an allegation of actual or potential conflict of interest. Failure to do so will be considered a breach of conduct and will be subject to disciplinary action.
- 5.10.12 An employee in a Conflict of Interest will not exercise his/her powers as an employee, and must:
- a) not take part in the discussion or vote on any question with respect to the matter;
 - b) immediately leave the meeting or the part of the meeting during which the matter is under consideration;
 - c) not sign correspondence in respect of the matter;
 - d) not attempt in any way, whether before, during or after the meeting, to influence LNIB decisions in respect of the matter;
 - e) not attempt in any way to influence another employee in carrying out his or her duties;
 - f) not participate in the interview, selection, appointment, performance review, promotion, supervision or evaluation of a related person;
 - g) not perform modified duties with respect to the matter.
- 5.10.13 Where a Conflict of Interest is discovered by a third party, after consideration of the matter, the Conflict of Interest must be declared in writing to LNIB and disclosed to the immediate supervisor or reported to the Sector Director.
- 5.10.14 An employee who fails to or makes an incomplete disclosure of a Conflict of Interest will be subject to disciplinary action.

5.11 Outside employment Policy

Policy Statement

- 5.11.1 An employee shall not engage in outside employment or other paid activities that interferes with the efficient performance of employee duties or responsibilities. It is the employees' duty to inform the Sector Director of any outside employment and an employee must receive written approval from the Executive Director before engaging in outside employment or other paid activities that would not interfere with the employee's duties or responsibilities. Permission will not be unnecessarily withheld.
- 5.11.2 An employee on leave, medical or otherwise, from LNIB cannot accept or be approved to have other work.
- 5.11.3 Seasonal Employees with LNIB will not be refused permission to accept other employment during their lay-off period unless there is a clear conflict of interest in them doing so.

Purpose

- 5.11.4 To ensure all LNIB employees commit the time, energy, and expertise required to perform their duties to the best of their abilities without potential outside interference or distractions, and to ensure LNIB management is aware of any potential conflicts.

Scope

- 5.11.5 Applies to all LNIB employees of all ranks.

Responsibility

- 5.11.6 It is the responsibility of each employee to request permission to have an additional job outside of LNIB.

The Executive Director approves/disapproves requests for outside employment

Administrative Procedures

- 5.11.7 An employee makes a written request to be allowed outside employment. This can be done in using an email and must include the position, company, hours of work, and scope of work and a description of any potential conflicts with LNIB employment.
- 5.11.8 The Executive Director confers with Human Resources before making a decision. A written decision, which may be in an email, is sent to the employee.

5.12 Acceptance or solicitation of Gifts Policy

Policy Statement

- 5.12.1 An employee shall not solicit or accept gifts, monies, or gratuities, except cultural gifts (i.e. tobacco, feather, art work, food items), from persons receiving benefits or services, or from persons and organizations otherwise in a position to benefit from an employee's actions.
- 5.12.2 An employee must report any cultural gifts received to the Sector Director.
- 5.12.3 An employee may also accept gifts (i.e. commemorative plaque) on behalf of LNIB and must report any gifts to the Executive Director for accounting.
- 5.12.4 An employee may solicit give-a-ways for fundraising events, community events or other charitable purposes, but must inform the Executive Director before doing so.

Purpose

- 5.12.5 As with *Policy 5.10 Conflict of Interest*, this policy is to ensure employees are always acting and doing what is in the best interest of LNIB.

Scope

- 5.12.6 Applies to all employees of all ranks and all gifts or donations made to LNIB by persons or organizations that may stand to benefit by gaining LNIB's favour through gift giving.

Responsibility

- 5.12.7 Employees are to report any gift to Human Resources and are not to solicit gifts for themselves or LNIB from other persons or organizations.
Sector Directors are to inform the Executive Director when donations are being sought for fundraising or charitable purposes.

Administrative Procedures

- 5.12.8 The employee receiving a cultural gift or plaque reports it to the Executive Director.
- 5.12.9 The Executive Director provides approval for keeping the gift, dispersing it, or displaying it as deemed appropriate.
- 5.12.10 The above communication should be in written form either by email for instant messaging.
- 5.12.11 For gifts up to \$50.00Cdn value, the Executive Director may upon request approve the employee to keep. An example of this would be Christmas gifts often sent by vendors such as chocolates, teas, cups, mugs.

5.13 Non-Solicitation Policy

Policy Statement

5.13.1 An employee is not permitted to solicit clients for any business not directly connected to LNIB or conduct any personal business while acting on behalf of LNIB.

Purpose

5.13.2 To ensure that all employees only conduct work for LNIB while at work for LNIB

Scope

5.13.3 All employees of all ranks, unless otherwise have been given permission, while at work and being paid by LNIB

Responsibility

5.13.4 It is the responsibility of all employees to commit themselves wholly to the business of LNIB that they are being paid to perform while at work.

Administrative Procedures

5.13.5 Any employee that has concerns or evidence that another employee is conducting personal business, or that of another organization while at work for LNIB is to report said activities to the Human Resources Department.

5.13.6 Human Resources investigates each accusation and makes a report to the manager of accused. If necessary, a warning is given to the employee, followed by progressive discipline if further incidents.

5.14 Confidentiality Policy

Policy Statement

- 5.14.1 All LNIB information and documents that an employee has knowledge of or access to through their employment with LNIB are strictly proprietary and confidential.
- 5.14.2 An employee will keep the affairs, business, documents and information of LNIB strictly confidential and not disclose the same to any person or entity, directly or indirectly, during or after his or her employment with LNIB, except as reasonably required in performing his or her employment duties.
- 5.14.3 Examples coming from individual experiences for the purposes of public education, training, or research, may be used as long as the identities of these individuals are protected. Names may not be disclosed in these circumstances unless prior consent is obtained from the individual.
- 5.14.4 An employee must take reasonable steps to ensure the privacy and safekeeping of the confidential information of LNIB.

Purpose

- 5.14.5 To ensure that the people who access the services provided by LNIB have their right to privacy and confidentiality. in relation to the services they receive. maintained.

Scope

- 5.14.6 Applies to all information collected, created and stored by LNIB

Responsibility

- 5.14.7 Each employee will be required to sign the Oath of Confidentiality attached to this policy.
- 5.14.8 If an employee is unsure about correctness of releasing information, the employee should discuss the issue with the Sector Director.
- 5.14.9 LNIB's Freedom of Information Clerks are the Director of Human Resources and the Manager of Communications, they are to be consulted prior to any information being release.

Administrative Procedures

- 5.14.10 Any requests for information, outside of 5.18.2, are to be forwarded to the LNIB Freedom of Information Clerks, (FOI).
- 5.14.11 The FOI will determine what information, if any, that can be released and under what circumstances, in accordance with the Canadian Privacy Act

5.15 Use of LNIB Property – Off Site and for LNIB Purposes Policy

Policy Statement

- 5.15.1 All LNIB equipment/property must stay on LNIB property. Use of LNIB equipment/property off site for LNIB business requires:
- a) prior written approval by the appropriate Sector Director, and
 - b) property/equipment must be logged out and in within the time frame specified by the Sector Director.
- 5.15.2 All LNIB vehicles AND LNIB equipment such as; Telephones, PC, Tablets, Cell Phones, Mail, Fax and Photocopy, are NOT for personal use and are to be used for LNIB purposes only. The Use of Vehicles will follow the *LNIB Vehicle Use*

Purpose

- 5.15.3 To ensure the LNIB's considerable investment of financial resources in the purchase and maintenance of equipment and vehicles, is used solely for the purposes intended.

Scope

- 5.15.4 Applies to all LNIB equipment and vehicles and to all employees of all ranks.

Responsibility

- 5.15.5 It is the responsibility of Sector Directors to approve any off-site use of LNIB Property

Administrative Procedures

- 5.15.6 A request to use LNIB property off site is made by email to the Sector Director who then makes the decision to approve or not by return email.

5.16 Property and Equipment Care Policy

Policy Statement

- 5.16.1 Under no circumstances should an employee start or operate a machine deemed unsafe, nor should any adjustment or modifications to safeguards be made if procedures are not fully understood. It is the responsibility of each employee to understand the machines/equipment required for performing regular/assigned duties. Good care and maintenance of machinery/equipment used during the course of employment, as well as the conservative use of supplies, will benefit each employee as well as LNIB. If a machine/equipment is found to be not working properly or in any way appears unsafe, the appropriate manager must be notified immediately so that repairs or adjustments may be made.
- 5.16.2 LNIB owned vehicles are provided to an employee for LNIB business. On occasion, upon the approval of the Sector Director, these vehicles may be driven home by the employee for security, convenience and for client emergencies. LNIB owned vehicles are only to be operated only by the employee authorized to operate them. LNIB may consider any unauthorized use of vehicles as the equivalent of theft and the employee may be held responsible (liable) for consequences of any accidents.
- 5.16.3 Any damage to a LNIB owned vehicle sustained while driven by an unauthorized individual will be the responsibility of the employee authorized to operate the vehicles.

Purpose

- 5.16.4 To clarify the responsibility of each employee's personal responsibility for the proper care and use of all LNIB machines, equipment and vehicles.

Scope

- 5.16.5 Applies to all employees and all LNIB machines, equipment and vehicles.

Responsibility

- 5.16.6 It is the responsibility of each employee to understand how to use the machines/equipment required for performing regular/assigned duties.

Sector Director are responsible to ensure that only qualified employees are given permission to use LNIB machines, equipment and vehicles, or that employees receive full training before doing so.

Administrative Procedures

- 5.16.7 Misuse of LNIB owned property will be dealt with through the processes contained in this policy and/or the LNIB Vehicle Use Policy.

5.17 LNIB Vehicle Use Policy

Policy Statement

5.17.1 If authorized to use a LNIB vehicle for LNIB business, the following will apply to each employee:

- a) he/she must have a valid license of the proper class for that vehicle and its intended use;
- b) he/she are responsible for fulfilling all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturers recommended oil change schedule;
- c) he/she must not allow person(s) not authorized or employed by LNIB to operate any LNIB vehicle;
- d) he/she must abide by all traffic safety laws and the OHS guidelines;
- e) after hour access to a LNIB vehicle is permitted with the prior written approval of the Sector Director subject to providing a rationale for use and validation to particular job requirements;
- f) must agree to, sign and receive a copy of the LNIB Vehicle Use Policy and Procedures.

Purpose

5.17.2 This policy is to ensure that Lower Nicola Indian Band (LNIB) Fleet motor vehicles are selected, acquired, used and disposed of in ways that will provide the best possible support to LNIB operations and objectives and also to comply with National Safety Code (NSC) Standards.

Scope

5.17.3 The policy applies to all authorized personnel of LNIB using the vehicle fleet. All drivers must participate in and agree to the driver training set out by LNIB. All driver files must be up-to-date with all required documentation.

Personnel authorized to drive a departmental vehicle include the following:

- a) A LNIB employee (permanent, temporary or casual) on authorized duty;
- b) A volunteer (i.e.: practicum student) that has been authorized by the Sector Director or the Infrastructure Manager;
- c) A contractor that has purchased additional insurance coverage and that has been authorized by the appropriate senior Manager; and an LNIB Director
- d) LNIB divides vehicle use into three categories:
 - 1. On-call status where vehicles are assigned to an individual;
 - 2. Field travel and local use of pooled vehicles; and
 - 3. Attending out of town meetings

Responsibility

5.17.4 All employees of all ranks are required to abide by this policy and all procedures. The Director of Infrastructure through the Fleet Vehicle Coordinator are responsible for enforcing this Policy and related Administrative Procedures.

Administrative Procedures

5.17.5 Vehicle Selection

If LNIB chooses to purchase or lease a vehicle, the lowest cost vehicle able to meet expected operational needs, must be selected using a competitive process and taking into consideration historical and anticipated future life cycle costs including: initial cost; expected resale value; fuel consumption; maintenance and repair costs; and (extended) insurance costs.

