



Sagamok Anishnawbek

Personnel Policy and Procedure Manual

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PREAMBLE

The Seven Grandfather Teachings

The values of the Anishnawbek are based on the 7 teachings: love, respect, bravery, honesty, humility, truth and wisdom. Ethics in the workplace involve making decisions in the face of priorities, responsibilities, and restraints, which at times may be clear but at other times may be ambiguous and conflicting. It is at these times that the decision-making process within Sagamok Anishnawbek will consider the values of the Seven Grandfather Teachings.

Rationale

The values of Sagamok Anishnawbek are demonstrated in how employees interact with clients, as employees play a crucial and privileged role, and one which carries great power and influence. Sagamok staff must recognize this profound role and aspire to interact in ways that are affirming and respectful of each person's individual rights, needs and abilities.

Sagamok recognizes that its employees are in public position and are seen to be in a special position of trust with high expectations regarding proper use of resources, information and power. As such it imposes ethical obligations on employees to act in the best interest of the organization. From the values come the standards of conduct expected of employees. Employees are expected to strive to live up to these standards and to reaffirm their commitment on an annual basis.

Seven Sacred Teachings

These seven teachings are defined as follows:

ZAAGIDWIN (LOVE)

As an employee of Sagamok, you have a responsibility to:

- Demonstrate compassion and kindness towards others.
- Accept and acknowledge each other's differences.
- Establish and maintain positive and caring relationships with others.

MNAADENDMOWIN (RESPECT)

As an employee of the Sagamok, you have a responsibility to:

- Actively listen to opinions of others with the intent of learning from one another.
- Be mindful of and appreciate each other's uniqueness and gifts.

Acknowledge the purpose and success of others

AAKDEHEWIN (BRAVERY)

As an employee of Sagamok, you have a responsibility to:

Have the strength to express your values and beliefs.
Face challenges with integrity and kindness.
Have the strength to question in a kind way.
Be open and accept others' right to question.

GWEKWAADZIWIN (HONESTY) and DEBWEWIN (TRUTH)

As an employee of Sagamok, you have a responsibility to:

Acknowledge mistakes and attempt to solve them in a positive manner.
Communicate to others with integrity and truth.

DEBAADENDIZWIN (HUMILITY)

As an employee of Sagamok, you have a responsibility to:

Accept and acknowledge each other's purpose.
Accept and admit your own limitations and abilities, your humanness.
Acknowledge that you are all a part of Creation, and you are here to share and learn from each other.
Show gratitude for all that you have.

NBWAAKAAWIN (WISDOM)

As an employee of the Sagamok, you have a responsibility to:

Recognize that you all carry knowledge from your life lessons.
Seek to understand from others; elders, colleagues, supervisors, mentors, families and communities.
Share knowledge in a holistic way.

MNO ZHEWEBZIWIN (KINDNESS)

As an employee of Sagamok, you have a responsibility to:

Understand that kindness is a gift from the Creator
Show kindness to others through your words and actions

Sagamok Anishnawbek Chief and Council recognize that employees are an important resource. The Chief and Council value and support initiative and innovation in their employees and as the governing body, it will provide a work environment that supports open communication, teamwork, and fairness within the workplace. The overall purpose of Sagamok's Personnel Policy and Procedures Manual is to provide employees with a clear and concise statement of their rights and obligations as an employee.

Other purposes most readily identified include:

Increased Consistency: When consulted regularly, this manual will help ensure standard and consistent employee treatment from one employee to another.

Improved Productivity/Measurement of Performance: This manual can improve operations, reduce errors, and save time as answers to routine questions are readily available for all employees. This manual sets out standards that can be used to measure employee performance.

Orientation Tool: The manual serves as an orientation tool for all new employees. In addition to ensuring that all employees are familiar with the policies and procedures, the new employee is introduced to the content of the manual thus increasing the probability that the employee will refer to them in the future.

Legal Protection: The manual can provide legal protection; written policies and procedures can be called into evidence in civil proceedings.

The policies contained in this manual are grouped into 4 Sections that are numbered and arranged from general policies, to pay administration. The policies under each section are arranged and numbered according to section number and policy number. The policies are followed by procedures which specify how the policy is to be administered.

Who Is Covered

All employees are covered by this manual, unless, otherwise stated in their contract. Any provision in an employee's contract or offer that contravenes the wording of a policy or procedure contained in this manual, employment contract will take precedence.

Definition of "Officer"

Throughout this document, "Officer" means the Director of Operations, Director of Finance, Tax Administrator, Director of Governance, Director of HR & Shared Services, Director of Education, Director of Lands, Resource & Environment, Director of Community Wellness, Director of Planning and Infrastructure and any other employee of Sagamok government designated by the Chief and Council as an Officer.

Effective Date

The policies and procedures contained in this manual are revised from the Personnel Policy and Procedures dated March 2015.

This current policy and procedure manual was approved by Sagamok's Chief and Council on July 15, 2020.

Amendments to the Manual



This manual does not constitute a contract between Sagamok and its employees. Sagamok reserves the right, at its sole discretion, to amend, change, modify, or delete any of the policies or procedures in this manual. Amendments will include employee input and consultation. Amendments to this manual will be made by Chief and Council passing a resolution.

Federal and Provincial Legislation Compatibility

Relevant policies and procedures in this manual are based on or in some instances exceed standards set out in the Canada Labour Code and other Federal and Provincial legislation.

Section: General	Policy Number: A-1.1
Sub-section: Organizational Information	Effective Date: 01/04/2015
Subject: Background and Description of Sagamok Anishnawbek	Revision Date: 15/07/2020
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A-1.1 Background and Description of Sagamok Anishnawbek

Purpose:

To provide background information and an overview of Sagamok Anishnawbek.

Policy:

1. Sagamok Anishnawbek provides programs and services in:
 - a. Community Wellness
 - b. Planning and Infrastructure
 - c. Lands, Resources and Environment
 - d. Education
 - e. Administration
 - f. Finance
 - g. Governance
 - h. Human Resources and Shared Services
2. Sagamok Anishnawbek is a First Nation that has existed, used and occupied its territorial lands since time immemorial. As a government for its people, the Band Council administration provides political representation as well as such program and services that are in the best interest of our community.
3. Our structure is reflected in the attached organization chart:

Section: General	Policy Number: A-1.2
Sub-section: Organizational Information	Effective Date: 01/04/2015
Subject: Vision, Mission and Values	Revision Date: 15/07/2020
Page: 1 of 1	

A-1.2 Vision, Mission and Values

Purpose:

To establish a vision for what we hope to achieve and to outline our values to help us meet that vision. To outline the purpose and objective of our organization through our mission statement.

Policy:

1.VISION STATEMENT

Built on the foundation of Mino Biimaadziwin and Anishnaabe Aadiziwin, and empowered by the voices of past, present, and future generations, Sagamok Anishnawbek is a strong, healthy, self-reliant community.

2. MISSION STATEMENT

Sagamok Anishnawbek anticipates and responds to the health and social needs of the community, cultivates and nurtures the desire to take control of personal health and social wellbeing; stimulates and enriches the quality of life in the community by providing holistic education and awareness, intervention and treatment programs and services.

3.VALUES STATEMENT

- 7 Grandfather Teachings (Nbwaakaawin (Wisdom), Zaagidwin (Love),Mnaadendmowing (Respect), Aakdehewin (Bravery), Gwekwaadziwin (Honesty), Debaadendizwin (Humility), Debwewin (Truth))
- Teamwork
- Excellence in service
- Positive Attitude

Section: General	Policy Number: A-1.3
Sub-section: Organizational Information	Effective Date: 01/04/2015
Subject: Organizational Philosophy	Revision Date: 15/07/2020
Page: 1 of 1	

A-1.3 Organizational Philosophy

Purpose:

To establish guiding principles to ensure that all of our activities reflect our organizational philosophy.

Policy:

1. It is our goal to create and maintain an environment in which each person:
 - takes responsibility for his or her own actions and performance
 - contributes to the efforts of the team whenever it is needed,
 - demonstrates integrity, respect and courtesy
 - committed to providing a high quality of services and programs

2. We are committed to providing the structures and resources to enable us to meet our philosophy. This includes listening and being open to the needs and ideas of all employees. If you have a concern, we encourage you to discuss it with your Supervisor.



Section: General	Policy Number: A-1.4
Sub-section: Organizational Information	Effective Date: 01/04/2015
Subject: Code of Conduct	Revision Date: 15/07/2020
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A-1.4 Code of Conduct

Purpose:

To provide guidelines on how all employees can contribute to a respectful and ethical professional organization.

Policy:

1. To ensure effective teamwork and a harmonious working environment, please adhere to the following guidelines:
 - Conduct yourself in a friendly, courteous and professional manner with all colleagues, and community members and public at large.
 - Maintain the highest ethical standards and refrain from the use of lateral violence..
 - Contribute to the efforts of the team and offer your assistance wherever required, whether or not such assistance falls within the normal duties of your job.
 - Co-operate freely.
 - Do your part to ensure the smooth operation of our government.
 - Consider whether you can do something yourself before asking for help.
 - Be honest, trustworthy, reliable and dependable in fulfilling all of your duties.
 - Take direction from and work co-operatively with your director, manager or supervisor.
2. Inappropriate language interferes with a respectful working environment and will not be tolerated. It includes, but is not limited to, swearing, excessive sarcasm, name-calling, mocking or vulgar, obscene, insulting, threatening or abusive language.
3. You are responsible for complying with this policy during working hours and at work-related functions that take place after hours.
4. Consider your conduct outside of working hours to ensure a positive image and your role to the public as an employee of Sagamok Anishnawbek.

Section: General	Policy Number: A-1.4
Sub-section: Organizational Information	Effective Date: 01/04/2015
Subject: Organizational Chart	Revision Date: 05/01/2021
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A-1.5 Organizational Chart

Purpose:

To show the organizational reporting relationships within Sagamok Anishnawbek departments and positions to support accountability and performance management.

Policy:

To establish the process around creating and keeping up-to-date an organizational chart that makes clear who reports to who in Sagamok Anishnawbek’s administration.

Scope:

This policy applies to Council and all persons that have a role and responsibilities in the organizational structure of Sagamok Anishnawbek.