5.17.6 *Vehicle Identification*

All LNIB fleet vehicles need to be properly identified with:

- i. LNIB decals on both the right and the left side of the vehicle; and
- ii. Vehicle number specific to the vehicle (if NSC Vehicle)

5.17.7 *Maintenance*

A fleet management information system and its companion credit accounts will be used to monitor maintenance, repair, recalls and use of vehicles as part of a life cycle management approach.

- i. The LNIB Fleet Coordinator will have authority and accountability for maintenance of a complete and accurate vehicle fleet database which is responsive to reporting requirements for the departmental vehicle fleet.
- ii. The database will be flexible and responsive to internal and external reporting on environmental and life-cycle management requirements. The fields will include:
 - Vehicle data (make, model, vehicle identification number, engine size, cylinders, fuel type(s));
 - Vehicle location (responsibility center, physical location);
 - Operating duties, including single, multi-user or pooled vehicle;
 - The repair and maintenance history, including emissions test data;
 - Fuel consumption statistics by fuel type;
 - The current odometer reading and date; and
 - Disposal information

5.17.8 *Paying Fines for Traffic Violations*

The Driver is responsible for the payment of all fines or traffic violations associated with the use of LNIB Fleet vehicles. LNIB funds may not be used for payment.

5.17.9 *Unauthorized Vehicle Use*

- i. Motor vehicles shall be provided only when required to conduct LNIB business.
- ii. LNIB employees who have completed the driver training and have been approved are permitted to use fleet vehicles on LNIB business. LNIB may allow individuals (volunteers, contractors) who are not LNIB employees to operate LNIB vehicles on LNIB business.
- iii. Individuals who are entitled to drive a LNIB vehicle must have a valid reason to use a LNIB vehicle; receive prior authorization from the **Sector Director**, Public Works Manager; and complete the driver training.
- iv. Unauthorized vehicle use may be grounds for disciplinary action. Unauthorized use includes, but is not limited to: driving without a valid driver's license, operating a vehicle for personal business without prior approval and carrying unauthorized passengers.

- v. Use of a LNIB vehicle by non-LNIB employees (volunteer, contractors) to conduct LNIB business requires written authorization from the appropriate **Sector Director**, who shall consider the level of risk to the Department.

5.17.10 *Recovering Damages Caused by Driver Gross Negligence*

Damages from accidents due to driver gross negligence or occurring during unauthorized use will be recovered from the responsible employee by LNIB.

5.17.11 *Reporting Odometer Readings*

All vehicle operators are required, as part of their responsibilities, to report the odometer readings of the vehicle and any defects after each use.

5.17.12 *Meeting Provincial Requirements*

LNIB will comply with provincial legislation and regulations for vehicles by:

- i. Registering vehicles, including paying for compulsory inspections, or other requirements, unless specific agreements exist to the contrary; and
- ii. Paying environmental levies on tires and/or batteries.

5.17.13 *Safety Equipment for Vehicles*

All vehicles will carry safety equipment, as applicable to environment and travel conditions. Safety equipment includes, but is not limited to, fire extinguisher, first aid kit, spare tire and car jack, triangular road hazard signs and vehicle user's manual. All drivers will ensure that seat belts are used by all vehicle occupants. All loads must be securely fastened with proper tie-downs. In winter months vehicles will carry winter safety equipment. All drivers will ensure they have a current First Aid Certificate and Transportation of Dangerous Goods Certificate (if applicable), and these documents are filed into their driver files.

5.17.14 *Vehicle Disposal*

- i. LNIB will regularly analyze the vehicle fleet to determine the most desirable disposal time frame and ensure budgets anticipate replacement costs and vehicle delivery lead-times (which can be up to 6 months).
- ii. Vehicles designated for disposal must be reported to **the LNIB Director of Finance**.
- iii. If a replacement vehicle is requested the need will be challenged as part of the transportation planning process.
- iv. Vehicles will be disposed of through the most cost-effective method.

5.17.15 *Roles and Responsibilities*

The following details outline the roles and responsibilities of LNIB staff for motor vehicles operations and management

- i. **LNIB Public Works**
Developing policies regarding LNIB motor vehicles, and ensuring that such policies comply with established LNIB Finance policy and procedures;
Coordinating the preparation of an annual LNIB Vehicle Use Report;
Monitoring the acquisition, operation, use, application of safety standards, maintenance, repair and disposal of LNIB motor vehicles, and analyzing statistical reports;
Monitoring the ongoing performance of the LNIB Vehicle Use System; and
Monitoring the implementation of manufacturer's vehicle/safety recalls.
- ii. **LNIB Vehicle Use Coordinator (Fleet Coordinator)**

- Ensuring, through the review of sign-off forms that employees driving LNIB motor vehicles are aware of the rules and requirements pertaining to the use of LNIB motor vehicles;
 - Coordinating and fostering the pooling of vehicles;
 - Liaising with the Executive Director in the preparation and submission to the **LNIB Finance Committee** of the annual vehicle use report (by 1st June annually); and
 - Preparing disposal documentation in cases where it is determined that a LNIB motor vehicle should be disposed of.
- iii. LNIB Fleet Vehicle Users and Staff
- Operating LNIB motor vehicles in accordance with LNIB vehicle use policies and procedures;
 - Using LNIB motor vehicles only for authorized LNIB business unless otherwise specifically authorized in writing in advance;
 - Transporting only authorized passengers, which are defined as follows:
 - An employee of LNIB (permanent, temporary or casual) on authorized duty;
 - An official visitor;
 - Clients transported to appointments or Band sponsored events; and
 - Any person having business with the LNIB in situations where LNIB is required to provide transportation.
 - Possessing a valid provincial driver's license appropriate to the class of motor vehicle driven (and submitting a copy, front and back, of current license) and promptly reporting to the **LNIB Vehicle Use Coordinator** any cancellation or suspension of such license and desisting from operating LNIB motor vehicles,
 - Submitting a copy of Driver Abstract (N Print) on an annual basis;
 - Operating LNIB motor vehicles in a prudent manner and at speeds compatible with road, traffic, weather, and visibility conditions and in compliance with all applicable federal, provincial, territorial, and municipal laws (use safe driving practices at all times);
 - Recording information about each trip in the Vehicle Daily Log Book, including:
 - Date;
 - Carrier Name and Address;
 - Odometer reading (Start, Finish and Total);
 - Hours of Service (Off Duty, On Duty and Driving Time);
 - Destination and purpose;
 - Operator's name and signature;
 - License plate number;
 - Pre and post trip inspection information;
 - Any defects found; and
 - Expenses, description and cost.
 - Following preventive maintenance instructions in the Manufacturer's Handbook on assigned departmental motor vehicles;
 - Alerting the **LNIB Vehicle Use Coordinator** to mechanical and safety issues related to vehicles;
 - Paying fines and costs resulting from traffic violation. Reporting all violations to the LNIB Vehicle Use Coordinator with 24 hours. Failure to

report will result in appropriate disciplinary action, which may include revoking of driver privileges;

- Paying all costs of damages resulting from driver gross negligence or damages occurring during unauthorized use;
- Submit log sheets to **LNIB Vehicle Use Coordinator** twice a month (1st and 15th);
- Drivers are prohibited from using any electronic device while driving; and
- Drivers must maintain the interior of the vehicle in a clean and orderly manner.

5.17.16 **Vehicle Use Agreement**

All drivers must sign a Vehicle Use Agreement (VUA), see below, and submit the completed VUA to their supervisor for approval prior to operating a LNIB vehicle. All drivers who use LNIB vehicles will have their driving records reviewed annually. Prior to driving a LNIB vehicle, each driver shall obtain a copy and become thoroughly familiar with the LNIB Vehicle Use Policy and the NSC Safety Plan (if applicable).

Vehicle Use Agreement – Retained in Driver File

- ☐ Original
- ☐ Updated or
Changed information

Driver's Name (Last, First, Middle Initial)

Driver's License Number

Department

Driver's Date of Birth (mm/dd/yyyy)

Position

Supervisor

Instructions:

- All employees driving a Lower Nicola Indian Band vehicle must complete this form
- Completed forms are to be returned to the employee's immediate supervisor
- If any information provided on this form should change, it is the employee's responsibility to complete a new form

Employee Agreement:

I acknowledge that I have received and/or read a copy of the Lower Nicola Indian Band Vehicle Use Policy. I understand the contents and agree to comply with the policy. Failure to comply is considered a violation of work rules.

As a condition of my driving a Lower Nicola Indian Band vehicle, I agree to produce my driving record to LNIB on a periodic basis.

I further agree to immediately inform my supervisor and the Lower Nicola Indian Band Vehicle Use Coordinator of any negative change in the status of my driving record. Failure to report such changes may result in revoking of driver privileges.

Driver Name (Print)

Driver Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

Denied
LNIB Vehicle Use Coordinator Signature

☐ Approved

☐

Date

Reason

5.18 Internet/E-Mail/Instant Messaging/data storage Policy

Policy Statement

- 5.18.1 Principles of Acceptable Use - As with any resource provided by LNIB, Internet and email resources are dedicated to legitimate LNIB business activities and governed by rules of conduct similar to those applicable to the use of other information technology resources. Acceptable use must be legal and ethical. Acceptable use demonstrates respect for intellectual property, ownership of information, network system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
- 5.18.2 Reasonable incidental use of electronic mail or the internet for personal communications, research or self-improvement is permitted as long as it does not disrupt productivity or harm LNIB's reputation. To minimize system load, personal use should be outside workday hours, such as lunch or coffee breaks, and provided that it does not result in increased costs to LNIB. **Users must recognize** that electronic correspondence is not inherently private, that messages could be misdirected and that LNIB takes no responsibility resulting from the disclosure of private communications occurring over LNIB's resources.
- 5.18.3 The following list, although not exhaustive, provides examples of unacceptable uses:
- a) engaging in any illegal activity or using LNIB's resources for any illegal purpose;
 - b) knowingly disseminating harassing, abusive, malicious, sexually explicit, threatening, or illegal information, including jokes or cartoons;
 - c) using LNIB's resources for Social Media purposes unrelated to LNIB's business activities, such as personal commercial use, advertisements, solicitations or promotions;
 - d) using LNIB's resources to send messages expressing controversial potentially offensive and/or defamatory comments of individuals, bodies corporate or groups including, but not limited to, religion, politics and social policies;
 - e) downloading or using the material, software or other intellectual property of others in violation of software licenses, copyright and trademark laws;
 - f) disclosing any passwords or security means and methods adopted by LNIB; and
 - g) downloading or using any software not approved for use by LNIB.
- 5.18.4 LNIB retains the right to monitor any and all electronic communications and use of the Internet to ensure the integrity of the system and compliance with this policy. Users are reminded that all documents, including electronic copies, may be subject to a court order and, as such, disclosure may apply to a user's personal documents as well as any work-related documents. Furthermore, use of Internet and email resources may be subject to limitations as determined from time to time by Council.
- 5.18.5 All use of LNIB's internet and email resources for commercial purposes unrelated to LNIB or for non-commercial, charitable or not for profit uses must first be approved in writing. Any such use must comply with this policy.

5.18.6 Users must not send email messages containing unusually sensitive information over the Internet without using an encryption method approved by LNIB. Which includes a copy of all passwords and/or private keys needed to decrypt the communications.

Purpose

5.18.7 Is to ensure the use of LNIB's email and Internet resources are related to, or for the benefit of, LNIB; and that users understand that;

- i. email messages and documents are subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats;
- ii. Disruption of LNIB's activities from inappropriate use of LNIB's email and Internet services must be avoided; and
- iii. To ensure users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy and acceptable use of LNIB's Internet and email as defined by this policy.

Scope

5.18.8 This Policy applies to each LNIB employee, guests and third parties whose access to or use of Internet and email resources is provided by LNIB or available through equipment owned or leased by LNIB, whether or not that access is during normal working hours and whether such access is from LNIB's premises or elsewhere.