Responsibilities:

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 Sagamok Anishnawbek’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



The Director of Operations is responsible for:

- making sure that the organizational chart is prepared, recommended to Council for approval, and kept current
- 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

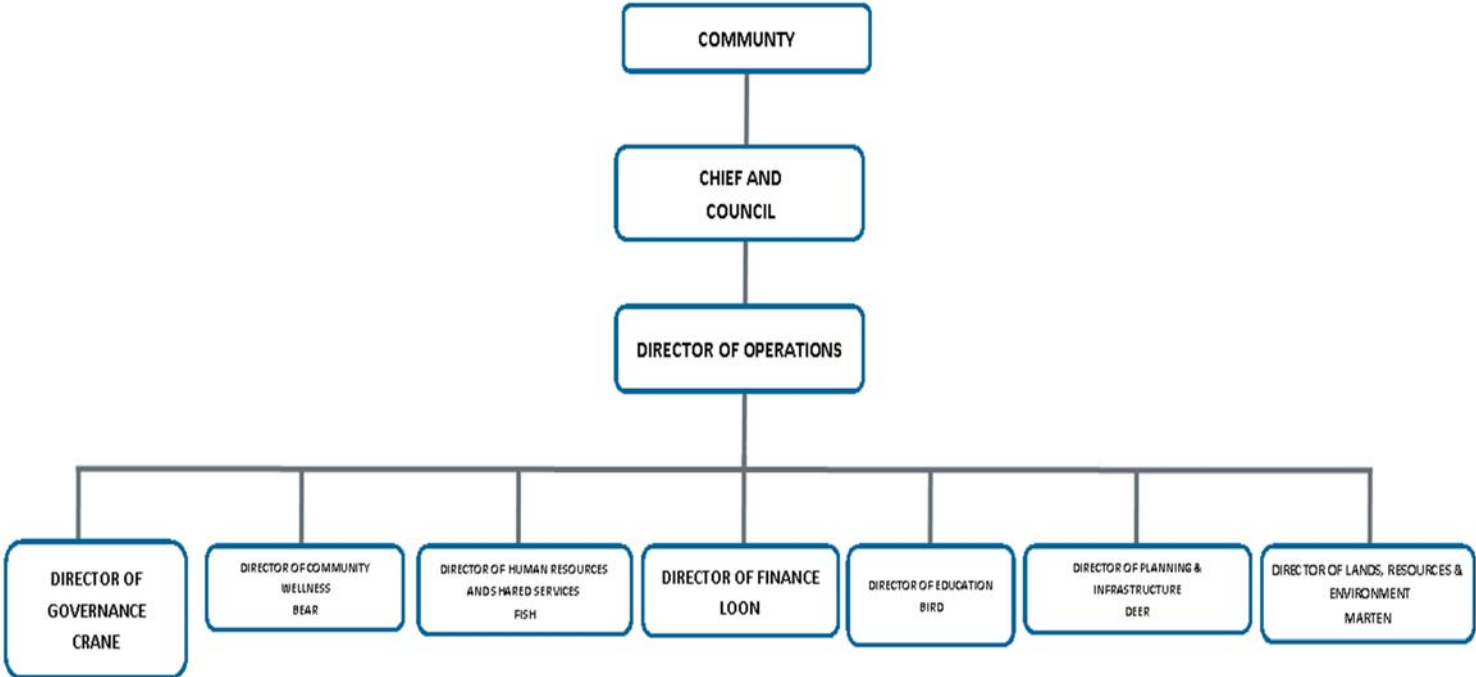
Procedures:

The Director of Operations will prepare an organizational chart that clearly shows Sagamok Anishnawbek'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.

The Director of Operations will make sure that the chart includes definitions of the positions affected by the organization chart. The Director of Operations will make sure each role identified in the organizational chart is clearly defined with a job description.

The Director of Operations is responsible for filing, communicating and distributing the organization chart to all employees and affected persons.

As needed, but at least annually, the Director of Operations will update the organizational chart for changes in personnel and will submit recommendations to Council for approval.



Section: General	Policy Number: A-2.1
Sub-section: Policy Manual Considerations	Effective Date: 01/04/2015
Subject: Force of Policies	Revision Date: 15/07/2020
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Sub-section: Policy Manual Considerations

A-2.1 Adherence of Policies

Purpose:

To outline the importance and contractual force of our policies.

Policy:

1. You must review and abide by all terms contained in this employee policy manual. While we have made every effort to make this policy comprehensive, it cannot address every possible application or exception. We, Sagamok Anishnawbek reserve the right to exercise our discretion in the interpretation and enforcement of our policies and to revise or add to our policies from time to time. All employees, as a pre-condition of their employment with the First Nation, must sign Form [001](#) acknowledging they have read the policy, understand it, and understand that it is subject to change from time to time by the First Nation.
2. If you have any questions about any of our policies or how to interpret them, please speak to your Supervisor or the Human Resource and Shared Services Director.
3. In order to manage Sagamok Anishnawbek effectively, we need to maintain flexibility. There will be times when we need to enforce our policies in a different way for different situations. By no means does this diminish the importance of our policies or the need for you to abide by them.
4. If you fail to abide by any of the policies contained in this manual, you may be subject to discipline, up to and including termination. If you feel an exception is warranted, you must obtain pre-approval from your supervisor.
5. Notwithstanding the intended force of this policy, from time to time, minor variances and exceptions to the strict application of this policy may be in the best interest of the First Nation. The DOO of Band Council Administration is authorized to make such allowances, unless directed otherwise by Band Council Resolution, and is accountable to Council for any such decision



6. Throughout this document, “Officer” means the Director of Operations, Director of Finance, Tax Administrator, Director of Governance, Director of HR & Shared Services, Director of Education, Director of Lands, Resource & Environment, Director of Community Wellness, Director of Planning and Infrastructure and any other employee of Sagamok government designated by the Chief and Council as an Officer.

Section: Employee Management	Policy Number: B-1.1
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Hiring Procedure	Revision Date: 05/01/2021
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Sub-section: Recruitment and Selection

B-1.1 Hiring Procedure

Purpose:

To outline the hiring procedure used by Sagamok Anishnawbek and to provide for fair, transparent and unbiased hiring practices that make sure employees have the skills, experience, qualifications and competencies necessary to perform their role and allow Sagamok Anishnawbek to meet its objectives.

Policy:

1. It is the policy of Sagamok Anishnawbek to select and hire qualified persons for new or vacant positions. An eligible candidate must possess the basic requirements to perform the job.
2. It is the policy of Sagamok Anishnawbek to promote and foster the employment of its own people. The First Nation seeks to strengthen the Sagamok Anishnawbek culture and values wherever possible, including the hiring and promotion of personnel.

Affirmative Action Criteria:

Provided the candidate meets the minimum requirements of the position, preference will be given to:

- 1) The qualified person who is a Sagamok Anishnawbek member; then to,
- 2) the qualified Indigenous applicant; then to,
- 3) the qualified candidate from the general public.

Scope:

This policy applies to the hiring of all employees including the Officers, Director of Operations, Director of Finance, Director of Education, Director of Community Wellness, Director of Planning and Infrastructure, Director of Lands, Resources, Environment, Director of Human Resources and Shared Services, Director of Governance.

Section: Employee Management	Policy Number: B-1.1
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Hiring Procedure	Revision Date: 05/01/2021
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Responsibilities

Council is responsible for:

- appointing all Officers, Director of Finance, Director of Governance, Director of Planning and Infrastructure, Director of Human Resources and Shared Services, Director of Education, Director of Community Wellness, Director of Lands, Resources, Environment.
- following the approved hiring policy and procedures as it relates to the hiring of a Director of Operations

The Director of Operations is responsible for:

- supervising the hiring of all employees and Officers other than the Director of Operations position. This does not include the formal appointment of Officers which must be done by Council. The Director of Operations is responsible for approval of all employee hiring

Procedures:

Position Authorization

All new positions or positions for Officers:

1. must be identified and approved by Council.
2. Existing positions will be authorized to be filled by the Director of Operations.

Job Descriptions

1. The Director of Operations will review and update the job description for the position being recruited to make sure it accurately describes the duties, functions and responsibilities of the position, and it accurately identifies the skills, experience, qualifications and competencies necessary to fulfill the position. Job descriptions will include:
 - position title
 - accountability or reporting structure, line of authority
 - responsibilities: nature and scope of work, including duties



- experience, abilities, knowledge and skills required
- qualifications: education, training, licenses, certificates required

Job Posting Procedures

1. The HR Director will conduct the process. All hiring decisions must be approved by the Director of Operations.

This process will generally consist of the following steps:

- placing a job advertisement and/or using an internal job posting
- requiring candidates to submit a résumé, application form (ISETPs forms) or both

Establishing a conflict of interest if family member

- testing candidates on their skills
- interviewing candidates
- conducting background and reference checks
- scoring candidates on each step in the process

2. In most circumstances, we will post positions and open competition externally. However, internal hires may be considered if employee meets required education, experience or knowledge. Employee must successfully complete the probationary period in order to be considered for transfers, advancement, or promotions and final recommendations must be reported to the Human Resources Committee.

3. Sagamok Anishnawbek shall hire contract, short-term and casual/relief employees as required. Departments requesting contract, short-term, casual/relief employees must advise Human Resources to conduct a recruitment process. Applications for short-term/casual employees must undergo a background check prior to being placed on the job. Short-term or Casual employees must have relevant experience, education, and other qualifications required for the position (i.e. valid food safety certificate, CPR First Aid certification, PSW certificate, Ontario Teachers Certificate, pass a criminal reference check/vulnerable sector screening, valid license & drivers abstract).

4. Contract employee is defined as an employment term from three months up to one year or more.

5. The short-term employees are defined as an employment term from one month up to three months.

6. Casual employees are defined as an employment term that is intermittent throughout a month or within a year.

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Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Hiring Procedure	Revision Date: 15/07/2020



Interview Procedures

The Director of Human Resources and Shared Services will maintain a record of the selection and evaluation process. 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, the Director of Operations 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 Director of Operations for approval.

Hiring

The Director of Operations will prepare an employment agreement. The employment agreement should include:

- position title
- job description
- the hours of work
- salary
- starting date/ probation period
- benefits package
- acknowledgement to abide by Sagamok Anishnawbek's policies, procedures, code of conduct, conflict of interest and confidentiality
- termination clause (with cause, without cause and resignation)
- acknowledgement to sign the Code of Conduct Declaration upon appointment and annually thereafter

The employee-signed employment agreement will be signed by the Director of Operations and filed in accordance with the Information Management policy and procedures.

Consultants and Contractors

Procurement of services from consultants and contractors will be carried out in accordance with the Authorization and Delegation Table and Sagamok Anishnawbek's policy and procedure on the purchasing of goods and services.



Section: Employee Management	Policy Number: B-1.2
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Training Placement Procedure	Revision Date: 15/07/2020
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B-1.2 Training Placement Procedure

Purpose:

To outline the training placement approval procedure used by Sagamok Anishnawbek.

Policy:

1. Sagamok Anishnawbek shall seek additional human resource support when required through training placements in partnership with various funding sources and pending the availability of financial and human resources. It is the responsibility of the department director/ manager to ensure compliancy with funding agreements and Sagamok Anishnawbek Personnel Policy and Procedures Manual.
 - Director/Manager initiates request with funding source to determine availability of funding and eligibility of applicant(s). Trainees are not eligible to work with family members as defined under the Hiring Family Members policy B-1.3.
 - Director/Manager develops training plan of position and indicates additional financial resources (i.e. wage top-up) and potential for continued employment.
 - After confirmation of funding agreement/partnership, Director/Manager to inform Human Resources to initiate recruitment and selection phase.
 - Contracts shall be completed and forwarded to HR & Payroll & Benefits prior to start-date of training placements.
2. Sagamok Anishnawbek shall enter into a student placement agreement where there is no expectation of payment to the student. Students shall not be considered employees of Sagamok and as such shall not be afforded any benefits provided by Sagamok. All student placements must be accompanied by a student placement agreement signed between the educational institution and Sagamok Anishnawbek. A Director/Program Manager shall be the contact for a representative from an educational institute. Student



placements shall undergo a standard orientation process and expected to abide by all Sagamok Anishnawbek policies and provide a signed confidentiality agreement.

Section: Employee Management	Policy Number: B-1.3
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Hiring Family Members	Revision Date: 15/07/2020
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B-1.3 Hiring Family Members

Purpose:

To protect Sagamok Anishnawbek and its employees from potential conflicts of interest which can occur when family members work together.

Policy:

1. Family members are defined as parents, spouses, common-law, children and/or siblings.
2. We will consider qualified relatives of employees to be eligible for hire as long as it would not create a conflict of interest.
3. To avoid a potential conflict:
 - Family members may not supervise each other, either directly or indirectly. If a family member is hired they will have to be supervised by another non-family member, if reasonable alternative arrangements can be made by the DOO.
 - If you are in a management position that requires you to be involved in a disciplinary action or formal complaint with a family member, you must remove yourself from the process.

Section: Employee Management	Policy Number: B-1.4
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Orientation of New Employees	Revision Date: 15/07/2020
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B-1.4 Orientation of New Employees

Purpose:

To ensure that all new employees are properly oriented to their jobs and Sagamok Anishnawbek.

Policy:

1. We will provide orientation to all new employees. This will involve providing you with detailed information about Sagamok Anishnawbek, Health and Safety, administrative procedures and human resource policies including policies that pertain to your position
2. The immediate supervisor and the Director of Human Resources and Shared Services will each be responsible to conduct a portion of the orientation. Please see orientation form for further details. ([Form 002](#))

Section: Employee Management	Policy Number: B-1.5
Subsection: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Probationary Period	Revision Date: 15/07/2020
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B-1.5 Probationary Period

Purpose:

To establish a probationary period for all employees that will allow us to assess suitability for a position.