Responsibilities

5.18.9 Each employee is responsible for following the policy.
Managers monitor their employees for proper use under this policy.

Administrative Procedures

5.18.10 Human Resources works with the LNIB Interest Service Provider and Information Technology contractors to monitor internet usage, and where needed as possible place restricts on access to internet sites.

5.18.11 Human Resources includes information on this Policy as part of an annual employee technology use training.

5.19 Return of LNIB Property Policy

Policy Statement

- 5.19.1 Any LNIB property issued to an employee, contractor, consultant, or other person, must be returned to LNIB at the time of termination, lay off, dismissal, resignation or transfer or change of position.
- 5.19.2 Each employee is responsible for treating LNIB equipment with due care and may be disciplined for negligent treatment or misuse of LNIB equipment.

Purpose

- 519.3 To affirm LNIB's ownership of all property, passwords, records, documents, etc., issued or used by employees as part of their employment with LNIB, and as such as said items are to be returned to LNIB at the end of employment.

Scope

- 5.19.4 Applies to all employees, contractors, or other persons who are given access or use of LNIB owned/licensed property as described in the policy.

Responsibility

- 5.19.5 Sector Director and managers must inform Human Resources of any property a leaving employee may have and make reasonable attempts to recoup all said property.

Human Resources ensures all digital access is removed from the employee, (passwords, emails accounts, network, etc.).

An employee leaving LNIB employment must return all LNIB property by the end of their last shift of paid work.

Administrative Procedures

- 5.19.6 When an employee's employment ends, Human Resources formal requests the person return all LNIB property and makes note of this request in the employees personnel file.

- 5.19.7 The following list of LNIB property and equipment that must be returned, is not exhaustive but includes the following:

- a) tools;
- b) uniforms;
- c) intellectual property;
- d) project files, documents and records;
- e) computers, laptops, tablets and storage devices;
- f) keys and FOB's;
- g) equipment;
- h) office supplies;
- i) gas cards;
- j) calling cards;
- k) credit cards;
- l) cell phones, pagers and other electronic devices; passwords.

5.20 Final Pay Policy

Policy Statement

5.20.1 At the end of employment or services, an employee, contractor, or consultant must submit all LNIB property to the Sector Director. Final pay to employees will not be withheld pending return of LNIB property.

Purpose

5.20.2 To ensure all LNIB property is returned, and that employees receive their final pay.

Scope

5.20.3 Applies to all LNIB property and all final pay to an employee, contractor or consultant.

Responsibility

5.20.4 The sector Director responsible for the employee or services must ask for and receive all LNIB property

Administrative Procedures

5.20.5 The employee/contractor/consultant will pick up his/her final payment or payroll cheque from the finance department.

5.20.6 For an employee, the final cheque shall include all earned pay, remaining vacation pay, and any expenses due to the employee. Direct Deposit is not available for final pay cheques.

5.21 Exit Interview Policy

Policy Statement

5.21.1 At the time the employee picks up his/her final cheque he/she may be requested to attend an exit interview with the Sector Director. The Exit Interview is an optional exercise for the employee.

Purpose

5.21.2 The exit interview can provide valuable information on how to improve employment practices at LNIB and provide insight on how to rectify any perceived problems the employee feels they had.

Scope

5.21.3 Applies to all willing employees upon ending their employment with LNIB or transferring to another position.

Responsibility

5.21.4 The Employee must agree to the interview.
The Director of Human Resources conducts the interview

Administrative Procedures

5.21.5 Human resources speak with the employee to request an exit interview, and if agreed, schedules the interview.

5.21.6 The employee is interviewed by the Director of Human Resources using a standardized set of questions which are intended to improve LNIB. The employees' supervisor or sector director is also invited to attend, provided the employee agrees.

5.22 Substance Abuse Policy

Policy Statement

- 5.22.1 The use, possession, transfer, sale or being under the influence of, any intoxicating substance, controlled drugs or substances including cannabis or alcoholic beverages while at work is strictly prohibited.
- 5.22.2 Alcohol, cannabis or illegal drug use, while at work, which adversely affects the job performance and attendance of an employee, or which could jeopardize the safety of another employee, clients or LNIB property, is cause for disciplinary action up to and including dismissal from employment. Illegal activities will be reported to the authorities.
- 5.22.3 If the employee is undergoing prescribed medical treatment with drugs that could impair his or her performance, he/she must report this treatment to his/her immediate supervisor. The use of such drugs as part of a prescribed medical treatment program is not grounds for disciplinary action. However, he/she is expected to report such a situation and to accept his or her manager's assessment of his or her ability to safely perform duties while undergoing a course of treatment requiring the use of legally prescribed or over-the-counter drugs.

Purpose

- 5.22.4 To prevent the use of any substance that may impair the performance of an LNIB employee, or put other employees or clients at risk of harm

Scope

- 5.22.5 Applies to all intoxicating substances whether prescribed by a qualified physician or not, including cannabis, alcohol, Naturopathic remedy's, and over the counter medicines.

Responsibility

- 5.22.6 It is the responsibility of the employee to inform their sector director of any substance they are using in any fashion that a reasonable person would normally reason could affect their performance.
- 5.22.7 It is the responsibility of all employees to report to their sector director or human resources a suspicion that another employee may be using a substance(s) that affects that persons work performance or is potentially endangering another person.
- 5.22.8 Sector Directors are responsible for immediately addressing any concern they may have that an employee has a substance addiction issue.

Administrative Procedures

- 5.22.9 An Employee attending a social event on behalf of LNIB, where alcohol is being served, must limit their consumption of alcohol or other substances while attending professional or industry events on behalf of LNIB and must to present

themselves professionally. Under no circumstances should an employee become intoxicated or impaired.

5.22.10 Substance abuse is a serious issue that will be dealt with as such. An employee facing this issue is encouraged to seek counselling and support. The employee's Sector Director, Human Resources, and immediate supervisor will provide support to assist the employee to correct the problem. However, ultimately it is the decision of the employee to accept the support to deal with this issue. Should the employee continue to suffer substance abuse that has an impact on the performance of their work duties, the employee will be dealt with in accordance with LNIB's policy on progressive discipline, subject to LNIB's duty to accommodate any disabilities.

5.23 Nepotism Policy

Policy Statement

5.23.1 Decisions about hiring, promoting, evaluating performance, awarding salary increases, and terminating an employee, contractor, or consultant are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment and contracting decisions and we reserve the right to take action when relationships or associations of an employee impact our mission.

Managers and staff are expected to follow the principles outlined below:

- a) an employee may not hire, supervise, promote, or advance his/her own immediate family;
- b) when an individual has been recommended or advocated for by his/her immediate family, another employee may not appoint, employ, promote, advance, or advocate on behalf of that individual;
- c) an employee may not participate on a hiring or interview panel for a position that immediate family has applied to;
- d) an employee may not rate immediate family's job performance;
- e) an employee may not recommend or grant immediate family a salary increase or monetary or time-off award;
- f) if the immediate family of an employee applies for a position in an area serviced by that employee, the case will be reassigned to another employee for processing.

Purpose

5.23.2 To ensure LNIB hires, promotes, and recruits the persons, (employees, contractors and consultants) best qualified to provide the intended services. The policy is also intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

Scope

5.23.3 Applies to hiring or promoting for all positions with LNIB.

Responsibility

5.23.4 Human Resources is responsible to ensure the policy is followed.

Each employee is required to disclose changes in his or her personal situations, which may be covered under this policy.

Administrative Procedures

5.23.5 An employee informs Human Resources of any potentially perceived or real conflict under this policy.

5.23.6 Human Resources ensures all job posting are widely distributed and candidates who apply are fairly and adequately evaluated.

5.24 Dispute Resolution Policy

Policy Statement

5.24.1 It is always the goal of LNIB to have each employee receive fair and equitable work-related treatment. The employee has the right to dispute a resolution if he/she feels he/she are being treated unfairly.

Purpose

5.24.2 To ensure all employees have access to an appeal process that ensures fair and equitable treatment. Policy Sections 4 and 5 address occupation health and Safety related issues.

Scope

5.24.3 This policy applies to all grievance filed by an LNIB employee with Human Resources.

Responsibility

5.24.4 It is the responsibility for the employee who feels they have been aggrieved to file a request for review of a decision under this policy.

Administrative Procedures

5.24.5 Informal Dispute Resolution Procedure

If an employee has a grievance toward another employee, the employee should;

- a) First attempt to discuss the grievance with the employee involved,
- b) If the employee is not satisfied with the results of this discussion, the employee will ask his/her direct supervisor to try to facilitate a resolution with the two employees',
- c) The employee is entitled to be present at meetings when there is a dispute against him/her being discussed,
- d) If the employee is not satisfied with the results of this discussion and feels that the dispute is not yet settled, the employee shall follow the Formal Dispute Resolution Procedures.

5.24.6 Formal Dispute Resolution Procedure

Where an employee has a dispute with another employee and has tried 5.28.5 above to no avail, the employee shall follow this procedure:

1.
 - a) advise the Sector Director of the dispute in writing at the earliest appropriate opportunity;
 - b) the Sector Director investigates the dispute, speaks with all parties and provides a written decision;
 - c) if the employee is not satisfied with the written decision of the Sector Director, he/she may appeal grievance to the Director of Human Resources;
 - d) if either employee is not satisfied with the decision of the Director of Human Resources, then the employee has the option of referring the matter to an Appeal Committee that consists of three internal or external persons chosen by the Executive Director;

2. The investigator at each stage (Sector Director, Director of Human Resources, Appeals Committee) will discuss an employee's grievance and attempt to resolve the grievance within five (5) working days of notification of the grievance. They may consult with qualified personnel when assessing the situation and shall provide a written response to the employees;
 - a) if an agreement is reached at any stage of the Formal Grievance Procedures, the grievance shall be considered resolved;
 - b) if a complaint is found to be without merit, a record of the complaint and all associated documentation (the complaint, the response, the decision record) shall be placed in the employee's personnel file;
 - c) if a complaint is found to have merit, a record of the complaint, disciplinary action (if any) and all associated documentation shall be placed in the personnel file of the employee who was the subject of the complaint;

5.24.7 Dispute towards a Sector Director

If an employee has a dispute toward his/her Sector Director, the employee should first discuss the grievance with the Sector Director involved.

If the employee is not satisfied with the results of this discussion, the employee will ask the Executive Director to try to facilitate a resolution with the employee and the Sector Director. The Sector Director is entitled to be present at meetings when there is a dispute against him/her being discussed. If an employee is not satisfied with the results of this discussion and feels that the dispute is not yet settled then the employee shall follow the Formal Dispute Resolution Procedures.

- #### **5.24.8 The Executive Director** has the authority to choose to become involved in any dispute resolution at any time and to make a final written decision at any point in the process. This authority is intended to circumvent abuse of this process.

5.24.9 Unresolved Formal Dispute

If an employee is not satisfied with results of the formal dispute process, then the employee may take further steps afforded by law.

6. Compensation Policies

6.1 Salaries and Wage Adjustments Policy

Policy Statement

- 6.1.1 It is the practice of LNIB to pay employees fairly and to ensure that their pay is in line with the amount of work and degree of responsibility required for their position.
- 6.1.2 As budgetary conditions permit, it is Band practice to award increases to an employee for their contributions to LNIB, based upon:
1. use of their skills,
 2. improvement on the job,
 3. formal training and/or certification and performance.
 4. Recognition of promotion from one position to a higher position
 5. labour market changes

Purpose

- 6.1.3 To help maintain morale and incentive by;
- a) Clearly providing visible job and salary growth.
 - b) Provide positive incentives for excellent performance.
 - c) Keep pace with the current job market and enable LNIB to retain current employees and attract new employees.
 - d) Provide strong motivation for LNIB's employees.