Policy:

1. As set out in posting and employment offer you will be on probation for the first six months of your employment or otherwise stated with Sagamok Anishnawbek. We may extend this probationary period at our discretion. This period will give both of us an opportunity to explore whether or not you are suited to this position.
2. During your probationary period, your Supervisor will regularly review and discuss your performance with you.
3. Before the end of the probationary period, we will review your performance and decide whether or not to continue your employment. ([Form 003](#))
4. Throughout your probationary period, we encourage you to seek assistance and direction whenever you need it.

Section: Employee Management	Policy Number: B-1.6
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Background and Criminal Reference Checks	Revision Date: 15/07/2020
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B-1.6 Background and Criminal Reference Checks

Purpose:

Sagamok Anishnawbek is committed to protecting the well-being of its employees and clients. In keeping with this commitment, Sagamok Anishnawbek has created guidelines with respect to background and criminal reference checks.

Policy:

Background Checks

It is our practice to conduct background and reference checks (form 008) on candidates for hire. This may include:

- verifying all educational achievements
- checking all work-related/character references
- conducting a criminal reference check

When a Criminal Records and/or Vulnerable Sector Check Is Required

A criminal record and/or vulnerable sector check is required before anyone can be hired as an employee, contractor or volunteer into positions of trust, which include positions:

- requiring contact with children
- requiring contact with vulnerable adults (a vulnerable adult is one who may be unable to properly protect his or her own well-being, such as an individual with a disability or substance abuse problem or seniors)
- involving significant responsibility for financial transactions
- requiring the handling of cash or negotiable securities
- involving the control of significant inventory or Sagamok property

Section: Employee Management	Policy Number: B-1.6
Sub-section: Recruitment and Selection	Effective Date: 01/04/2015
Subject: Background and Criminal Reference Checks	Revision Date: 15/07/2020
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- involving access to sensitive information or trade secrets
- for which a criminal reference check is required by law; and
- any other position where a criminal reference check is a *bona fide* occupational qualification.

Obtaining the Criminal Records and/or Vulnerable Sector Check

1. A criminal record and/or vulnerable sector check is required only for the final candidate for a position of trust, after a conditional offer of employment is made.
2. All volunteers/committee members for positions of trust must complete the check prior to performing any volunteer/committee services.
3. If there is insufficient time to obtain a criminal record and/or vulnerable sector check prior to placing an individual into a position of trust, the individual will only be allowed to assume the position if he or she is directly supervised. In addition the individual may be removed from the position if the criminal reference check is not satisfactory or not submitted.
4. Each police force has different requirements for processing criminal record and/or vulnerable sector checks and the actual process will depend on their policy.
5. The cost of these criminal checks will be covered for the successful applicant by Sagamok Anishnawbek.
6. Criminal record and/or vulnerable sector checks will be processed and reviewed by Human Resource Department and/or respective Director.
7. Any documents relating to the criminal reference check will be stored in a secure location to maintain confidentiality and control access to the information. They will be destroyed on termination of employment or where a volunteer ceases to provide services.

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Results of the Reference Check and/or Vulnerable Sector Check

1. If a check indicates a prior record or concern, the following factors will be considered in determining whether to accept the individual into a position of trust:
 - the type of offence
 - the number of convictions
 - how long ago the offence occurred and the individual’s age at the time of the conviction
 - what rehabilitation efforts have been made by the individual
 - the relevance of the offence to the position involved, and
 - potential risk to Sagamok Anishnawbek in accepting the individual into the position
2. Approval must be obtained from Director of Human Resources and Shared Services before an individual with a criminal record or report from a vulnerable sector check can be allowed into a position of trust.

Section: Employee Management	Policy Number: B-2.1
Sub-section: Performance Management	Effective Date: 01/04/2015
Subject: Job Descriptions	Revision Date: 15/07/2020
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Sub-section: Performance Management
B-2.1 Job Descriptions

Purpose:

To develop and maintain a clear and efficient structure and description of job responsibilities within Sagamok Anishnawbek.

Policy:

1. We will endeavour to maintain complete and accurate job descriptions for all new and existing positions.
2. Your job description is only an outline of your major duties and responsibilities. We may add similar or related duties, or remove duties at any time, at our discretion.
3. Your job description will be reviewed during your performance review. At that time, please tell us about any areas of the job description that you believe require modification.

Section: Employee Management	Policy Number: B-2.2
Sub-section: Performance Management	Effective Date: 01/04/2015
Subject: Performance Reviews and Evaluations	Revision Date: 05/01/2021
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B-2.2 Performance Reviews and Evaluations

Purpose:

The purpose of this policy is to create an opportunity for you to know how you are performing and to assist you in determining your future career development.

Policy:

It is Council’s policy to establish a process for evaluating employee performance that can assist management to recognize individual contributions to Sagamok Anishnawbek and identify areas for development.

Scope:

This policy applies to all staff employed by Sagamok Anishnawbek.

Responsibilities

Council is responsible for:

evaluating the performance of the Officers,

- and for establishing the process and performance measures by which Officers and all employees will be evaluated
- establishing and implementing a plan for any training of Sagamok Anishnawbek’s Officers and employees required to meet Sagamok Anishnawbek’s future needs and requirements after taking into account succession and any anticipated changes in the Sagamok Anishnawbek’s activities
- establishing and implementing a documented process:
 - to measure the skills and competencies of the individual Sagamok Anishnawbek’s employees against their assigned employment responsibilities
 - to determine the training requirements for those employees
 - to adjust their duties and responsibilities as necessary to reflect their respective skills and competencies

The Director of Operations is responsible for:

- monitoring and reviewing the implementation of the evaluation process and ensuring the policy and procedures are complied with during the performance evaluation process

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- evaluating all employees of the Sagamok Anishnawbek and Officers unless the Officers report directly to Council
- providing general training for employees to optimize performance and evaluation

Procedures

Performance Planning

1. Employees with direct reports (direct supervisor) will make sure that each reporting employee has an accurate and up-to-date position job description.
2. The direct supervisor will schedule a performance planning session with employees to set performance goals and create the work plan for the next fiscal year.
3. The performance plan should signed off by both parties with one copy retained in the employee’s personnel file and one copy retained by the employee.
4. The direct supervisor and employee should identify the training and development needs to achieve the performance goals, taking into consideration the resources needed.
5. The Director of Operations reviews and approves all training plans to make sure future training needs and requirements for the financial management system of Sagamok Anishnawbek is aligned with those needs and requirements.

Performance Review

1. Your Supervisor will regularly evaluate your job performance on both an informal and a formal basis. This will provide you with feedback about your work.
2. It is expected employees will meet with their immediate supervisor on a quarterly basis, at minimum, for an interim, informal review. The onus is on you to prepare for these reviews. The purpose of these interim reviews are to ensure that you are meeting your established goals and to enable you to obtain any necessary support.
3. We will conduct a formal performance evaluation every two years using the PE form for employees and supervisors and inputting final evaluation data into the HRSQL software.

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4. The objectives of these reviews and evaluations are to:
 - ensure you are meeting your responsibilities
 - challenge you to continually build on your performance
 - keep you informed about your progress so you can maximize your achievements
 - assist us in setting appropriate compensation and making decisions about training
5. Your performance evaluation is intended to be a participatory process in which we expect you to evaluate yourself as well. This will ensure that you have ownership over your performance and your contributions to the efforts of our entire team.

Performance Management

1. If your performance reaches a level such that you are unable to perform your duties up to the expected standard, your Supervisor may place you on a Performance Improvement Plan (“PIP”, [Form 013](#)).
2. The period of the PIP will be determined by your Supervisor but will not exceed 90 days.
3. During the PIP period, we expect you to demonstrate a willingness and ability to bring your performance within acceptable levels. At the end of the PIP period, you will either be returned to regular status, if your performance is acceptable, or your employment may lead to disciplinary action. We will only grant an extension to a PIP period in extenuating circumstances.
4. A PIP does not mean that you are “on your way out.” A PIP should be viewed as an opportunity to reform your performance and demonstrate that you can meet our expected standards. We want you to succeed and encourage you to seek support from your Supervisor and Human Resource Manager to help you successfully complete the PIP period.
5. If at any time you wish to discuss a performance-related matter with your Supervisor, we encourage you to do so.

Section: Employee Management	Policy Number: B-2.3
Sub-section: Performance Management	Effective Date: 01/04/2015
Subject: Training and Development	Revision Date: 15/07/2020
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B-2.3 Training and Development

Purpose:

To support continuous learning and organizational effectiveness through personal and professional development.

Policy:

1. Eligible employees and/or your Supervisor may identify training or educational programs that will enhance your personal or professional development. Participation and reimbursement by Sagamok Anishnawbek is a business decision between you and your Supervisor and is always discretionary on the part of the First Nation.
2. We encourage you to take advantage of approved learning opportunities and will reimburse the fees for pre-approved programs.
3. To be eligible for reimbursement, the proposed training program must:
 - be related to your position, unless it is a prerequisite for a degree, diploma or certificate for a program of study that is related to your position
 - help you prepare for new opportunities within Sagamok Anishnawbek
 - although not specifically related to your position, enhances your overall knowledge and skills in a way that will benefit Sagamok Anishnawbek
4. Those participating in education programs, the training leave shall only recognize classroom hours which take place during regular work hours and shall not exceed 7 hours.
5. Employees must maintain their roles and responsibilities and reporting schedules, and the decision to grant participation in education programs will consider the number of other employees already involved in education programs and the impact on services.

You must complete and submit [Form 004](#) for any training programs you wish to take, at least 30 days in advance of the course.

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Sub-section: Performance Management	Effective Date: 01/04/2015
Subject: Training and Development	Revision Date: 15/07/2020
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5. You will be reimbursed for the approved program after you provide us with receipts, proof that you satisfactorily completed it (i.e. certificate of completion) and completed the training evaluation [Form 017](#).
6. You will not be eligible for financial assistance from Sagamok Anishnawbek for any courses for which you are receiving financial assistance from a scholarship or grant. You must make use of any available outside assistance first, before requesting reimbursement from Sagamok Anishnawbek.
7. If you resign from your employment, you must reimburse us for any amounts we have paid to you for training and development. ***This does not apply to courses that we instruct you to take.***

The repayment schedule is as follows:

<i>Period between Date of Course and Resignation</i>	<i>Pro-rated Repayment Obligation</i>
Up to and including 12 months	100%
More than 12 months, up to and including 24 months	66%
More than 24 months, up to and including 36 months	33%
More than 36 months	0%

Section: Employee Management	Policy Number: B-3.1
Sub-section: Employee Relations	Effective Date: 01/04/2015
Subject: Conflict Dispute Resolution Procedure	Revision Date: 20/10/2020
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Sub-section: Employee Relations
B-3.1 Conflict Dispute Resolution Procedure

Purpose:

To provide resources to help employees resolve internal disputes.

Policy:

1. We encourage teamwork, open communication and the timely resolution of employee concerns.
2. If you have an employment related concern, dispute or conflict on the job, we expect you to make every effort to resolve the matter with the person(s) involved. Do not let problems fester. Deal with them immediately so that they do not become more difficult or awkward to handle.
3. To help you resolve conflicts that arise, please take the following steps in the following order:
 - Make every attempt to resolve the matter yourself by speaking to the individual with whom you are having difficulty, even if it means having more than one meeting.
 - Consult this employee policy manual to determine whether your concern is addressed in here.
 - Speak to your immediate Supervisor/Manager.
 - Speak to your respective Director.
4. If the matter is significant and cannot be resolved informally, you may file a formal written complaint through the Human Resources Department. It is our goal that the Director of Human Resources and Shared Services will review the matter and make a recommendation within five (5) business days after receiving the written complaint. Director of Operations (DOO) will review recommendations and make a final decision. The HR committee will be notified of all written complaints. The HR committee will assist, direct and support the HR department and the Director of Operations in making decisions on the response to the written complaints. The HR committee will be kept apprised as the process moves forward.
5. If the matter cannot be resolved by DOO in five (5) business days after receiving the written complaint, the matter may be brought forward to Chief and Council.



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6. While we always seek to resolve all disputes in an open and respectful way, the formal complaint processes in sub-clauses 4 and 5 above should only be used for significant matters such as health and safety concerns, employee discipline actions greater than a written reprimand, abuse or violence.

Section: Employee Management	Policy Number: B-3.2
Sub-section: Employee Relations	Effective Date: 01/04/2015
Subject: Employee Feedback	Revision Date: 15/07/2020
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B-3.2 Employee Feedback

Purpose:

To foster the continued growth and success of Sagamok Anishnawbek through employee feedback.

Policy:

1. We recognize that you are often in the best position to identify inefficiencies and areas for improvement.
2. If you have an idea or concern to share, no matter how small it may seem, we strongly encourage you to do so by mentioning it to your Supervisor or in writing at a staff meeting.
3. Although there may be reasons why we are unable to implement your idea, we assure you we will give it serious consideration.

Section: Employee Management	Policy Number: B-3.3
Sub-section: Employee Relations	Effective Date: 01/04/2015
Subject: Privacy	Revision Date: 05/01/2021
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B-3.3 Privacy

Purpose:

Sagamok Anishnawbek is committed to protecting the privacy and security of the personal information of its employees. This policy governs the collection, use and disclosure of personal information belonging to our employees.

Policy:

It is Council’s policy to establish a process around ensuring the privacy of personal information provided to Sagamok Anishnawbek in compliance with legislative requirements such as those outlined in the Personal Information Protection and Electronic Documents Act or similar federal and provincial legislation.

Scope

This policy applies to all Council members, members of the Finance and Audit Committee, Officers and employees of Sagamok Anishnawbek and any contractors or volunteers performing services on behalf of the Council. The direction provided in this policy applies to all personal information created and acquired by Sagamok Anishnawbek regardless of format (i.e., both electronic and hardcopy paper records).

Responsibilities

Council is responsible for:

- approving and complying with the policy for privacy and the management of personal information

The Director of Operations is responsible for:

- establishing and implementing documented procedures for privacy and the management of personal information
- designating an employee to manage and oversee Sagamok Anishnawbek’s compliance with privacy requirements and this policy
- ensuring compliance with this policy

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Sub-section: Employee Relations	Effective Date: 01/04/2015
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The designated employee who manages and oversees information privacy function is responsible for:

- developing and maintaining standards, policies and procedures that support the objectives of Sagamok Anishnawbek’s privacy program
- making sure that all the activities of Sagamok Anishnawbek are conducted in compliance with the established privacy standards, policies and procedures and in accordance with the generally accepted privacy principles. For this, the employee will be responsible for:
 - providing training and awareness on privacy protection
 - making sure that community members are aware of their rights as they relate to privacy, including their right of access to, and the right to request the correction of, all the personal information which is kept about them by Sagamok Anishnawbek
 - acting as an expert resource on privacy matters
 - conducting periodic reviews of Sagamok Anishnawbek’s activities that involve the collection, use, disclosure, retention, and safeguarding of personal information
- investigating all complaints regarding the collection/creation, accuracy, use, sharing/disclosure, protection, retention and destruction of personal information and reporting the results to the appropriate supervisor and, where warranted, to Council
- recommending changes to policies, procedures and practices in response to the issues raised in the complaints
- responding in writing to the requests for access to, and correction of personal information submitted by employees and community members within 10 business days from the date of the receipt

Employees, contractors and volunteers are responsible for:

- complying with the established policy
- immediately reporting to their direct supervisor any privacy breaches

Procedures

Definition of Personal Information

- (1) For the purposes of this policy, personal information includes information in any form that is reasonably required by us for the purpose of establishing, managing or terminating our employment relationship. This includes:
- your age, ethnic origin, medical information, blood type, income, social status or ID numbers



- resumes, letters of reference and reference checks
- opinions, evaluations or comments about your performance
- disciplinary measures
- employee files, credit records, loan records, medical records

(2) Personal information does not include your name, title, business address or business telephone number.

Accountability

1. The Director of Operations will designate an employee to make sure the principles outlined in this policy are implemented.

Collection, Use and Disclosure

(3) Before we collect personal information, we will explain the purpose for its collection. We collect employee personal information:

- for recruiting and contracting purposes
- to administer payroll and benefit plans
- to process any benefit or other claims you may have, such as WSIB or medical related claims
- to manage our employment relationship, including any performance evaluations, incentive programs or disciplinary measures
- to establish training or development requirements
- to identify a contact person in the event of an emergency
- to comply with applicable employment and human rights legislation

(4) We may collect, use and disclose your employment related personal information without your consent if it is reasonable for the purposes of establishing, managing or terminating our employment relationship.

(5) If your consent is required, we will explain why the information is being collected and how we intend to use it.

(6) You will be deemed to consent to the collection, use or disclosure of the personal information if, when the information was given, the purpose would be obvious to a reasonable person. For example, individuals who submit their resumes are deemed to consent to its use for recruitment and hiring purposes.

(7) We may *collect* personal information without your knowledge or consent:

- if it is clearly in your interests and consent is not available in a timely way
- if knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law



- (8) We may *use* personal information without your knowledge or consent:
2. if we have reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation
 3. for an emergency that threatens an individual's life, health or security
 4. if it is publicly available as specified in the applicable government regulations
 5. if the use is clearly in your interest and consent is not available in a timely way
 6. if knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law
- (3) We may *disclose* personal information without your knowledge or consent only:
- to a lawyer representing the organization
 - to collect a debt, you owe to us
 - to comply with a subpoena, a warrant or an order made by a court order or other body with appropriate jurisdiction. (i.e. Great West Life, London Life)
 - to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or suspects that the information relates to national security or the conduct of international affairs, or is for the purpose of administering any federal or provincial law
 - to an investigative body named in the applicable legislation or regulations or government institution on our initiative when we believe the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspect the information relates to national security or the conduct of international affairs
 - if made by an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
 - in an emergency threatening your life, health, or security (we will inform you of the disclosure)
 - if required by law

Retention and Disposal of Personal Information

- (10) We will only retain personal information if necessary, to enable you to obtain personal information used to make a decision about your employment and to satisfy the purpose for which it was obtained.
- (11) We will destroy documents containing personal information once the information has served the purpose for which it was obtained, unless it must be retained for legal purposes.

Accuracy of Personal Information

- (12) When we collect, use or disclose your personal information, we will make reasonable efforts to ensure that it is accurate to the extent necessary to fulfill the purposes for which it was obtained.



- (13) You may submit a written request to us to correct any errors or omissions in any of your personal information that is in our control. We will either amend the information or notify you of any reasons why such an amendment cannot be made.

Protection of Personal Information

- (14) We recognize the importance of protecting your personal information and will use appropriate security safeguards to provide the necessary protection. This includes:
- physical measures such as locked filing cabinets, alarm systems and restricting access to areas in which personal information is stored
 - technological resources such as firewalls, encryption software and passwords; and
 - organizational controls including security clearance measures, staff training, the use of confidentiality agreements and limiting access to only those who need the information
- (15) We expect you to assist us in protecting personal information and to take all appropriate measures to safeguard personal information belonging to you or any other employee of Sagamok Anishnawbek. This includes ensuring that:
- any individuals who have requested personal information and those to whom you are sending it are authorized to receive the information
 - the method by which the information is transmitted (e.g., email, fax, telephone *etc.*) will adequately protect the confidentiality of the information considering its sensitivity

Maintaining Awareness of Our Practices

- (16) We will inform all employees and any other relevant individuals that we have policies and practices for the management of personal information.
- (17) Sagamok Anishnawbek will be open about its policies and practices with respect to the management of personal information. Individuals will be able to easily acquire information about its policies and practices, including all policies and practices that comprise the Financial management System. This information must be made available in a form that is generally understandable.

Access to Personal Information

- (18) You may request access to your personal information or want to know how it is or has been used or disclosed, by submitting a written request to Human Resource Manager.
- (19) We will respond to your request for access no later than 30 days after receiving the request. Upon notice to you, this 30-day response time may be extended for a maximum of 30 additional days if:
- responding to the request within the initial 30-day period would unreasonably interfere with Sagamok Anishnawbek's activities
 - we need additional time to conduct consultations or to convert personal information to an alternate format
- (20) Under certain circumstances, you may be expected to bear any costs associated with disclosing the information to you. We will advise you up front of any costs associated with disclosure.



- (21) We must refuse access to your personal information if:
- it would reveal personal information about another individual which cannot be removed, unless there is consent or a life-threatening situation
 - we have disclosed information to a government institution for law enforcement or national security reasons. Upon request, the government institution may instruct us to refuse access or not to reveal that the information has been released. We will then refuse the request and notify the Privacy Commissioner. We are not allowed to inform you of the disclosure to the government institution, or that the institution was notified of the request, or that the Privacy Commissioner was notified of the refusal.
- (22) We may refuse access to personal information if the information falls under one of the following circumstances:
- it is protected by solicitor-client privilege
 - it constitutes confidential commercial information, which cannot be removed
 - disclosure could harm an individual's life or security and the offending information cannot be removed
 - it was collected without your knowledge or consent to ensure its availability and accuracy, and the collection was required to investigate a breach of an agreement or contravention of a federal or provincial law (the Privacy Commissioner must be notified)
 - it was generated in the course of a formal dispute resolution process.

Complaint Process

- (23) If you are dissatisfied with the manner in which we have handled your personal information, you may contact the Director of Operations in writing to outline the reasons for your concern.
- (24) We will investigate and respond to all complaints made in relation to this policy.
- (25) You may also make a complaint to the Office of Privacy Commissioner of Canada..



Section: Employee Management	Policy Number: B-4.1
Sub-section: Human Rights	Effective Date: 01/04/2015
Subject: Equal Opportunity	Revision Date: 15/07/2020
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Sub-section: Human Rights

B-4.1 Equal Opportunity

Purpose:

To outline Sagamok Anishnawbek goal of achieving equal opportunity for all employees and candidates for positions, regardless of race, national origin, colour, religion, sex, marital status, physical disability or any other factor unrelated to job performance.

Policy:

1. We are committed to creating and maintaining an equal opportunity workplace.
7. It is our policy to make decisions on hiring, rewards and other human resource issues based on merit. Merit includes a person’s qualifications, ability and performance.
8. All employees at Sagamok Anishnawbek have the right to be free from discrimination at work. The protected grounds of discrimination are:
 - race,
 - national or ethnic origin
 - colour
 - religion
 - age
 - sex
 - sexual orientation
 - marital or family status
 - disability
 - a conviction for which a pardon has been granted
4. To ensure equality of opportunity for all employees, Sagamok Anishnawbek will work with you to accommodate your individual needs. While these needs will vary depending on the circumstances, some of the measures we may offer include:

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- assistance through the “Employee Assistance Program” (For more information about this program, see Policy D-2.5.)
 - personal days
 - alternative work arrangements such as flextime
 - accommodating persons with disabilities in a manner that respects their dignity and helps maximize their contribution to Sagamok Anishnawbek.
5. To reflect our commitment to equal opportunity, all work-related communications must be written in gender-neutral language.
 6. Please be respectful of any language differences between you and your co-workers.
 7. To achieve equal opportunity and accommodate individual needs, we must take a flexible management approach. This may mean treating employees differently, for example, making scheduling adjustments to accommodate religious needs.
 8. We expect you to do your part in respecting individual differences and achieving equal opportunity.