Scope

- 6.1.4 Applies to all employee holding positions of all ranks

Responsibility

- 6.1.5 Human Resources surveys the labour market to ensure current LNIB payrates are in line with the current area market.
Sector Directors make recommendations to Human Resources for merit-based pay increases.
- 6.1.6 The Executive Director has the sole authority to approve pay rates for all positions, including any increases.

Administrative Procedures

- 6.1.7 Human Resources maintains a pay scale of all similar positions to ensure LNIB has similar pay rates for jobs of similar work.
- 6.1.8 Sector Directors complete and sign a Merit Pay rate increase payroll form when they determine that a merit increase is warranted. This is submitted to human Resources along with a written explanation related to 6.1.2.
- 6.1.9 Human Resources forwards the request to the executive Director with its recommendation based on the labour market and the Sector Directors request.

6.1.10 If approved, the pay increase is sent to the payroll department for implementation in the payroll system, if not approved a written explanation is sent to the Sector Director.

6.2 Pay Days and Submission of Time Sheets Policy

Policy Statement

- 6.2.1 Each employee will be paid bi-weekly, based on timesheets approved by his/her direct supervisor.

Purpose

- 6.2.2 To set LNIB payroll structure and schedule in accordance with the Canada Labour Code

Scope

- 6.2.3 Applies to all LNIB employees of all ranks

Responsibly

- 6.2.4 The Payroll department sets up timesheets and schedules payroll in accordance with this Policy
Employees are responsibility to submit time sheets on time and in the manner determined by the payroll department.
Managers are responsible for reviewing and approving employee timesheets.

Administrative Procedures

- 6.2.5 At the beginning of each calendar year, the payroll department publishes a pay period schedule.
- 6.2.6 Timesheets are due on the Monday, following the end of the pay period, at 9am. Subject to Departmental/Operational requirements.
- 6.2.6 Late submission or inaccurate / incomplete time sheets may result in delayed payment.
- 6.2.7 The payroll department processes all approved timesheets.

6.3 Payroll Deductions Policy

Policy Statement

- 6.3.1 Statutory withholdings will be made from every employee's gross wages. These deductions include personal Income Tax (where applicable), Canada Pension Plan, Employment Insurance and any other applicable deductions.
- 6.3.2 Other payroll deductions will be made for the employee mandatory portion of the extended benefits program, optional additional extended benefits, pensions contributions, and other deductions subject to written agreement of the employee.

Purpose

- 6.3.3 To ensure all required or agreed to deductions are made from each employee's payroll.

Scope

- 6.3.4 Applies to all employees of all ranks.

Responsibility

- 6.3.5 The payroll department is responsible for ensuring all employee deductions are made as required and agreed too.
Human Resources ensures all new employees complete all required payroll forms and informs employees of optional deductions.
Employees are responsible for completing all required forms correctly.

Administrative Procedures

- 6.3.6 Each employee is responsible for initiating optional payroll deductions such as: rent deductions, Canada Savings Bonds, Pension, Life Insurance, or the repayment of any debt owed to LNIB, such as rent arrears, etc. These deductions will be made from every employee's gross wages with their consent through a Payroll Deduction Authorization Form.
- 6.3.7 Every employee must fill out and sign a federal and provincial withholding allowance certificate (TD-1/TD-1BC) on or before his/her first day on the job and annually. The employee may fill out a new TD-1/TD-1BC at any time when his/her circumstances change.
- 6.3.8 Every employee will receive a T-4 for the preceding year on or before February 28th. Any employee, who believes that his/her deductions are incorrect for any pay period, or on the T-4, should check with the Payroll Benefits Administrator immediately.

6.4 Overtime Policy

Policy Statement

- 6.4.1 Sector Directors are to avoid scheduling employees to work overtime except when situations make it unavoidable.
- 6.4.2 A non-management employee working in excess of eight (8) hours in a day and forty (40) hours in a week shall receive time off equivalent to the rate of one and one half (1 1/2) for each overtime hour worked, in accordance with the Canada Labour Code.
- 6.4.3 When it becomes unfeasible to give an employee time off as per 6.4.2, then a non-management employee working in excess of eight (8) hours in a day and forty (40) hours in a week shall receive the rate of one and one half (1 1/2) for each overtime hour worked, in accordance with the Canada Labour Code.
- 6.4.4 All management personnel required to work in excess of eight (8) hours in a day or on statutory holidays shall receive equivalent time off (hour for hour).

Purpose

- 6.4.5 To ensure LNIB is in compliance with the Canada Labour Code for overtime.

Scope

- 6.4.6 Applies to all employees of all ranks

Responsibility

- 6.4.7 An employee must receive approval from the Sector Director or Executive Director before working any overtime hours, including attendance at meetings and official functions which occur outside of regular office hours. An employee choosing to work overtime without authorization may not receive any compensation.
- 6.4.8 Overtime by the Executive Director must be pre-approved by a member of Council.
- 6.4.9 Each employee cannot bank more than 10 working days' of overtime hours within a fiscal year. Overtime hours in excess of banked hours must be taken in equivalent time off immediately.

Administrative Procedures

- 6.4.10 Employee must track their own hours, once they recognize that they will be going into over time they must send a written request to the Sector Director. If it is an emergency, the request and approval may be verbal.
- 6.4.11 The approval to award time off in lieu or pay, must be noted on the employee's time sheets and signed by the employee's manager.

7. Group Health Insurance and Related Benefits

7.1 Benefits Summaries and Eligibility Policy

Policy Statement

- 7.1.1 A regular full-time employee is eligible for the benefits described in this policy once they meet all of the eligibility requirements for each particular benefit. A regular part-time employee may be eligible for certain benefits if they meet the eligibility conditions.

Purpose

- 7.1.2 To clearly define employee benefits eligibility

Scope

- 7.1.3 Applies to all employees of all ranks as specified

Responsibility

- 7.1.4 Human Resources informs all new and existing employees of eligibility requirements including mandatory and optional benefits.

Administrative Procedure

- 7.1.5 Upon meeting eligibility requirements, each employee is required to participate in the group benefits programs, subject to the requirements of the insurance carriers' plans as follows:

After three (3) months of employment:

A. Mandatory registration for:

- I. Life Insurance
- II. Accidental Death and Dismemberment (AD & D)
- III. Dependent Life
- IV. Short Term Disability
- V. Long Term Disability

B. Optional if the employee provides proof of coverage:

- I. Extended Health Care
- II. Dental Care
- III. Group Pension

- 7.1.6 The above benefit plan and the insurance carriers providing the benefits may be amended from time to time without notice and within the sole discretion of LNIB. The insurance policy is solely responsible for determining eligibility. The employee will be notified of any changes made. Please refer to the current Benefits Booklet for detailed information.

7.2 Payment of Benefit Premiums Policy

Policy Statement

- 7.2.1 Unless otherwise agreed to in an employees' employment contract, the total cost of the regular benefit premiums shall be shared 50/50 between LNIB and the employee. LNIBs' share of premiums shall be deemed applied to the following benefit categories:
- a) Life Insurance
 - b) Short Term Disability
 - c) Long Term Disability
 - d) Registered Pension Plan
- 7.2.2 Additional optional benefits such as additional life insurance, are at the full cost to the employee.
- 7.2.3 LNIB also provides a sponsored Registered Pension Plan (RPP). This is a Defined Contribution plan; contributions are 5.5% employee and 5.5% LNIB.

Purpose

- 7.2.4 Explain the cost sharing of the benefits and pension program between LNIB and its employees.

Scope

- 7.2.5 Applies to all employees of all ranks

Responsibility

- 7.2.6 Human Resources provide information on the benefits and pension program to all employees.
Employees are responsible for requesting additional life insurance and other optional coverage

Administrative Procedures

- 7.2.7 Once an employee has completed their probation period the payroll department automatically enrolls them in the mandatory portion of the program and begins making the required deduction and LNIB contribution.
- 7.2.8 If an employee wishes to add optional coverage, the forms are provided by the payroll department. Once completed and returned the additional deductions are added to the employees' payroll deductions.

8. Statutory and Other Leaves

8.1 Statutory Holiday Policy

Policy Statement

8.1.1 A Statutory Holiday/Non-Statutory Holiday is a legal holiday for which each employee who qualifies is entitled to a day off with pay. Each employee who qualifies and works on a Statutory Holiday is entitled to, in addition to his/her regular wage, a rate of 1.5 times his/her regular wage for all hours worked on that day.

8.1.2 LNIB shall observe the following statutory holidays:

- a) New Year's Day
- b) Good Friday
- c) Victoria Day
- d) Canada Day
- e) Labor Day
- f) Thanksgiving Day
- g) Remembrance Day
- h) Christmas Day
- i) Boxing Day

8.1.3 The following non-Statutory holidays are observed by LNIB:

- a) Easter Monday
- b) National Aboriginal Day
- c) Family Day
- d) BC Day

8.1.4 When a day designated as a statutory or non-statutory holiday coincides with the employee's normal day of rest, the holiday shall be moved to the Monday following the statutory or non-statutory holiday.

Purpose

8.1.5 To clearly state the statutory holidays LNIB gives its employees.

Scope

8.1.6 Applies to all employees of all ranks

Responsibility

8.1.7 Sector Directors are responsible for creating an on-call schedule for required employees during statutory holidays.

Administrative Procedures

8.1.8 When a day designated as a statutory/non-statutory holiday coincides with the employee's normal day of rest, the holiday shall be moved to the Monday following the statutory/non-statutory holiday.

8.1.9 LNIB observes a Christmas break, the timing of which is subject to change each year. Each employee is notified of the Christmas break closure dates at least thirty (30) days prior to the Christmas break.

8.1.10 Each employee is eligible for payment of a statutory or non-statutory holiday after thirty (30) working days of continuous employment with LNIB prior to that holiday, and being eligible to be paid for at least fifteen (15) days within those thirty (30) days.

8.2 Annual Office Christmas Holiday Closure Policy

Policy Statement

8.2.1 The LNIB Office's shall be closed for the Christmas holiday season as of noon on the last business day prior to December 25th and remain closed until 8:30 am on the next business day following New Year's Day. These are UNPAID closure days.

1. Employees may use vacation, accumulated time off, banked time, flex time, or leave without pay during this closure.

2. Employees who are required or choose to work through the holiday closure period may do so subject to supervisory approval.

3. Notice of the closure shall be placed on the LNIB website, Facebook page, notice board, and New Letter.

Purpose

8.2.2 To provide clarity and consistency for all employees, clients and vendors of LNIB as to office hours during the Christmas Holiday season and address the yearly questions about the same.

Scope

8.2.3 Applies to all LNIB employees of all ranks in all work locations.

Responsibility

8.2.4 Human Resources prepares a schedule of the days closed.

8.2.5 Sector Directors are responsible to scheduling any on-call staff, or otherwise, as required to meet service and emergency service needs of the LNIB community.

Administrative Procedures

8.2.6 The schedule of days closed at posted in all LNIB Offices and main entry doors.

8.2.7 Payroll Clerk sends out an email to all employees with a reminder of cutoff dates and times for submission of time cards.

8.2.8 Sector Director ensure they have a schedule of all staff who are on-call or required to work prepared in advance of the break.

8.3 Vacation Leave Policy

Policy Statement

- 8.3.1 Each employee is entitled to paid vacation leave after earning vacation days.
- 8.3.2 Vacation days are earned on a monthly basis and must be earned prior to using them
- 8.3.3 On an annual basis, vacation leave is calculated at the beginning of the fiscal year, an employee who regularly works an average seventy (70) or more hours in a two (2) week period will receive the following **work days** off as paid vacation, unless otherwise agreed to in an employee's employment contract;

Service Years	Work Days off for Vacation Days	Pro-rated days per month
One to two	15 days	1.25
Three to five	18 days	1.50
Six to ten	20 days	1.66
Eleven to fifteen	22 days	1.85
Sixteen to twenty-four	24 days	2.00
Twenty-five or more	25 days	2.10

- 8.3.4 For clarity, if a Statutory holiday falls or is observed during an employee's vacation period, the employee shall be entitled to an additional day vacation for each statutory holiday.
- 8.3.5 Each part-time/hourly employee shall receive the applicable percentage based on years of service.

Purpose

- 8.3.6 To set employee vacation benefits

Scope

- 8.3.7 Applies to all employees of all ranks

Responsibility

- 8.3.8 It is the managers responsibility to ensure each employee under them annual uses their earned vacation time.
The Payroll department tracks earned and used vacation time.
Employees must plan and request their vacation time.

Administrative Procedure

- 8.3.9 Sector Directors are responsible for approving and scheduling vacations, based on operational needs of the department. Monitoring vacation entitlement is the responsibility of the Payroll Benefits Administrator.
- 8.3.10 Each employee is responsible for planning ahead for vacation and working out a complete schedule with his or her Sector Director. At least two (2) weeks' advance notice of expected vacation is expected to ensure fair and equitable

scheduling. However, vacation requests with less than two weeks' notice may be approved at the discretion of the Sector Director. Employees are required to take their vacation entitlement during their current anniversary year. Sector Directors are responsible for reviewing and ensuring proper scheduling of holidays.

- 8.3.11 When the efficient operation of LNIB is not affected then every effort will be made to allow an employee to schedule vacations according to personal preference. However, should the efficient operation of LNIB be affected, then the Sector Director and/or the immediate supervisor may restrict vacation scheduling.
- 8.3.12 Annual vacation requests are approved by the Sector Director based on fairness to each employee. Years of service will be taken into consideration.
- 8.3.13 Vacation requests by Sector Directors are approved by the Executive Director. Vacation requests by the Executive Director are approved by Chief and Council.

8.4 Vacation Carryover Policy

Policy Statement

- 8.4.1 Under exceptional circumstances, the Executive Director may authorize vacation leave to be carried forward to subsequent year. All requests and approvals must be in writing.

Purpose

- 8.4.2 To allow for exceptional circumstances in which an employee was unable, due to reasonable personal or unforeseeable LNIB operational needs, to use their vacation allotment in the year for which it was earned.

Scope

- 8.4.3 Applies only to unused vacation time.

Responsibility

- 8.4.4 Payroll will inform employees prior to the end of the fiscal year that they have unused vacation time.
Employees with unused vacation time under this Policy must make a written request to carry forward.

Administrative Procedures

- 8.4.5 The Payroll department, prior to the end of the fiscal year ensures all employees are aware of their remaining vacation time for the fiscal period.
- 8.4.6 An employee with remaining vacation time, that their Sector Director cannot accommodate, must send a written request for carry over to the executive Director.
- 8.4.7 The Executive Director informs the Payroll department of any approved carry-over vacation time for an employee.
- 8.4.8 If a carry-over is NOT approved, the employee and the Sector Director MUST make immediate plans for the employee to take the vacation time as soon as possible.

8.5 Personal Leave Policy

Policy Statement

- 8.5.1 Personal Leave means the period of time an employee is permitted to be absent from work at her/his regular rate of pay because the employee is ill (sick), disabled, quarantined, under the examination of the physician, receiving a medical service, or caring for an ill immediate family member or taking an immediate family member to a medical examination/service or because of an accident to which compensation is not payable under the Workers Compensation Act or LNIB's Group Insurance Plan.
- 8.5.2 Regular Paid Personal Leave is a benefit, not a legal requirement.
- 8.5.3 Personal leave must be earned BEFORE being used as follows:
1. A full-time employee will earn Personal Leave at the rate of one and one quarter (1 ¼) days for every month of active service.
 2. A regular part-time employee will earn Personal Leave on prorated basis accordance with their hours of work, which will be accrued bi-weekly.
 3. A casual employee does not earn Personal Leave.
 4. Personal Leave is also used for Short-term illness and disability ("STD"). Regardless of days earned, an employee will be eligible for up to fifteen (15) weeks of STD after a one work-week waiting period and must provide acceptable supporting medical documentation.

Purpose

- 8.5.4 To provide financial security to employees while they attend to personal or immediate family members medical and health needs and for Short-term illness/disability of up to 15 weeks.

Scope

- 8.5.5 Applies to all employees of all ranks.

Responsibility

- 8.5.6 The employee must as soon as possible inform their immediate supervisor that they will be away and, if known, for how long.

Administrative Procedures

- 8.5.7 An employee will not be granted Personal Leave with pay if he/she has no Personal Leave entitlement accumulated, unless for medically documented/ supported STD purposes.
- 8.5.8 An employee cannot transfer Personal Leave to another employee.
- 8.5.9 Reasonable time off with pay for medical or dental appointments may be provided and approved by the immediate supervisor as part of Personal Leave days if entitled.
- 8.5.10 A doctor's certificate or note may be, at the discretion of the immediate supervisor, required for absences of three consecutive days or more, Failure to

supply the employer with a certificate from a qualified medical practitioner may result in the employee being deducted pay for all days absent.

- 8.5.11 An employee is not entitled to be paid for unused Personal Leave. At the end of the fiscal year, an employee shall be entitled to convert unused Personal Leave time to Annual Leave for the following year. This time is converted at 50% of the current value to a maximum of five (5) days.
- 8.5.12 Any employee who for any reason resigns or whose employment is terminated shall not be entitled to payment for personal leave accumulated.
- 8.5.13 Personal Leave without pay may be granted when an employee is unable to perform work duties due to illness or injury, does not qualify for STD and does not have the necessary sick leave credits. The length of sick leave granted will be at the discretion of the Sector Director and may require a doctor's certificate.
- 8.5.14 Personal leave is intended to provide relief due to short-term illness. If an employee is absent from work due to an accident or illness for which longer term financial support may be required, the employee shall access the provisions of the fifteen weeks Short-Term Disability from Human Resource and then Long-term Disability benefits from the LNIB Employees' Insurance benefits package.
- 8.5.15 To qualify for STD, an employee must meet the conditions of such as would be the case if the LNIB used STD from its extended benefits provider, current information on this is available in the employee benefits handbook provided by the extended benefits provider.

8.6 Return to Work After injury or Illness Policy

Policy Statement

- 8.6.1 As protection for both the employee and LNIB, an employee who has been absent from work because of illness, surgery, or injury will be required to obtain a medical clearance provided by a qualified medical practitioner. The clearance document must specifically state that the employee is fit to return to work and is capable of performing his/her normal duties or assignments. Time off requests must be submitted to cover periods of absence.
- 8.6.2 LNIB will make every **Reasonable** effort to accommodate an employee's return to work plan.

Purpose

- 8.6.3 To support and encourage employees to return to work after an illness/workplace injury/non-work related injury and reduce LNIB's financial risk of increased insurance costs for ill or injured employees.

Scope

- 8.6.4 Applies to all employees off work due to an illness or injury.

Responsibility

- 8.6.5 It is the responsibility of an employee to remain in regular contact with LNIB and keep LNIB informed as to their medical status and ability to return to work.
- 8.6.6 In the case of a Work Safe BC related illness or injury, the Human Resources department will maintain contact with the WCB as to accommodations for the employee.

Administrative Procedures

- 8.6.7 Human Resources maintains regular contact with WCB on related employee claims to accommodate the employees return to work.
- 8.6.8 Human Resources works with the employee on a non-work-related illness or injury to try and develop a return to work plan that accommodates the employee's needs.

8.7 Maternity Leave Policy

Policy Statement

8.7.1 An expecting parent is entitled to up to 17 weeks maternity leave. The Sector Director or Executive Director will grant maternity leave in accordance with the Canada Labour Code

Purpose

8.7.2 To provide maternity leave in compliance with legislation.

Scope

8.7.3 Applies to expectant and newly adoptive parents

Responsibility

8.7.4 The employee must make the request for maternity leave.

Human Resources and the Sector Director will approve maternity leave and determine if temporary replacement needs to be hired.

Administrative Procedures

8.7.5 The following procedures are to be followed;

- a) An employee must provide a written request for maternity leave without pay accompanied by a certificate from a medical practitioner confirming the pregnancy and providing an estimated due date of delivery, at least three months prior to the due date.
- b) An employee will provide written confirmation of their intention to return to work on the date originally approved, at least four (4) weeks in advance of the return date.
- c) To continue to participate in the benefit plan while on maternity leave, an employee must make appropriate arrangements with the Payroll Benefits Administrator, including the prepayment of premiums prior to the commencement of the leave.
- d) While the employee is on maternity leave, and if the employee wishes to participate in the benefit plan, LNIB will continue to pay its share of the premiums for employee benefits.

8.8 Parental Leave Policy

Policy Statement

- 8.8.1 A natural or adoptive parent who will have the actual care and custody of a newborn or adopted child, is entitled to up to 63 weeks of parental leave upon the birth or adoption of a child allowed under the Canada Labour Code

Purpose

- 8.8.2 To meet LNIB obligations under the Canada Labour Code

Scope

- 8.8.3 Applies to employees who are a natural or adoptive parent, and who will have the actual care and custody of a newborn or adopted child. Parental leave may be taken any time during the 78 week period starting the day the child is born or the day the child comes into the employee's care.

Responsibility

- 8.8.4 Human resources ensure parental leave is given in accordance with current legislation.
The employee is required to request parental leave in accordance with the applicable legislation.

Administrative Procedures

- 8.8.5 The Human Resources will grant parental leave as follows:
- a) Parental leave shall be granted in accordance with legislation and regulations set forth in the Canada Labor Code and the Employment Insurance Act. Five days with pay will be granted for paternity/co-parenting leave for the birth of a child or adoption.
 - b) The employee must provide at least four weeks' written notice before the commencement of the leave, indicating the length of the absence; and
 - c) Parental leave consists of up to 63 weeks within the 78 weeks following the child's birth or the time the child actually comes into the parent's custody and must be taken in one block of continuous time.
- 8.8.6 Where an employee takes both maternity and parental leave, the total duration of the maternity and parental leaves must not exceed 78 weeks.
- 8.8.7 Parental or adoption leave is available to either parent, natural or adopting, and where both parents work for LNIB may be shared by both parents in such a way that the aggregate period does not exceed the total entitlement under legislation. Where the employee is requesting parental leave related to the adoption of a child, the employment should provide the Sector Director with appropriate documentation or a declaration.
- 8.8.8 Where both parents work for LNIB, the aggregate amount of leave that may be taken by the parents for both parental leave in respect of the same child shall not exceed 71 weeks.

8.9 Compassionate Care Leave Policy

Policy Statement

- 8.9.1 Compassionate care leave will be provided to an employee as leave without pay to provide care or support to a family member (as defined in the Canada Labour Code) for up to 28 weeks if a qualified medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death.

Purpose

- 8.9.2 To ensure LNIB meets its obligations under the Canada Labour Code.

Scope

- 8.9.3 Applies to all employees, of all ranks.

Responsibility

- 8.9.4 The employee must inform their sector director of a need or desire for a leave under this policy
The sector director will make arrangements with human resources to accommodate the employees' leave

Administrative Procedure

- 8.9.5 At LNIB's written request, an employee must provide a medical certificate to be eligible for compassionate care leave and the protections it provides.
- 8.9.6 Compassionate care leave is funded in the Canada Employment Insurance program.

8.10 Bereavement Leave Policy

Policy Statement

- 8.10.1 An employee who has completed three (3) months of continuous employment shall be entitled to paid bereavement leave when a member of the employee's immediate family dies. Immediate family, for the purpose of this policy, is defined as, parents (natural, adoptive or step), foster child, foster parent, spouse (including common law), grandparent, brother, sister, child (natural, adoptive or step), ward, parent in law and their spouse, grandchild, and any relative who resides permanently in the employee's household or with whom the employee permanently resides.
- 8.10.2 Bereavement leave of up to four working days with pay on the death of an immediate family member will be granted upon request to the Sector Director. Additional paid bereavement leave may be authorized in time of need by the Executive Director.
- 8.10.3 An employee shall be granted up to two (2) working days with pay on the death of the employee's uncles, aunts, nephews or nieces.
- 8.10.4 Reasonable leave shall also be granted to the employee with pay, for the purpose of travel and/or administer the affairs of the estate, upon the approval of the Sector Director.
- 8.10.5 An employee shall be granted up to three (3) days inclusive of travel time per calendar year without loss of pay to attend any other funeral. This is intended to be used for the funerals of Elders, friends and family not covered by the above-mentioned sections, upon the approval of the Sector Director.