Section: Employee Management	Policy Number: B-4.2(a)
Sub-section: Human Rights	Effective Date: 04/05/2021
Subject: Respect in the Workplace (Harassment and Violence)	Revision Date: 04/05/2021
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***Respect in the Workplace (Federal)
Harassment and Violence***

Purpose:

The Sagamok Anishnawbek First Nation is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Sagamok Anishnawbek First Nation’s goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

The purpose of this policy is to ensure that:

- Employees and management understand that disciplinary action will be taken with those who commit or contribute to harassment or violence.
- Those who are subjected to harassment or violence in the workplace understand there are procedures for recourse and that assistance/counseling is available.
- Employees and management understand that everyone has a responsibility to report any factors that may contribute to harassment and/or violence in the workplace and that all incidents of harassment or violence must be reported in writing on ([Form 005](#)) or in letter form.

Policy:

The Sagamok Anishnawbek First Nation is committed to:

- Resolving harassment and violence situations to the best of our ability and, if they cannot be resolved, having a competent person conduct an investigation to arrive at conclusions and recommendations for corrective action.
- Working with the employee who files the harassment or violence concern to best come to a resolution.
- Using the necessary amount of resources to prevent and to respond to incidents of harassment and harassment or violence.
- Providing support for employees affected by harassment or violence.
- Doing what is reasonably practicable to achieve a harassment and violence free workplace.

1. No employee shall subject any other person to harassment or violence in the workplace.

**Scope:**

This policy applies to all employees, supervisors, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace
- during work-related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in company owned or leased facilities
- during telephone, email or other communications; and
- at any work-related social event, whether or not it is company sponsored

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers, members of the public and suppliers, although the available remedies may be constrained by the situation.

Definitions:

1. Discrimination

Governed by the *Canadian Human Rights Act*, a federally regulated employer is prohibited from an action or decision that excludes, distinguishes or prefers a person or group based on prohibited grounds of discrimination.

The prohibited grounds of discrimination are:

- race, colour, national or ethnic origin
- religion
- age
- sex (including pregnancy)
- gender identity or gender expression
- sexual orientation
- family, marital (including same-sex partnership) status
- genetic characteristics
- disability
- a record of offences for which a pardon has been granted under the *Criminal Records Act (Canada)* or in respect of which a record suspension has been ordered

Some examples of discriminatory harassment may include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation
- imitating a person's accent, speech or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight



2. Sexual Harassment

Workplace sexual harassment is defined in the *Canada Labour Code* (the “Code”) as any conduct, comment, gesture or contact of a sexual nature:

- (a) that is like to cause offence or humiliation to any employee; or
- (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.

The *Code* gives every employee the right to be free of sexual harassment in their employment and obligates every employer to make every reasonable effort to ensure that no employee is subjected to sexual harassment.

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

A person of any gender identity can be a victim of harassment, and someone of the same or another gender identity can harass someone else.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent sexual staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person’s body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing; and
- sexual assault

3. Workplace Harassment and Violence

What is harassment and violence?



Under the *Code*, “harassment and violence” means any action, conduct or comment, including that of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee.

Workplace Harassment

Harassing comments or conduct can poison someone’s working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a *poisoned working environment* and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment if they are sufficiently serious or occur repeatedly include:

- deliberately excluding or socially isolating another individual from the team; for example, taking coffee orders and deliberately omitting to ask the individual
- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient’s psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person’s dignity or psychological integrity; and
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Harassment may also relate to a form of discrimination as set out in the *Canadian Human Rights Act*, but it does not have to. Examples include discrimination and harassment on the grounds of age, creed, colour, sex, disability, citizenship, race and ethnic origin.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading malicious rumours
- excluding or ignoring someone, including persistent exclusion of a particular person from work-related social gatherings
- a supervisor/manager undermining someone else’s efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- a supervisor/manager providing only demeaning or trivial tasks in place of normal job duties



- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls or emails
- a supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents

What Isn't Harassment?

Generally, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- directly supervise employees, including setting out performance expectations and providing constructive feedback about work performance;
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- imposing discipline for workplace infractions;
- assign work, and direct how and when it should be done;
- request updates or status reports;
- approve or deny time off; or,
- requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or *should have known* that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Workplace Violence

The term "workplace violence" means any action, conduct, threat or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that employee. The word "person" includes both other employees as well as others who may enter the work place, such as clients.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace. Workplace violence can include:



- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work (such as intimate partners, family, friends)

Workplace Family Violence

The call to support domestic/family violence survivors has increased over the past few years. The effects of family violence on the workplace can include reduced employee productivity and motivation, loss of focus, increased absenteeism, replacement and/or recruitment costs, decreased employee morale, potential harm to employees, co-workers and/or clients and liability costs if another employee is harmed. Some employees also face their abusers coming to their workplace and threatening to continue the abuse, mislead employers or coworkers, or other threats.

The *Code* provides a leave of absence equal to ten (10) days of leave per year – of which five (5) days are paid – for people experiencing this type of violence. The leave is also available if you are the parent of a child that is the victim of family violence. Please speak to your Manager or the Human Resources Department to determine whether you are entitled to a leave. The Sagamok Anishnawbek First Nation may request documentation to substantiate the leave within 15 days of your return to work.

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan
- contacting the police
- establishing enhanced security measures such as a panic button, code words, and door and access security measures
- screening calls and blocking certain email addresses
- setting up priority parking or providing escorts to your vehicle or to public transportation
- adjusting your working hours and location so that they are not predictable; and
- facilitating your access to counselling through the Employee Assistance Program or other community programs.



We appreciate sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

Banning of Weapons

Sagamok Anishnawbek prohibits the possession of weapons by any employee while on Sagamok Administration property. This ban includes keeping a weapon in a vehicle parked in the parking area. Employees are also prohibited from carrying a weapon while performing duties off the company's business premises. Weapons include guns, knives, explosives, and other items with the potential to inflict harm

A. Workplace Assessments

1. The Sagamok Anishnawbek First Nation will annually conduct a violence risk assessment in the workplace. The Sagamok Anishnawbek First Nation will work jointly with the Health and Safety Committee (the "applicable partner") to carry out the assessment.
2. The assessment will focus on identifying the factors that may contribute to workplace violence in the Sagamok Anishnawbek First Nation's workplace, as well as the areas and positions within the organization where there is a risk of violence and the degree of risk present. The assessment will take into account:
 - the culture, conditions, activities and organizational structure of the workplace
 - circumstances external to the workplace, such as family violence, that could give rise to harassment and violence in the workplace
 - any reports, records and data that are related to harassment and violence in the workplace
 - the physical design of the workplace, and
 - the measures that are in place to protect psychological health and safety in the workplace.
3. Based on the results of the assessment, and within six (6) months, the Sagamok Anishnawbek First Nation and the applicable partner will develop protective mechanisms specifically designed to safeguard employees who occupy high-risk positions and workspaces.
4. The Sagamok Anishnawbek First Nation and the applicable partner must jointly review the workplace assessment at least every three years and update it as necessary.
5. The Sagamok Anishnawbek First Nation will communicate the results of the risk assessment to employees and provide them with a copy of any written assessment.
6. The Sagamok Anishnawbek First Nation will make every effort to identify possible sources of workplace violence and will take steps to manage or eliminate the associated risk. However, the



Sagamok Anishnawbek First Nation will only provide personal information to the extent that it is reasonably necessary to protect employees from physical injury and will not disclose information if the disclosure is prohibited by law, or if the disclosure itself could threaten an individual's personal safety.

B. Workplace Harassment and Violence Prevention Policy

7. The Sagamok Anishnawbek First Nation will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.
8. The Sagamok Anishnawbek First Nation will establish a workplace respect committee to carry out functions of drafting, implementing and enforcing a workplace harassment and violence prevention policy.
Members of the workplace respect committee include: **(list attached)**
9. The workplace respect committee is responsible on behalf of the Sagamok Anishnawbek First Nation for ensuring this policy is followed and implemented, and that the requirements of the *Canada Labour Code* and the *Canadian Human Rights Act* and associated regulations in relation to workplace harassment and violence are carried out. This includes the responsibility to ensure that any incidents, occurrences or complaints of workplace harassment are properly investigated in accordance with this policy.
10. The Sagamok Anishnawbek First Nation will review its program for addressing harassment and violence in the workplace annually, or more frequently if necessary to ensure that it continues to be effective at protecting our workers from harassment and violence.

Duties of Supervisors and Managers

11. Supervisors and managers are expected to assist in creating a harassment-free workplace and to immediately contact the workplace respect committee if they receive a complaint of workplace harassment or violence, or witness or are aware of harassing or violent behaviour.
12. Supervisors and managers must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behavior to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:
 - whether the person's history of violence was associated with the workplace or work;
 - whether the history of violence was directed at a particular employee or employees in general; and
 - how long ago the incidence of violence occurred.
13. In certain circumstances, supervisors and managers may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors and managers will only release as much personal



information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury. Supervisors and managers are required to consult with the workplace respect committee prior to releasing information about a person with a history of violence.

Duties of All Employees

14. The workplace harassment and violence prevention policy will be made available to all employees. You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.
15. You are also required to report to your supervisor or the workplace respect committee, the existence of any workplace violence or threat of workplace violence.

Duties of Advisors

16. To assist you in understanding your rights and obligations under this policy, the Sagamok Anishnawbek First Nation has appointed certain individuals to act as advisors.
17. The role of the advisors is to:
 - act as a resource and answer inquiries with respect to this policy
 - discuss complaints on a confidential basis, unless the advisors are required to release information by law, or where there is a risk of harm to you or another individual
 - assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace
 - assist in the informal resolution of complaints through counselling; and
 - engage in discussions with the respondent to see if the matter can be resolved informally
18. To avoid any potential conflicts of interest, the advisors are not involved in conducting formal investigations.
19. Advisors are impartial and may provide assistance in resolving issues of harassment and discrimination to any employee, contractor or consultant. That can include facilitating a solution between two or more affected parties or assisting a complainant, respondent or witness during an investigation.
20. Advisors are advocates for a respectful workplace – they are not advocates for a particular individual. Advisors maintain confidentiality to the extent practicable and appropriate under the circumstances. They are not investigators under the policy nor are they decision-makers.
21. In carrying out their duties under this policy, advisors will be directly responsible to the workplace respect committee.

The Sagamok Anishnawbek First Nation's advisors are **(list attached)**

C. Emergency Response

22. The Sagamok Anishnawbek First Nation and the applicable partner will develop an emergency response plan to assist employees in the event that there is either a potential or actual threat to the health and safety of an employee in the workplace. The emergency response plan is available to all employees.



23. The Sagamok Anishnawbek First Nation and the applicable partner will jointly review the emergency response plan after each implementation of it.

D. Training

24. All employees of the Sagamok Anishnawbek First Nation will be provided training on this policy.
25. Supervisors and managers will be provided training on how to recognize workplace harassment and how to handle a complaint of workplace harassment.
26. Members of the workplace respect committee, and any other individual internal to the Sagamok Anishnawbek First Nation who may conduct workplace harassment investigations, will be provided training on how to conduct an investigation appropriate in the circumstances, including the confidentiality requirements of this policy.
27. Members of the applicable partner will receive training on this policy and the Sagamok Anishnawbek First Nation's workplace harassment and violence program, including how to help an employee report an incident of workplace harassment and resources available to an employee who has allegedly experienced workplace harassment.

E. Procedure for Resolving and Investigating Harassment Complaints

28. The **Director of Human Resources and Shared Services** is designated as the "designated recipient" to receive notification of workplace harassment incidents on behalf of the the Sagamok Anishnawbek First Nation. The designated recipient will be a member of the workplace respect committee.
29. The designated recipient is responsible for receiving complaints of incidents or occurrences of workplace harassment, and for referring these to an appropriate individual either internal or external to the Sagamok Anishnawbek First Nation to properly investigate the matter, in accordance with this policy. The designated recipient will also carry out any other responsibilities assigned to this position under the *Code* and its associated regulations.