Purpose

- 8.10.6 To provide a reasonable paid leave benefit to employees dealing with bereavement for an immediate family member.

Scope

- 8.10.7 Applies to employee bereavement leave for immediate family members.

Responsibility

- 8.10.8 The employee is responsible for notify their manager and Human Resources that there has been a death of an immediate family member. In many cases, everyone will already know about the death and the pending need for leave. Sector Director makes work scheduling accommodation for the employee.

Procedure

- 8.10.8 The employee requests leave under this policy either verbally or by email to the payroll department and their sector director.
- 8.10.10 The payroll department confirms with the employee the amount of paid leave they are eligible for.

8.11 Training Leave Policy

Policy Statement

- 8.11.1 Where training is either a condition of employment or a pre-requisite for advancement, an employee must successfully complete the required training within an allotted time frame. The employee must provide proof of successful completion to his/her Sector Director.
- 8.11.2 Leave of absence for training/educational purposes may be granted in exceptional circumstances where a departmental need is established. Granting such a leave is a matter for the sole discretion of the Sector Director in light of the operational needs and requirements of that department. Proof of completion of the training/education must be provided to the Sector Director. Copies of all certificates, licenses, etc., will be filed in the employee's file.
- 8.11.3 An employee who fails to successfully complete the training/education must provide a written explanation. The Sector Director may require repayment of fees or hours.

Purpose

- 8.11.4 To ensure employees have the support for ongoing and required training/education related to their position, or when approved, other forms of advancement.

Scope

- 8.11.5 Applies to training and education for all employees of all ranks.

Responsibility

- 8.11.6 The employee and their manager determine what training is required and submit request to their sector director for approval. The Sector director submits the signed training request form to Human Resources, who then ensure that the program and cost are a fit for the needs of LNIB and the employees position.

Administrative Procedures (see expense policy 9.1)

- 8.11.7 The Sector Director will assess and their approve staff training using the Human Resources professional development and training form.
- 8.11.8 The training request form is reviewed by Human Resources, who ensure the training is consistent with the employees' position and ongoing needs of LNIB, and gives final approval.
- 8.11.9 The Training/education leave will be paid for by LNIB in full or in part if the training is deemed (by LNIB) to be a requisite for continued employment, at the discretion of the Sector Director and Director of Human Resources. All other training leaves may be treated as unpaid leave.

8.12 Court Leave Policy

Policy Statement

- 8.12.1 Upon application to the Sector Director, each regular employee (full-time and part-time) may be granted paid court leave to appear in court to be available for jury selection, serving on a jury, attending as a witness in court or any legal proceeding where employees have received a subpoena or summons, and where the required attendance is not the result of any personal action of the employee to a maximum of ten (10) working days. A copy of the court order or subpoena must be supplied to the employee's Sector Director when requesting time off.
- 8.12.2 Only the days that an employee is required to be in court will be compensated. In addition, the employee must provide a record of all monies paid to them by the court, except travel and meal allowances, this amount will be deducted by the pay from LNIB.
- 8.12.3 Former employees who are requested to attend court on LNIB's behalf may receive pay for the duration of the actual attendance in court.

Purpose

- 8.12.4 To support employee in fulfilling their civic duty to appear in court or act as a juror.

Scope

- 8.12.5 Applies to all employees of all ranks.

Responsibility

- 8.12.6 It is the responsibility of the employee to inform LNIB of a requirement or summons to appear in court.
In the case of jury duty, if a sector director feels the court appearance places an undo hardship on LNIB, the sector director must write a letter for the employee to present to the court so as to be excused from service.

Procedure

- 8.12.7 For employees who receive witness/jury/other pay, LNIB may, but is not obligated to, top up the employees' compensation to the level they would have earned if working for LNIB during the appropriate time.
- 8.12.8 A copy of the summon is kept in the employee's personnel file.

8.13 Leave of Absence for Members of Reserve Force Policy

Policy Statement

- 8.13.1 An employee who is a member of the Canadian reserve force and has completed three consecutive months of continuous employment— or a shorter period that is prescribed for a class of employees to which the employee belongs — is entitled to a leave of absence from employment to take part in activities as outlined in the Canada Labor Code.
- 8.13.2 An employee wishing to take Reserve Force leave under this policy must provide at least 4 weeks' notice and notify LNIB as to the length of the leave.

Purpose

- 8.13.3 To allow employees a leave of absence without pay, for Reserve Force leave.

Scope

- 8.13.4 Applies to all employees seeking leave with the Canadian Armed Forces

Responsibility

- 8.13.5 It is the responsibility of the employee to request the leave at least four (4) weeks in advance. The sector director is responsible for making an accommodating schedule.

Administrative Procedures

- 8.13.6 The employee makes a request in writing to their sector director and human resources requesting the Canadian Reserve Force leave, with dates.

8.14 Leave of Absence without Pay Policy

Policy Statement

8.14.1 The Executive Director, after consultation with the Sector Director, may grant a regular employee a leave of absence without pay for up to one (1) year for personal or other reasons, providing:

- a) There is a good cause and sufficient explanation;
- b) Operational requirements permit;
- c) The employee has taken all earned vacation; and
- d) The employee does not accept other employment while on leave.

8.14.2 There is no implied or intended guarantee that a Leave without Pay under this policy will be granted by the Executive Director.

Purpose

8.14.3 To allow a mechanism for employees to take a longer-term unpaid leave when their personal circumstances may require it and LNIB is willing and able to guarantee a job upon the end of the leave period.

Scope

8.14.4 This applies to all employees of all ranks that request a personal leave that is not otherwise covered in the LNIB Personnel Policy Manual and Procedures.

Responsibility

8.14.5 The employee is responsible to making a request and providing a just/reasonable cause for granting it.

The sector director determines if their sector can accommodate the request and if so, forwards to the Executive Director, who then has the authority to make the final determination to grant the leave or not.

Procedure

8.14.6 The employee presents a request for the leave to their sector director in writing, providing as much detail and explanation as possible.

8.14.7 Requests for leave of absence shall be presented to the Executive Director in writing. A decision will be made on the request for Leave of Absence within fourteen (14) working days of receipt of the request.

8.14.8 An employee on extended leave shall bear the full cost of benefits if wishing to participate in the group benefit plan.

8.14.9 If a leave is granted, Human Resources will draft a letter of agreement outlining all expectation including a return date and any requirements on the employee while off, such as seeking help for an addiction issue, communication from employee with on-going updates, etc.

8.15 Cultural Leave Policy

Policy Statement

8.15.1 LNIB, being a part of the Nlaka'pamux Nation, shall make allowances for the observation of Scw'exmx customary, traditional and spiritual days associated to a particular ceremony or event **identified by and verified by LNIB Elders, Nlaka'pamux Cultural Knowledge Keepers and/or the Sector Director**. An employee seeking approval for this spiritual leave must obtain validation from one of the previously mentioned experts. Spiritual Leave is subject to approval by the employee's Sector Director and Executive Director submitted not less than two (2) weeks prior to the ceremony.

8.15.2 These rites of passage ceremonies may include, but are not restricted to, the following:

- | | |
|--------------------------------------|---|
| 1) Vision quest | 7) Summer-Fasting, Sundance, Vision Quest |
| 2) Solstice ceremonies | 8) Fall-First Salmon Ceremonies |
| 3) Doctoring ceremonies | 9) Winter-Winter Dance |
| 4) Sweat lodge ceremonies | 10) Pipe Ceremonies |
| 5) Solstice Ceremonies: | 11) Birth and Coming of Age Ceremonies |
| 6) Spring-First Gathering Ceremonies | |

8.15.3 Spiritual Leave may be two (2) days in duration per year. An employee granted Spiritual Leave will be paid at their regular rate of pay, at the discretion of the Sector Director

8.15.4 From time to time the Employer may host other Pow Wows or Special Event days. Upon approval by the Sector Director, an employee will be permitted to volunteer their time to work at the special event during work hours. Each employee will receive his or her regular rate of pay. An employee must obtain approval at least two (2) weeks prior to the Pow Wow or Special Event.

Purpose

8.15.5 To help maintain the culture and traditions of the Nlaka'pamux Nation, and support staff in participating and learning about them.

Scope

8.15.6 This Policy applies to all employees of all ranks.

Responsibility

8.15.7 The employee must make the request for leave in writing at least fourteen (14) days in advance that includes information from the expert. The Sector Director then determines if to approve.

Administrative Procedures

8.15.8 The employee submits a written request to their sector administrator, 2 weeks in advance.

8.15.9 The sector director provides the employee with a written response to the request.

8.15.10 If approved, a copy of the request and the dates to be off are filed in the employees personnel file, and the day(s) added to the employee's Personal Leave Bank.

9. Special Expenses

9.1 Employee Training Expenses Policy

Policy Statement

- 9.1.1 LNIB recognizes the importance of allowing Sector Directors to make decisions affecting his/her department and the department's operating budget. The Sector Director is responsible for reading, understanding and following the Financial Administration Law (FAL), Financial Governance Policy (FGP) and this Personnel Policy (PP) in their approval of disbursement of all travel and training for the employees in their sector.

Purpose

- 9.1.2 To clearly state the requirement for all Directors to know and follow the LNIB; FAL, FGP, and PP in provision of their approval of staff travel and training.

Scope

- 9.1.3 Applies to all Sector Directors

Responsibility

- 9.1.4 All sector Directors are required to read, understand, and follow/implement the FAL, FGP, and PP within their sectors, as per this Policy.

Administrative Procedures (see Policy 8.11)

- 9.1.5 Each employee is required to obtain prior approval from his/her Sector Director for any training or travel and associated expenses using the employee professional development form provided by Human Resources.
- 9.1.6 The budget for all employee development is located under the Human Resources department.
- 9.1.7 Once a Sector Director has given their approval of the training and related travel (if any) for an employee development, it is given to the Director of Human resources for final approval.
- 9.1.8 A copy of the approved training is kept in the employees' personnel file.

9.2 Relocation Expenses Policy

Policy Statement

- 9.2.1 From time to time and on a case by case basis LNIB management may make an offer of employment to an individual who lives outside the LNIB traditional territory and who must therefore relocate in order to come to work for LNIB. At its discretion the LNIB Executive Director may approve a fixed relocation allowance, to be included with the offer of employment. Relocation allowance will not be provided to anyone living within the LNIB traditional territory. Special consideration may be made for LNIB members.

Purpose

- 9.2.2 To provide guidance and parameters when hiring and negotiating an employment agreement with a person who lives outside of the LNIB Traditional Territory region.

Scope

- 9.2.3 Only applies to the initial hiring of an employee outside the LNIB traditional territory region.

Responsibility

- 9.2.4 For hiring of the Executive Director, Chief and Council have the responsibility to approve relocation expenses.
For hiring of all other positions, the Executive Director has the authority to approve relocation expenses under this Policy.