Informal Procedure

30. If you believe that you are being harassed, the first thing to consider is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. (Note: If the behavior is very serious or involves multiple people or a supervisor/manager, or it has gone on for an extended period of time, confronting the person may aggravate the situation. In such circumstances, you may wish to seek assistance from your union steward, a member of the workplace respect committee or Human Resources.)

Some of the things you can say that might stop the behaviour include:

"I don't want you to do that."



“Please stop doing or saying...”

“It makes me uncomfortable when you ...”

“I don’t find it funny when you ...”

31. If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what was your response.

32. If you believe that someone who is not a member of our organization, e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor or a member of the workplace respect committee. Although the Sagamok Anishnawbek First Nation has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Notifying us of an Occurrence of Harassment and/or Violence

33. If you are the target of harassment or violence, or if you witness harassment or violence, you must notify of the harassment/violence to the Sagamok Anishnawbek First Nation or the designated recipient. If the responding party to the occurrence is the Sagamok Anishnawbek First Nation, notice must be provided to the designated recipient.
34. You are allowed to remain anonymous when notifying us of alleged harassment or violence, but please recognize that if you choose to remain anonymous, it will affect our ability to address the situation.
35. Your notice of an occurrence must include: (i) the names of the parties, if known, (ii) the date(s) of the occurrence(s), and (iii) a detailed description of the harassment/violence.
36. Within seven days after you notify us of the occurrence, the Sagamok Anishnawbek First Nation or the designated recipient will contact you (or, if you are reporting an occurrence of harassment or violence that targeted another person, we will contact the alleged target of the harassment or violence) to inform you or them,
- that the notice has been received and they have been identified as an alleged target of harassment or violence
 - how to access the workplace harassment and violence prevention policy
 - of each step of the resolution process, and



- that they may be represented during the resolution process
37. If the notice of occurrence is made by a witness, who is not anonymous, the Sagamok Anishnawbek First Nation or the designated recipient will notify them that the notice was received.
 38. If the Sagamok Anishnawbek First Nation or the designated recipient is unable to ascertain the identity of the employee who was allegedly the target of harassment/violence (for example, because the complaint is brought anonymously, or it is brought by a third party and does not identify the target), the occurrence will be considered resolved and the complaint resolution process will end.
 39. The complainant may end the complaint resolution process at any time by advising the Sagamok Anishnawbek First Nation or the designated recipient that they no longer wish to continue with the process.
 40. It is important that we receive your complaint as soon as possible so that the problem doesn't escalate or happen again.
 41. Once we receive your complaint, there are three possible avenues to resolve it: negotiated resolution, conciliation, or a formal investigation. These avenues are described below. We will initiate a formal investigation, if it is necessary and appropriate to do so. the Sagamok Anishnawbek First Nation commits to investigating and dealing with complaints and incidents of workplace harassment in a fair and timely manner.

Avenue #1: Negotiated Resolution

42. Once a complaint or occurrence has been brought forward, the complainant and the Sagamok Anishnawbek First Nation must make reasonable efforts to resolve it. If the respondent has been contacted about the complaint, then the respondent is also required to join in making reasonable efforts to resolve the occurrence or complaint.
43. An attempt to resolve the complaint through negotiation must start no later than 45 days after the notice of occurrence was provided.
44. In some cases, a negotiated resolution may be reached without the respondent's involvement, if the resolution does not negatively affect the respondent's interests. For example, the complainant and the Sagamok Anishnawbek First Nation may resolve the issue by agreeing, upon review, that harassment has not occurred. If a negotiated resolution may negatively affect the respondent's interests, the respondent will be involved in the relevant negotiation.



Avenue #2: Conciliation

45. The designated person, or another person agreed upon by the parties, may help settle the complaint if the two parties agree. Conciliation is a voluntary process, so neither the complainant nor the respondent is required to agree to this step.
46. If the occurrence is also investigated, it cannot be resolved by conciliation after the investigator has provided their report.

Avenue #3: Formal Investigation Procedure

47. The Sagamok Anishnawbek First Nation or the designated recipient will commence an investigation if the matter is not resolved through negotiation or conciliation and the complainant requests it. If the complaint is resolved at a later time through negotiation or conciliation, then any investigation that has started will be discontinued.
48. The Sagamok Anishnawbek First Nation and the applicable partner will prepare a joint list of people who may act as investigators under this policy. To be eligible for inclusion on the joint list, a person must possess the necessary knowledge, training and experience to act as an investigator.
49. In any particular case, the Sagamok Anishnawbek First Nation or the designated recipient will select a person from this joint list to act as investigator.
50. The selected investigator must provide the Sagamok Anishnawbek First Nation or the designated recipient and the parties with a written statement indicating:
 - a. their name
 - b. if an employee of the Sagamok Anishnawbek First Nation, their title and name of their immediate supervisor
 - c. a description of their knowledge, training and experience relevant to the complaint, and
 - d. that the person does not have a conflict of interest in conducting the investigation.
51. If for any reason the Sagamok Anishnawbek First Nation cannot select an investigator from the joint list, the investigator will be appointed in accordance with the procedure in the *Code* and its associated regulations.

Investigation Report

52. The investigator will prepare an investigation report which does not disclose the identities of the complainant, respondent, or witnesses, either directly or indirectly.



53. The report will contain only a general description of the incident, a summary of the findings, and the investigator's recommendations for proactive steps to avoid a similar incident in the future.
54. The report will be provided to the complainant, respondent, and workplace safety committee and designated recipient. The workplace safety committee or representatives will work jointly with the Sagamok Anishnawbek First Nation to determine which of the recommendations will be implemented.
55. The Sagamok Anishnawbek First Nation may also request that the investigator prepare further or additional analyses in relation to the occurrence/complaint and investigation. These further or additional analyses need not be shared with the complainant, respondent, or workplace safety committee, applicable partner or the designated recipient.

Time Limits and Updates

56. The Sagamok Anishnawbek First Nation will ensure that the resolution of the complaint is completed within one year after the date the notice of occurrence is received.
57. However, if the complainant or respondent is absent from work for more than 90 consecutive days after the notice of occurrence is received, this time may be extended up to six months after the party returns to work.
58. The Sagamok Anishnawbek First Nation or the designated recipient will provide monthly status updates to the parties.

Confidentiality of Complaints and Investigations

59. We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, including identifying information about any individuals involved in the complaints, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation, to take corrective action, to protect workers, or if required to do so by law.
60. Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.
61. Measures that we will take to help ensure the confidentiality of harassment and violence investigations may include:



- circulating this policy and providing training on this policy to employees, including training on the importance of confidentiality;
- instructing employees who participate in investigations, including the complainant, respondent, witnesses and anyone else involved in the investigation, of the importance of maintaining confidentiality. This includes instructing them not to discuss the complaint, incident or the investigation with other workers or witnesses, and discussing it only with legal [if applicable: or union] representation to get advice about their rights. This instruction may be given in letters regarding the investigation, verbally during investigation interviews, and/or by other means;
- requiring individuals who participate in investigations to sign confidentiality statements;
- keeping documentation related to investigations in locked filing cabinets;
- using password protection for electronic documents related to investigations;
- holding investigation interviews in confidential locations;
- restricting access to information or documents regarding investigations on a need-to-know basis; and,
- imposing appropriate discipline on employees who are found to have violated confidentiality, up to and including termination of employment.

F. Record Keeping

62. The Sagamok Anishnawbek First Nation will keep the following health and safety records as follows according to the Record Retention Chart under the Administration policy.

Human Resources	
Personnel manuals and procedures	Permanent
Organization charts	Permanent
Letters of offer and individual contracts of employment	2 years after termination of the employee

- the workplace harassment and violence prevention policy;
- a copy of the documents that form part of the workplace risk assessment;

For a period of 10 years,

- a copy of the documents that form part of each review and update of the workplace risk assessment;



- for each instance where the Sagamok Anishnawbek First Nation and the applicable partner are unable to agree on a matter that the *Code* and its regulations require us to decide jointly, a record of the Sagamok Anishnawbek First Nation’s decision and the reasons for that decision;
- a record of each notice provided of an incident of harassment or violence, and of each action taken in response to the notice;
- for each instance where the time limit of one year is not met with respect to an investigation, a document that sets out the reason for the delay;
- a copy of each report that is prepared by an investigator;
- a copy of each annual report; and
- copy of each fatality report.

63. These records will be subject to the confidentiality requirements discussed above.

Protection from Retaliation

64. The Sagamok Anishnawbek First Nation will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.

Other Resources

65. If you are experiencing workplace harassment, in addition to the *workplace respect committee* and the informal and formal complaint procedures outlined above, the Sagamok Anishnawbek First Nation encourages you to take advantage of the other resources available to you, which include:

Employee Assistance Program: 1-855-698-4873

Short - term counselling, referrals, and follow-up services for employees and their immediate families. Common reasons to access the EAP:

- Abuse
- Addiction
- Anger
- Anxiety / Depression
- Family / Relationships
- Trauma
- Grief / Loss
- Life Stage Transitions
- Marriage
- Stress (work/home)
- Mental Wellness
- Workplace conflict

Advisors for Workplace Violence and Harassment in the Workplace:

To assist you in understanding your rights and obligations under this policy, the Sagamok Anishnawbek First Nation has appointed certain individuals to act as advisors.



The role of the advisors is to:

- act as a resource and answer inquiries with respect to this policy
- discuss complaints on a confidential basis, unless the advisors are required to release information by law, or where there is a risk of harm to you or another individual
- assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace
- assist in the informal resolution of complaints through counselling; and
- engage in discussions with the respondent to see if the matter can be resolved informally

To avoid any potential conflicts of interest, the advisors are not involved in conducting formal investigations.

Advisors are impartial and may provide assistance in resolving issues of harassment and discrimination to any employee, contractor or consultant. That can include facilitating a solution between two or more affected parties or assisting a complainant, respondent or witness during an investigation.

Advisors are advocates for a respectful workplace – they are not advocates for a particular individual. Advisors maintain confidentiality to the extent practicable and appropriate under the circumstances. They are not investigators under the policy nor are they decision-makers.

In carrying out their duties under this policy, advisors will be directly responsible to the workplace respect committee.

Sagamok Anishnawbek First Nation's Advisors are:

Wayne Southwind

Roberta Swift

Bernadette Southwind

Julie Toulouse

Robert Porter

Respect in the Workplace Committee

Workplace Harassment Violence and Harrasment:

Sagamok Anishnawbek First Nation will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Sagamok Anishnawbek First Nation will establish a workplace respect committee to carry out functions of drafting, implementing and enforcing a workplace harassment and violence prevention policy.



The workplace respect committee is responsible on behalf of the Sagamok Anishnawbek First Nation for ensuring this policy is followed and implemented, and that the requirements of the *Canada Labour Code* and the *Canadian Human Rights Act* and associated regulations in relation to workplace harassment and violence are carried out. This includes the responsibility to ensure that any incidents, occurrences or complaints of workplace harassment are properly investigated in accordance with this policy.

The Sagamok Anishnawbek First Nation will review its program for addressing harassment and violence in the workplace annually, or more frequently if necessary to ensure that it continues to be effective at protecting our workers from harassment and violence.

Respect in the Workplace Committee Members are:

- Barb Southwind**
- Paulette Carter-Owl**
- Joslyn Paibomsai**
- Sandra Camillo**
- Allen Toulouse**
- Jeff Moulton**

Section: Employee Management	Policy Number: B-4.3
Sub-section: Human Rights	Effective Date: 01/04/2015
Subject: Accommodating Special Needs	Revision Date: 15/07/2020
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B-4.3 Accommodating Special Needs

Purpose:

We recognize that there may be times when employees will have special needs that require accommodation. Sagamok Anishnawbek is committed to making services available to employees with special needs to ensure a barrier-free work environment. Sagamok Anishnawbek will make accommodations for employees with disabilities with respect to the issues of health, safety and cost to the organization, and will otherwise make our best efforts to accommodate other special needs of employees. This policy provides guidelines on how we will handle accommodation requests.

Policy:

General

1. To ensure equitable opportunity for all employees, Sagamok Anishnawbek will work with you to accommodate your individual needs.
2. While these needs will vary depending on the circumstances, some of the measures we may offer, depending on availability, cost and reasonableness, include:
 - assistance through the Employee Assistance Program (for more information about this program see Policy D-2.5)
 - making changes to existing procedures or adopting new procedures
 - reassigning duties
 - alternative work arrangements (*such as*, flextime, compressed work weeks and telecommuting)
 - personal days

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- accommodating persons with disabilities and those with allergies in a manner that respects their dignity and helps maximize their contribution to Sagamok Anishnawbek.

Definitions

“Disability” means,
 any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 a condition of mental retardation impairment or a developmental disability;
 a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 a mental disorder; or
 an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Employee's Responsibilities

- (1) You are expected to take responsibility for your own accommodation needs and to work with us to explore possible solutions. If you want or need accommodation, you must inform the employer of your disability.
- (2) There may be times when we will need to obtain an expert opinion to assess your accommodation requirements, such as having you attend an independent medical examination.
- (3) Once an accommodation plan has been implemented, we expect you to meet any agreed upon performance and job standards.
- (4) We expect you to continue to work with us on an ongoing basis to evaluate the accommodation plan and determine whether it is still required.

Section: Employee Management	Policy Number: B-4.3
Sub-section: Human Rights	Effective Date: 01/04/2015
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Employer's Responsibilities

1. Sagamok Anishnawbek will ensure that we offer a barrier-free work environment when planning work-related events to the extent that we are able to do so.
2. Sagamok Anishnawbek will work with you to put an accommodation plan into place which respects the employee's right to privacy and confidentiality.
3. There may be times when we will require written information from you regarding your needs, including any restrictions or limitations you may have. ([Form 016](#))
4. We will select the accommodation method that is least disruptive to our business and balances the needs of all employees. While we are committed to making best efforts to make the workplace work for all employees, we will not be able to accommodate all special needs.

Sagamok Anishnawbek will respect your privacy and confidentiality in addressing any accommodation needs.

Section: Employee Management	Policy Number: B-4.4
Sub-section: Human Rights	Effective Date: 01/04/2015
Subject: Employee Dating	Revision Date: 15-/07/2020
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B-4.4 Employee Dating

Purpose:

To provide guidelines with respect to intimate relationships between employees.

Policy:

1. While we do not wish to interfere in the private lives of our employees, Sagamok Anishnawbek believes that it is in everyone’s best interest to establish clear boundaries with respect to intimate relationships between employees.
2. If you are, or become involved in, a romantic relationship with a fellow employee, it is incumbent upon you to ensure that the other individual is entering the relationship voluntarily. To this end, you are required to review the terms of our *Harassment Policy* to ensure that your behaviour does not violate the terms of that policy.
3. Your intimate relationship with a co-worker should not affect the working environment or productivity of yourself and others. In addition, to uphold your professional duties, please refrain from intimate conversations or inappropriate physical contact while on the premises, whether you are “on duty” or on a break.
4. Due to the inherent power imbalance in any supervisory relationship, individuals in supervisory positions or other influential roles must abide by more stringent requirements.
5. If you hold a supervisory or influential position, you must take extreme care to ensure that the relationship is voluntary. For that reason, it may be advisable to simply refrain from becoming romantically involved with another employee. If you are, or become involved in, a romantic relationship with a fellow employee you must immediately disclose to the Human Resource Department the nature of the relationship, even if your partner does not report to you. The Human Resource Department will determine whether the relationship creates a conflict of interest. You may be considered to be in a conflict of interest if you are in a position of influence over the other employee, *e.g.*, can influence or make decisions with respect to hiring, firing, and compensation, or where the nature of the relationship and the respective positions you hold create a perceived conflict of interest.
6. If the Human Resources Department determines that a conflict of interest exists, he or she will recommend options for resolving the conflict, which may include transferring one of you to another department.

All parties will come up with a reasonable solution.

Section: Employee Management	Policy Number: B-4.5
Sub-section: Human Rights	Effective Date: 01/04/2015
Subject: Sexual Orientation and Gender Identity	Revision Date: 15/07/2020
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B-4.5 Sexual Orientation and Gender Identity

Purpose:

Sagamok Anishnawbek recognizes that sexual orientation and gender identity are fundamental to the dignity of all individuals. This policy reinforces our goal of creating a respectful working environment for all employees of Sagamok Anishnawbek.

Policy:

1. All employees of Sagamok Anishnawbek have the right to be free from discrimination based on their sex, gender identity, sexual orientation, family status and marital status.
2. Sagamok Anishnawbek recognizes that an individual’s intrinsic gender identity may differ from their physiological gender and how a person expresses and manifests their gender identity may vary.
3. For some employees, confidentiality of their sexual orientation or gender identity is of paramount importance. Other employees may seek full expression of their sexual orientation and gender identity. In either case, Sagamok Anishnawbek respects your right to choose whether to disclose your sexual orientation or gender identity.
4. Sagamok Anishnawbek’s policies, practices and benefits will be provided in a manner that ensures equal protection for all employees, regardless of their gender identity or sexual orientation. For example, Sagamok Anishnawbek will accommodate the needs of trans-gender individuals in their use of washrooms and gender-specific change rooms at their request
5. For the purposes of our policies, practices and benefits, Sagamok Anishnawbek considers spouses to be two adults (of the same or opposite sex), who are married to each other or who have cohabited as partners for a period of not less than a year.

Section: Employee Management	Policy Number: B-4.6
Sub-section: Human Rights	Effective Date: 01/04/2015
Subject: Anti-Gossip	Revision Date: 15/07/2020
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B-4.6 Anti-Gossip

Purpose:

The purpose of this policy is to establish and maintain an atmosphere of respect and kindness towards people with whom you work.

Policy:

1. Malicious or excessive gossip disrupts production, lowers morale and inhibits trust. Gossip and negative comments are embarrassing and humiliating to the subject of the gossip. In fact, gossip can cross the line into harassment, and it can become a health and safety or human rights issue. Therefore, we do not allow gossip at work.
2. In addition to refraining from gossip, avoid any temptation to listen to it. Listening to gossip only encourages more gossip. If someone gossips or speaks negatively about someone else, ask yourself, “What is the intent of the comment? Is this helpful information? How does this advance the overall working environment?”
3. The best way to eliminate gossip is for all of us to work together. If someone else gossips at work, let them know that you are not interested and that you consider their behaviour to be disrespectful.

Section: Employee Management	Policy Number: B-5.1
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Employee Discipline	Revision Date: 05/01/2021
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Sub-section: Discipline and Termination

B-5.1 Employee Discipline

Purpose:

To help ensure an efficient, productive and harmonious working environment, Sagamok Anishnawbek has implemented a progressive discipline system. It is designed to let you know what is expected of you so that you can meet those expectations.

Policy:

It is Council’s policy to use a progressive corrective approach for dealing with job related behavior that does not meet expected and communicated performance standards.

Scope:

This policy applies to all employees of Sagamok Anishnawbek.

Responsibilities

Council is responsible for:

- the corrective actions and dismissal of the Director of Operations

The Director of Operations is responsible for:

final authority and responsibility for the dismissal of all employees and Officers, Director of Finance, Director of Governance, Director of Planning and Infrastructure, Director of Human Resources and Shared Services, Director of Education, Director of Community Wellness, Director of Lands, Resources, Environment.

The Human Resources Committee is responsible for:

- Review all employee discipline / termination files and make recommendations to the Director of Operations (or Council).

Section: Employee Management	Policy Number: B-5.1
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Employee Discipline	Revision Date: 05/01/2021
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A direct supervisor is responsible for:

- corrective actions for employees

In the event that the direct supervisor is unable to deal with the conduct, behaviour, or performance of an employee, the Director of Operations will assume the responsibility for corrective actions.

Procedures:

1. General

(a) If you violate our policies, you may be subjected to discipline or termination. Discipline Notices will be issued immediately on Form 006, barring exigent circumstances. Barring exigent circumstances refers to situations that demands unusual or immediate action and this allows Directors/Managers to discipline or terminate the employee either verbally or using some notice other than Form 006.

(b) Sagamok Anishnawbek always reserves the right to determine the appropriate level of discipline .

2. Disciplinary Measures

(1) Our disciplinary measures include:

- a) *Verbal warnings:* You will be counseled verbally as to the nature of the infraction and the action you must take to correct it. Verbal warnings will be recorded in your file.
- b) *Written warnings:* You will be given a written warning that will list the nature of the infraction and the action necessary to correct it.
- c) *Suspensions:* You may be suspended from your employment with or without pay for one to five days, depending on the severity of the misconduct. You may not use vacation days or lieu time to cover the period of suspension.
- d) *Termination for cause:* If reasonable efforts to change your conduct fail, or if you commit a Level Three infraction, we may terminate your employment for just cause. If we terminate your employment for just cause, you will not be entitled to notice of termination, pay in lieu of notice or severance pay.

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Sub-section: Discipline and Termination	Effective Date: 01/04/2015
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- (2) The type of discipline imposed will depend on the nature of the problem and your disciplinary record. If the matter is serious, we may proceed to a higher level of discipline or termination.
- (3) Your employment may be terminated for cause if repeated efforts to correct your conduct fail or you have committed a first offence of a serious nature.
- (4) All forms of discipline will become a permanent part of your file. You will have an opportunity to make comments regarding the discipline. If you refuse to sign the discipline notice, we will mark it as “refused to sign” but you will still be bound by it.
- (5) Where circumstances warrant, we may place an acknowledgement of improvement in your file, but the disciplinary record will remain.

3. Infraction Levels

- (a) For greater clarity, we have established general guidelines as to what types of conduct warrant disciplinary sanctions. These are examples only and should not be considered an exhaustive list of all possible disciplinary matters.
- (b) *Please note:* We may proceed to a higher level of discipline even if the infractions are different. For example, if you were to violate our dress code policy on one occasion and interfere with the work of others at a later date, we might apply a higher level of discipline to the second infraction, even though they were both Level One infractions.

Level One Infractions

Level One infractions are less serious. Disciplinary measures for these types of infractions will generally progress from verbal warnings to written warnings, to suspensions and ultimately to a termination for cause for repeated violations. If the misconduct is serious enough, we may proceed to a higher level of discipline immediately.

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Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Employee Discipline	Revision Date: 05/01/2021
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Examples of Level One infractions include:

- unauthorized absenteeism and lateness
- failing to abide by our dress code policy or failing to wear or maintain your uniform (if applicable)
- leaving work without authorization, including leaving before the end of a shift or not being ready to work at the beginning of a shift
- interfering with the work of others, including excessive non-work related conversations, e-mails etc.
- poor productivity and work quality, including failing to meet acceptable job standards and inattention to your job duties
- failure to maintain your work area, including tidiness and sanitary conditions
- engaging in personal activities during working hours
- being on company premises or bringing guests to the workplace without a legitimate reason, in a manner that is disruptive to others

Level Two Infractions

Level Two infractions are moderate violations for which we will generally apply more serious discipline, such as a written warning or suspension. If the misconduct is serious enough, we may immediately proceed to a higher level of discipline.

Examples of Level Two infractions include:

- dishonesty
- insubordination, including failure to abide by a reasonable workplace directive
- disorderly conduct on company property
- abuse of company e-mail and Internet access
- malicious gossip and spreading rumors about other employees
- serious failure to attend to job duties, which causes or may cause a disruption to productivity, loss or damage to equipment or any other disruption

Level Three Infractions

Level Three infractions are the most serious violations. In most instances, we will either suspend or fire an employee who commits a Level Three infraction.