Administrative Procedures

- 9.2.5 Once approved, the request is sent to Human Resources for inclusion in the initial offer of employment agreement.
- 9.2.6 If repayment is required, the Payroll department deducts the portion required from the employees' final paycheck.
- 9.2.7 If the final paycheck is not enough to cover repay the entire amount to be recovered, the Finance department issues an invoice to the employee for repayment.
- 9.2.8 The amount of the relocation budget is:
1. In the case of Hiring of an Executive Director, recommended by the Selection Committee to the LNIB Chief and Council for approval
 2. In all other cases, recommended by the Selection Committee and submitted to the Executive Director for approval.
- 9.2.9 The relocation expense is generally paid out to the new employee after relocating to the immediate region and signing LNIB's standard employment contract and Relocation Expense Recovery Authorization form.
- 9.2.10 An employee who has received relocation assistance and who fail to pass probation or resign from their employment within the first 24 months of

employment will be required to repay all or a portion of the relocation allowance, according to the following schedule:

Length of Employment	Amount to be Repaid
1-6 Months	100%
7-12 Months	75%
13-18 Months	50%
19-24 Months	25%
24+ Months	0%

9.3 Travel Expenses Policy

Policy Statement

- 9.3.1 An employee or person authorized to travel on behalf of LNIB shall be paid travel expenses which are not otherwise provided or included or paid for by another organization/event/conference. Application of this Policy should neither cause an employee to profit nor cause an employee hardship.
- 9.3.2 Approval
Evidence of approval for travel will be required before any travel claims or advances are paid, as are receipts for all expenses except per diem meals and incidentals.

Purpose

- 9.3.3 To provide clear rules and procedures for travel expense reimbursement

Scope

- 9.3.4 Applies to all employees of all ranks, and all contractors and consultants.

Responsibility

- 9.3.5 Employees are responsible for submitting travel expense claims as per the Policy
Managers are responsible for confirming and approving all of their sector employee travel expense claims and submitting them to Human Resources.
Human Resources is responsible for confirming submitted claims match with previously approved travel and training expenses.
Account payable issues payment as directed by approved forms.

Administrative Procedures

- 9.3.6 All travel claims, or advances must accompanied by an itinerary. Travel time on behalf of LNIB is equivalent to hours worked and should be scheduled within normal hours of work as defined in the LNIB Personnel Policy. Should travel time extend beyond the regular work hours, travel time is recorded and paid out at the regular rate, not paid at overtime rate.
- 9.3.7 Human Resources creates and maintains travel expense and other related approval forms.
- 9.3.8 Copies of approved claim forms are kept in each employees' personnel file.
- 9.3.9 Approval
This evidence will consist of any of agenda, registration, itinerary, hotel confirmation, enrolment confirmation, funding arrangements. The claim or advance form must in addition be signed by the responsible manager or the executive director.
- 9.3.10 MEALS
LNIB will pay for meals, not otherwise provided or included or paid for by another organization/event/conference at the current approved rate when the employee is travelling out of town for at least two hours on Band business during below listed meal times. No receipts are required.

Breakfast: 5:00 a.m. - 8:00 a.m.
Lunch: Noon to 2:00 p.m.
Dinner: 5:00 p.m. — after 8:00 p.m.

9.3.11 INCIDENTALS

When an employee is required to stay overnight, the employee shall be paid an incidental allowance for each night at the current approved rate. The incidental allowance is expected to cover items of expense that are not otherwise specified (tips, laundry, etc.). No receipt is required.

9.3.12 MILEAGE

When an employee is authorized to travel and uses his/her personal motor vehicle, the employee shall be paid a mileage allowance at the current approved rate. Mileage is to assist with the cost of fuel, maintenance, deductibles and any other costs or liabilities incurred. Mileage shall be paid for travel from the LNIB offices or the employees' place of residence (whichever is the point of departure) to the travel destination or place of work and return only, and shall be paid for those miles that constitute the most direct route. No mileage shall be paid for travel from the employee's place of residence to the LNIB office. Details of mileage driven, dates and places shall be provided on the LNIB Travel Expense Claim form(s).

9.3.13 AIR TRAVEL

In the interest of cost, time and convenience, an employee is encouraged, wherever practical, to travel to distant job activities via scheduled airline service. An employee is to use advance reserved economy fare whenever possible.

9.3.14 ACCOMMODATION

An employee shall be reimbursed his/her actual expenses for commercial accommodation. LNIB normally expects an employee to stay in establishments which are conveniently located and comfortably equipped. The use of luxury accommodations is to be avoided. A receipt must be obtained for this expense.

9.3.15 TAXI

A taxi may be used by an employee when it is considered reasonable and justified. A receipt must be obtained for compensation.

9.3.16 TELEPHONE

All business calls, plus one telephone call home per day are eligible expenses for reimbursement. The personal call should be of a reasonable duration.

9.3.17 TRAVEL ADVANCE

Where an employee is expected to travel on behalf of LNIB, the employee may apply for a travel advance by estimating the cost of the trip and presenting it to the Finance Department on the appropriate form. A travel advance is considered a loan until a travel expense claim is submitted. When an employee is traveling on a travel advance, it must be accounted for, and the necessary receipts and any surplus funds attached to the LNIB Travel Expense Claim form.

- a) An LNIB Travel Advance form must be submitted ten days prior to departure in order to ensure payment is received in time.
- b) 80% of the total estimated out-of-pocket travel expenses may be advanced as a loan against the final travel expense claim.
- c) The final reconciliation for the total travel costs must be submitted within five days of return.
- d) When a third party is reimbursing travel costs and LNIB has provided the travel advance, the payment will be to the credit of LNIB.
- e) No travel advances shall be provided while a travel claim remains outstanding.

9.3.18 TOLLS/PARKING

When an employee travels and is required to pay bridge, ferry, road or other tolls, he/she shall be reimbursed the full amount expended. Receipts are required.

9.3.19 OTHER MODES OF TRAVEL

When an employee travels and uses any commercial means of public transportation (i.e.: rail, bus, etc.) he/she shall be reimbursed the full amount. A receipt must be produced.

9.3.20 RECEIPTS

Receipts must be submitted for all specified travel costs excepting meals and incidentals. These receipts must be attached to the travel claim form when it is presented.

9.3.21 CAR RENTALS

On occasion, it may be necessary to rent a car when traveling on behalf of LNIB. All car rentals must be approved by the immediate supervisor prior to rental arrangement, and approval will be given when no other suitable method of travel is available.

9.3.22 THIRD PARTY TRAVEL CLAIMS

When a third party is reimbursing travel costs and LNIB has provided the travel advance, the payment will be to the credit of LNIB. Any third-party travel claims shall only be reimbursed at LNIB Travel rates.

9.3.23 SUBMISSION OF CLAIMS

Travel claims should be submitted on the appropriate claim forms for payment at least once a month, preferably within one week after the activity has taken place. Claims must be approved by the Sector Director. A member of Council must approve travel Claims for the Executive Director.

10. Disciplinary and Reprimand

10.1 Progressive Discipline Policy

Policy Statement

10.1.1 LNIB will follow a progressive discipline procedure. An action could start at any point in the process including for the most serious infraction, immediate termination.

10.1.2 In appropriate circumstances, LNIB may decide on dismissal, or forego a verbal warning to an Employee. Where a formal investigation is warranted, LNIB may also immediately implement a paid administrative suspension of an employee, employee pending the investigation and before moving through the disciplinary process.

10.1.3 LNIB subscribes to the philosophy that discipline should be corrective; that is, whenever possible an employee should be allowed an opportunity to change his/her behavior and improve his/her work performance through communication and in a personal, adult, non-threatening way, while at the same time, maintaining the seriousness of the situation.

Purpose

10.1.4 The purpose of the Policy is to ensure effective employee development by correcting undesirable behavior by first making the employee aware of it and then, if needed, progressively reinforcing the requirement of corrective behavior.

Scope

10.1.5 Applies to all employees of all ranks.

Responsibility

10.1.6 Managers are required to follow the steps in the policy.
The Director of Human Resources may from time to time, depending on circumstances, alter change, or skip administrative steps in the Policy while still maintaining the progressive intent of the discipline.

Administrative Procedures

10.1.7 Categories

Disciplinary issues may fall into two categories: Job Performance (e.g. low output, poor quality of work, etc.) and Conduct (e.g. tardiness, absenteeism, theft, insubordination, working under the influence of alcohol/drugs, etc.).
Corrective discipline is used to correct behavior adversely affecting job performance and conduct.

10.1.8 Coaching and Counselling

Initial incidents of unsatisfactory job performance or minor conduct infractions should result in counselling and coaching the employee with respect to the requirements of the job. The Sector Director(s) will keep informal reference notes of such sessions. Coaching and counselling is the expected method for Sector

Directors to use, to address a problem in the area of Job Performance or Conduct. The objective is to help the employee recognize that a problem exists and to develop effective solutions to rectify it. The majority of problems can be resolved at this stage.

10.1.9 Progressive Discipline Process

With the exception of very serious offences, LNIB supports the progressive approach to discipline, permitting the employee an opportunity to respond to correction. In the event the employee does not respond, the next step in the procedure will be followed. The following steps in discipline will be recognized in order of seriousness:

- 1) **A VERBAL** reminder implying further disciplinary action if offence is repeated;
- 2) **A WRITTEN** reminder implying further disciplinary action if offence is repeated;
- 3) **A FURTHER** suspension or dismissal. The severity of the initial penalty depends on the nature of the behavior or incident.

10.1.10 Infractions which would normally warrant the progressive discipline approach include but not limited to:

- a) failure to observe written regulations, policies or orders;
- b) false statements or misrepresentations;
- c) failure to report to work;
- d) tardiness and leaving work early;
- e) insubordination;
- f) harassment;
- g) willful disobedience;
- h) violation of accepted safety rules; and
- i) smoking in unauthorized areas.

10.1.13 As a guideline, the following behaviors may be serious enough for LNIB to consider immediate dismissal.

- a) Nonperformance or inadequate performance of employment.
- b) Excessive absenteeism or tardiness without adequate excuse.
- c) Gross misconduct – willful destruction of property, violation of rules, carelessness or recklessness resulting in endangerment to self or others, disorderly conduct, theft, drinking or using illegal substances on the job, drinking or using illegal substances when it affects the performance on the job, falsifying records, attendance at work under the influence of intoxicating or illegal drugs or substances, gross negligence.
- d) Verbal threats or physical threats or violence - where an employee threatens verbally or causes physical harm to another employee, the Council, clients, band members, or other individuals.
- e) Breach of confidentiality - where an employee breaches the confidentiality of a client, or the Employee's duty of confidentiality to LNIB.
- f) Dishonesty of information on forms, correspondence, documents or any written material including but not limited to information regarding work related matters.
- g) Insubordination.
- h) Libel/slander.

- i) Serious sexual harassment and or propositioning.

10.1.14 In the case of a dismissal the employee will be given an opportunity to meet with the Sector Director and the Executive Director before a decision is made to dismiss. The meeting will be documented in the employee's personnel file.

10.1.15 A Significant Incident

If a significant situation arises, where not all the facts are known and subsequently an investigation needs to be conducted, the following steps are recommended:

- a) If the situation involves a single very significant incident, the Sector Director, in conjunction with the Executive Director, will advise the employee that he/she is suspended with pay pending the outcome of an investigation of the incident.
- b) Determination as to whether or not the employee will be paid for the time off will be made subsequent to the investigation.
- c) Advise the employee that they will be contacted when the investigation is complete.
- d) The Sector Director will investigate the incident and review the course of action respecting disciplinary action or dismissal.
- e) The Sector Director will meet to determine the appropriate action.
- f) The Sector Director and/or the Executive Director will meet with and inform the employee of the disciplinary action. At that time a confirming letter will be given to the employee.
- g) If it is determined that disciplinary action is not appropriate, the employee will be instructed to return to work and will be paid for any time not worked as a result of the investigation.
- h) Documented findings, decision and letter will be kept in the employee's personnel file.

10.2 Dismissal Policy

Policy Statement

- 10.2.1 Dismissal of a regular permanent employee or seasonal employee for just cause may be the response when lesser forms of discipline have not corrected an employee's misconduct or where an offence is so serious that it may justify immediate termination (i.e. theft, gross insubordination, physical abuse). Dismissal is a serious and final step in the progressive disciplinary process.

Purpose

- 10.2.2 To authorize the Executive Director to dismiss an employee when necessary.