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Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Employee Discipline	Revision Date: 05/01/2021
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Examples of Level Three infractions include:

- possession of weapons, including firearms and knives, on company property
- willful destruction of company property
- failing to comply with company security procedures
- violent behaviour, including fighting and making threatening statements
- harassment or bullying
- health and safety violations
- job abandonment, including failing to return to work after a scheduled absence (such as a vacation or sick leave) and failing to report to work as scheduled, without a reasonable excuse or without notifying your supervisor, Department Director and/or Human Resources Department.
- failing to comply with company requests for documents in support of an absence from work, such as medical notes
- falsifying work records, including having someone else complete your time sheet
- theft or misappropriation of company property, documents and trade secrets
- violation of our conflict of interest and confidentiality policies
- possessing or consuming alcohol or illicit drugs in the workplace.

Section: Employee Management	Policy Number: B-5.2
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Termination	Revision Date: 05/01/2021
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B-5.2 Termination

Purpose:

While we wish to avoid terminating employees, there may be times when it is necessary. This policy outlines the considerations applicable to employee termination.

Policy:

1. If we terminate your employment with or without cause, we will provide you with written notification of termination of employment.
2. Managerial employees may be dismissed without cause. Where Sagamok dismisses a managerial employee without cause, the employee shall be provided with only such minimum entitlements as are required by the Canada Labour Code as amended from time to time.
2. Non-managerial employees may be dismissed without cause during the first 12 months of Continuous Employment or where Sagamok decides to eliminate their position. The employee shall be provided with only such minimum entitlements as are required by the Canada Labour Code.
3. After 12 months of Continuous Employment, Sagamok will only dismiss a non-managerial employee with cause or because it is eliminating the position.
2. We may terminate your employment without notice or payment in lieu of notice, if your conduct constitutes just cause for dismissal, as defined by this policy, your employment agreement or by law.
3. Just cause includes, but is not limited to the following;
 - failing to abide by our employment policies
 - unacceptable performance standards
 - dishonesty, theft or misappropriation of company property
 - intentional destruction, improper use or abuse of company property

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- falsifying records
 - assaulting or endangering others
 - obscene conduct on company property or during work-related functions
 - harassment of your co-workers, supervisors, managers, suppliers or clients of Sagamok Anishnawbek
 - insubordination
 - intoxication or impairment in the workplace
 - repeated, unwarranted lateness, absenteeism or failure to report for work
 - contravention of the employee’s duties and obligations under Sagamok Anishnawbek’s Financial Administration Law including codes of conduct and conflicts of interest
4. Upon notice of termination and under supervision you must return all property belonging to Sagamok Anishnawbek . You may not retain, reproduce or use any confidential or proprietary information or property belonging to us. You will not erase, shred or destroy any Sagamok documents be they paper files or electronic files. Legal action will be taken if it is proven that any of the above took place.
5. Documentation will be retained in the employee’s file and should include information on the offence and previous corrective communication with the employee.

Post Employment

Employees are to be reminded of the confidentiality oath that they signed when accepting employment with Sagamok. Persons who fail to comply with the provision under Section C-3.10 following the end of their employment relationship with Sagamok acknowledge that such failures could cause irreparable damage to Sagamok and in the face of such failures, Sagamok shall pursue all lawful remedies against any offending person, including seeking injunctive relief.

Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Retirement	Revision Date: 15/07/2020
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B-5.3 Retirement

Purpose:

To establish Sagamok Anishnawbek’s retirement policy.

Policy:

1. For the purposes of privileges of retirees as explained below there is no mandatory retirement age for Sagamok employees. Employees are encouraged to remain with Sagamok Anishnawbek where competency and capacity meet mutual expectations.
2. Under certain special circumstances, we may rehire you after your retirement. In all such cases, the Human Resources Department will determine the terms and circumstances under which you are rehired.
3. All permanent full and part time employees who have been employed and have retired in accordance with Sagamok’s retirement policies and procedures will be awarded a certificate of appreciation signed by Chief and Council and extended the following privileges where applicable
 - continued payment of Sagamok’s contribution towards life insurance premiums under Sagamok’s employee group benefits for a period of six months after the last day of employment;
 - continued payment of coverage under the employee assistance plan for a period of six months after the last day of employment;
 - Recognition payment based on 10% of current salary up to a maximum of \$6000.00.
 - Upon notice of resignation, you must return all property belonging to Sagamok Anishnawbek . You may not retain, reproduce or use any confidential or proprietary information or property belonging to us.

Section: Employee Management	Policy Number: B-5.3
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Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Retirement	Revision Date: 15/07/2020
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Post Employment

Employees are to be reminded of the confidentiality oath that they signed when accepting employment with Sagamok. Persons who fail to comply with the provision under Section C-3.10 following the end of their employment relationship with Sagamok acknowledge that such failures could cause irreparable damage to Sagamok and in the face of such failures, Sagamok shall pursue all lawful remedies against any offending person, including seeking injunctive relief.

Section: Employee Management	Policy Number: B-5.4
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Providing References	Revision Date: 15/07/2020
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B-5.4 Providing References

Purpose:

To outline the conditions by which references may be given on behalf of past and present employees of Sagamok Anishnawbek.

Policy:

1. Only the Human Resource Department may approve employment references from Director's, Manager's or supervisors for past or present employees (i.e. summer students, training placements).
2. We will provide accurate references for past and present employees on request. We will only provide a reference once we have received the signed consent of the past or present employee in [Form 008](#).
3. Only direct supervisors of former employees may provide employment references for them if they are seeking employment with Sagamok Anishnawbek.
4. If an employee receives a request for a personal/character reference you must consult with the Human Resource Department.
5. Staff may not use web-based media or social or employment networking sites (such as LinkedIn or Facebook) to provide or utilize a recommendation for past or present employees of Sagamok Anishnawbek.



Section: Employee Management	Policy Number: B-5.5
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Temporary Layoff	Revision Date: 15/07/2020
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B-5.5 Temporary Layoff

Purpose

To outline the conditions pursuant to which employees may be temporarily laid off.

Policy

1. While we hope that it will not be necessary, there may be times when we will have to layoff employees temporarily.
2. A temporary layoff is considered to be a layoff of less than 3 months, or up to six months provided the employee is given a written notice that the employee will be recalled within that layoff period.
3. Our decision with respect to who will be laid off and for how long will be based on the needs of our organization and may or may not take seniority into consideration.
4. During the layoff period, we will continue your benefit coverage. You are responsible to remit postdated cheques to us to cover your contribution to benefits during the layoff period.
5. We will provide you with a Record of Employment as required, so that you may apply for employment insurance benefits, if you are eligible.
6. You are required to keep us apprised of any changes to your address or telephone number while on temporary layoff. If you fail to notify us of changes, you may be considered to have abandoned your recall rights and your position.
7. If you do not return to work within five business days after being recalled, you will be considered to have resigned from your employment and you will not be entitled to any notice of termination or termination pay.
8. If your layoff is not a temporary layoff as described above the layoff will be considered a termination and you will be entitled to termination pay.

Section: Employee Management	Policy Number: B-5.6
Sub-section: Discipline and Termination	Effective Date: 01/04/2015
Subject: Resignation	Revision Date: 15/07/2020
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B-5.6 Resignation from Employment

Purpose

To establish a formal procedure for employee resignations

Policy

1. If you wish to resign from your employment, we require at least two weeks written notice. If you are in a management position, we require at least four weeks written notice.
2. In order to resign, you must complete the Notice of Resignation form ([Form 022](#)) and provide reasons for your resignation. You are also required to participate in an exit interview (may ask for an exit interview), so that we may obtain important feedback from you and so that you may ask any questions you may have about the finalization of your employment. ([Form 020](#))
3. If you fail to provide adequate notice, you will only receive any outstanding wages, vacation pay or overtime pay that accrued to the date that you resign. Failure to provide adequate notice of termination will be recorded in your personnel file and may result in the denial of future employment with Sagamok Anishnawbek. It may also be reflected in any reference we are asked to provide on your behalf.
4. We may, at our discretion, choose not to have you continue working during the notice period. If we choose not to continue your employment, we will pay you to the end of the notice period outlined in paragraph one above.
5. You are required to return any property belonging to Sagamok Anishnawbek (*e.g.*, security cards, keys *etc.*) before your final day of work.

Section: Employee Management	Policy Number: B-5.7
Sub-section: Volunteers	Effective Date: 01/04/2020
Subject: Use of Volunteers	Revision Date: 15/07/2020
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B-5.7 Use of Volunteers

Purpose:

Periodically, Sagamok may need to use the valuable resources offered by volunteers to assist or enhance its operations and/or its services or to provide an opportunity to volunteers to acquire knowledge or skills related to Sagamok’s operations or services. The purpose of this policy is to outline the details of the volunteer/company relationship.

Policy:

- 1.01 Sagamok may use volunteers, when available, to perform temporary functions not currently performed by paid staff. No job duties currently performed by paid staff will be performed by volunteers, even if the job duties are the subject of a current job vacancy.
- 1.02 Volunteers with Sagamok will not receive any remuneration for their services, nor will they be given any priority if they apply for job vacancies with Sagamok.
- 1.03 No notice is required for the volunteer to terminate the volunteer relationship with Sagamok nor is Sagamok required to provide notice to a volunteer to terminate the volunteer relationship.
- 1.04 Prior to the commencement of any volunteer duties, volunteers are required to
 - (a) complete a Volunteer Application Form similar to the form shown in Attachment A to this policy; and
 - (b) review and sign a Volunteer Agreement with Sagamok similar to the Agreement shown in Attachment B to this policy.
- 1.05 Depending on the nature of the duties to be performed by the volunteer, Sagamok reserves the right to request the volunteer to provide references and/or a criminal record check prior to commencing volunteer duties.

Section: Employee Management	Policy Number: B-5.7
Sub-section: Volunteers	Effective Date: 01/04/2020
Subject: Use of Volunteers	Revision Date: 15/07/2020
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1. Responsibility

The **Director of Operations** is responsible for:

- (a) ensuring that volunteers have been screened, references have been checked, and where appropriate or required by law, criminal record reports have been received prior to assigning any duties to a volunteer;
- (b) ensuring that each volunteer signs a Volunteer Agreement similar to that shown in Attachment B of this policy prior to commencing any volunteer duties;
- (c) assessing each volunteer’s skills, experience, and interests and assigning tasks appropriate for each volunteer to the extent possible;
- (d) providing each volunteer with a job description, either verbal or written;
- (e) ensuring that each volunteer receives an appropriate orientation consistent with the intent of B-1.4 — Orientation of new employees and ensuring each volunteer is made aware of Sagamok’s policies related to Conduct and Behaviour, Health and Safety, Confidentiality and Privacy; and
- (f) ensuring that each volunteer is offered gratitude for their volunteer services.

- 2.02 If a volunteer uses his or her personal vehicle in the performance of volunteer duties, it is the volunteer’s responsibility to ensure that the volunteer’s automobile insurance recognizes and provides adequate insurance coverage during the performance of volunteer duties.
- 2.01 It is the responsibility of the Chief and Council to provide assurance to members and stakeholders that the organization is complying with all applicable laws and regulations.
- 2.02 It is the responsibility of the DOO to ensure that laws and regulations are monitored on behalf of the organization, to verify that they are being complied with and to set a clear tone of good corporate citizenship with respect to all applicable laws and regulations.
- 2.03 It is the responsibility of the DOO to verify that procedures have been followed before a contract is signed or otherwise entered into.
- 2.04 It is the responsibility of the DOO to ensure the confidentiality and security of documents related to litigation.

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Sub-section: Volunteers	Effective Date: 01/04/2020
Subject: Use of Volunteers	Revision Date: 15/07/2020
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2.05 It is the responsibility of all employees to comply with the law at all times and to refrain from commenting on the facts, or any other aspect of potential, pending or current litigation or litigation subject to appeal.

3. Definitions

3.01 “**Volunteer**” is a person who freely chooses to provide services to Sagamok without being remunerated or paid for such service in any way. A volunteer is not required to give, or entitled to receive any notice to terminate the volunteer relationship.

Procedures

- 4.01 All potential volunteers are required to:
- (a) complete a Volunteer