Scope

- 10.2.3 Applies to serious situations where a regular permanent employee or seasonal employee, who has not responded to the progressive discipline procedure, or after an investigation of a serious incident, it has been determined that dismissal is the best course of action. This does not apply to an employee on probation.

Responsibility

- 10.2.4 **The Executive Director is the only person authorized** to approve dismissal of a regular permanent or seasonal employee.

Administrative Procedure

- 10.2.5 Dismissal should not be contemplated or used without prior consultation with the Executive Director and Human Resources. The ultimate decision to terminate an employee will be made by the Executive Director.
- 10.2.6 Notice of dismissal is given to an employee verbally and in writing at the same time. The employee will be given a letter setting out the reason(s) for the termination and a copy placed in the employee's personnel file.
- 10.2.7 Final pay is issued by cheques from the payroll department, as well as a record of employment.

10.3 Oath of Confidentiality Policy

Policy Statement

10.3.1 The Oath of Confidentiality is binding on each employee, volunteer and other non-employees during and after their employment or tenure with LNIB. The employee will be required to sign the oath as an indication that employment is accepted under the terms outlined in this document.

Purpose

10.3.2 To protect confidential, trademark, and other business information that LNIB employees, contractors, consultants, and volunteers may create on behalf of LNIB or gain access to in the course of their work for LNIB. (See Policy 4.28 Intellectual Property Policy, 5.13 Ethical Standards Policy and 5.18 Confidentiality Policy).

Scope

10.3.3 Applies to all LNIB employees, officers, contractors, consultants, and volunteers.

Responsibility

10.3.4 Human Resources ensures all new employees read and sign the Oath of Confidentiality contained in this policy (Oath).
Sector Directors ensure all contractor and consultants and volunteers in their sector, read and sign the Oath.
All employee's are to read, understand, and sign the Oath.

Administrative Procedures

10.3.5 The Oath is posted for all employees in both this manual and in each employees personnel file and a digital copy is available for all employees to access on the Human Resource Management Platform

10.3.6 A breach of confidentiality can result in legal proceedings, and/or immediate dismissal (refer to section 10 – Discipline).

Oath of Confidentiality

1. I agree that all information provided to me as a result of my role with the LNIB is private and confidential.
2. I agree that privacy is a basic right in our society and safe-guarding that right is our ethical and legal obligation.
3. I will not share private, confidential or privileged information, except in the proper course of my duties or with prior approval in writing from the Executive Director of the LNIB or unless permitted by law.
4. I agree that any material or information created by me for the LNIB is the sole and exclusive property of the LNIB.
5. Both during and after my tenure with LNIB, I will take all reasonable steps to keep all records and information secure (whether paper or electronic).
6. I agree that a breach of the Oath of Confidentiality will result in harm to the LNIB. I will notify the LNIB immediately if I become aware of a breach of confidentiality or of a situation which could reasonably result in a breach of confidentiality, whether I or another person is responsible.
7. I understand that a breach of the Oath of Confidentiality will result in disciplinary action and possible termination of employment.
8. I confirm that I have endorsed this Oath of Confidentiality freely and voluntarily.

I accept full responsibility and accountability for the above-mentioned conduct.

EMPLOYEE _____ DATE: _____

SUPERVISOR _____ DATE: _____

11. Miscellaneous Policies

11.1 Hiring of Contractor/consultants/experts Policy

Policy Statement

11.1.1 From time to time it will be necessary for LNIB to hire the specialty services of contractors/consultants/experts to provide skills which LNIB employees do not possess. An examples of this include Lawyers, Engineers, Intellectual Technology specialist. The estimated annual cost of these services is to be included in Sector Budgets. Approval to hire these services is solely with the Executive Director.

Purpose

11.1.2 The LNIB Chief and Council recognize that LNIB cannot hire for all possible needs and will from time to time require outside services. This policy authorizes the Executive Director to approve those hiring's.

Scope

11.1.3 Applies to the hiring of all contractors/consultants/experts by any sector.

Responsibilities

11.1.4 Sector Directors must include estimated costs for contractor/consultant/experts in their yearly budget.
The Executive Director has the sole authority to approve hiring contractors/consultants/experts.

Administrative Procedures

11.1.5 Sector Director create detailed estimates for expected contractor/consultant/experts needs.

11.1.6 Sector Director sends a written request to the Executive Director to hire under this policy with the following

1. a copy of the requested posting,
2. explanation of when, for how long, why, and expected outcomes
3. budget for position

11.1.7 The executive Director provides a written response to the Sector Director approving, or not, the hiring of the contractor/consultant, and any amendments to the posting.

11.1.8 The Sector Director develops a contract agreement and sends it to the Executive Director for edits and approval.

11.2 Volunteer Policy

Policy Statement

11.2.1 The achievement of the goals of LNIB are sometimes best served by the active participation of community volunteers. To this end, the LNIB accepts and encourages the involvement of volunteers within all appropriate programs and activities. All employees are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

Purpose

11.2.2 The purpose of this policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement.

Scope

11.2.3 Unless specifically stated, the policies apply to all non-elected volunteers in all programs and projects undertaken on or on behalf of the LNIB, and to all departments and sites of operation of the LNIB.

Responsibilities

11.2.4 The Sector Director is responsible for effective volunteer management within their sector.

The Program Manager is responsible for planning effective volunteer utilization, for creating volunteer roles, and recruiting suitable volunteers, and or tracking and evaluating the contribution of volunteers to LNIB.

Administrative Procedures

11.2.5 A system of records will be maintained on each volunteer with the agency, including

1. Dates of service,
2. positions held,
3. duties performed,
4. evaluation of work.

11.2.6 Volunteers and appropriate staff submit all appropriate records and information to the Human Resources Department in a timely and accurate fashion.

11.2.7 Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.

11.3 Pets at work Policy

Policy Statement

- 11.3.1 Our pets in the workplace policy outlines our rules for bringing, caring for and supervising pets at LNIB workplaces. LNIB will allow our employees to have their pets at work when they wish, provided that the animals won't disrupt our operations, damage properties or cause medical issues (such as allergic reactions) to other employees.
- 11.3.2 LNIB supports the *Guide Dog and Service Animal Act of BC*. And allows such animals in the workplace, provided that the animals won't disrupt our operations, damage properties or cause medical issues (such as allergic reactions) to other employees.
- 11.3.3 LNIB Administration may, at their discretion, prohibit animals in certain locations, such as the Health Center, for health and sanitation reasons.

Purpose

- 11.3.4 LNIB believes that pets can foster a friendlier and happier workplace. They're fun, playful and can have positive influence on our work.

Scope

- 11.3.5 This policy refers to all our employees, visitors, contractors and consultants. It applies to any space LNIB owns where employees perform their job duties.

Responsibility

- 11.3.6 The pet owner is responsible for all the actions of their pet, specifically they must make sure their animal doesn't:
- Make a mess
 - Fight with other office pets
 - Wander in prohibited places
 - Endanger themselves or others
 - Damage company or employee property
 - Annoy coworkers (e.g. barking constantly, climbing on their desks)

Administrative Procedures

- 11.3.7 The employee sends a request to Human Resources requesting permission to bring a pet to work. Human Resources may require evidence that:
- Their pet is adequately trained
 - Present current documentation of insurance policy that covers their pets
 - Provide proof that their pets are clean, properly vaccinated and free of parasites
 - Sign waivers that state their pets information and their owner's responsibility towards them
- 11.3.8 Human Resources polls the employees in the work spaces on an annual basis to determine if there are any employees with legitimate objections to pets in their work place. If none are received, that work location is considered open to pets.

11.3.9 If an employee has concerns or problems resulting from a pet at work, they can follow this process:

- Talk to the pet's owner in case they can resolve the problem immediately
- Reach out to their supervisor explaining their issues
- Consult the HR department, if they don't get a satisfactory response
- File an official complaint

11.3.10 This policy doesn't prohibit service animals (animals trained to perform tasks for the benefit of a person with a disability.) They are allowed to move freely with their owners. If any problem arises because of service animals, LNIB will make appropriate accommodations to resolve it. This falls to the discretion of the HR department. But, LNIB won't, under any circumstances, create problems for our employees with disabilities.

11.4 Employee Recognition and Incentive Policy

Policy Statement

11.4.1 The LNIB values and appreciates dedicated service by its employees, the excellent work they perform, and the positive results they achieve. The LNIB is committed to recognizing their significant contributions.

Purpose

11.4.2 The objective of this Policy is to provide a consistent protocol for recognizing the valuable contributions and achievements of employees at LNIB.

Scope

11.4.3 This policy applies to all LNIB employees of all ranks

Responsibility

11.4.4 The Director of Human Resources prepares a framework for employee recognition that includes, recognition for exceptional performance, years of services, retirement, peer recognition, and other applicable criteria. This is then presented to the Executive Director.

11.4.5 The Executive Director reviews and approves the framework for employee recognition. The Director, Human Resources or designate will coordinate the administration of the recognition of employment service program, including assessment of employee eligibility and awards.

11.4.6 Any employee may recommend to Human Resources the need to recognize the exceptional contribution of another employee.

Administrative Procedures

11.4.7 **LNIB formally recognizes specific “milestones”** of employment services that are characterized by an on-going commitment between LNIB and the employee.

- Employment service is formally recognized in five-year increments (the fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth years of service, and applicable five years thereafter).
- Eligibility is calculated on the employees most recent hire anniversary date.
- Service will not be prorated and all service will be credited equally for time worked. For example, a full year of service will be credited as one year for both part-time and full-time employees.

11.4.8 **Exceptional Service award** will be given to an employee when it is determined by senior managers that an employee has gone far beyond expectation, achieved something great, or made a singular personal sacrifice that has benefited the LNIB or brought it renown.

11.4.9 **Retirement Recognition**

- Upon retirement, LNIB will provide departing employees with a retirement gift.

- The Director of Human Resources will recommend the award and the value of the gift to the Executive Director of Approval. The number of years of service prior to retirement is a consideration.

11.4.10 **Special Recognition Award** is given when employees have made personal achievements that may benefit LNIV; as example completion of a Red Seal Trade certification or step therein, or graduation of a Diploma/Bachelor program, etc.

- LNIB may recognize an employee(s) through a special recognition award.

11.4.11 **Award Presentations:** Long Service Awards will be presented at the Employee Recognition Ceremony to be held each year. Retiring employees will also be recognized at this ceremony.

11.4.12 **Year-end Bonus** is generally given to all employees on the pay period before the Christmas Closure break. The Executive Director will determine, within Budgetary constraints, if a bonus is warranted. If yes, the type and amount will be recommended to Chief and Council for approval. A typical bonus in prior years has been a \$50 cash/gift card to all staff from Chief and Council.

11.4.13 **A yearly employee recognition event** will held to which all employees are invite. Other than essential services, all offices will be closed for the day.

- The event is intended to help develop cross-department comraderies.
- The Cost of this event will be specifically budgeted and include event and activities as well as an award ceremony.
- A small second event may also be held is Human Resources determines a need. This also needs to be placed in the fiscal budget.

11.4.14 As a **General Guide** the value of an award or recognition (cash or gift) should be;

- \$15 or less per year the employee has been with LNIB
- Singular acknowledgment (retirement, exception service, special recognition) to be up to \$500.
- Values are to be reviewed by the Executive Director on an annual basis.

Declaration

Review of Policy Manual - Employee Acknowledgement

I _____, state that I have been given an opportunity to review the LNIB Personnel policy. I understand that it is my responsibility to read the contents of the policy and to discuss any questions I may have with my supervisor and/or Sector Director.

I further acknowledge that all matters contained therein are subject to deletion and/or modification at LNIB's discretion, and that nothing therein is, in any sense intended to represent a contract of employment. LNIB's Personnel policy cannot be altered unless such alteration is in writing and signed by Chief and Council and/or the Executive Director, in an employment agreement directed to the employee personally.

Employee Signature

Date

Supervisor's Signature

Date

Organizational Chart

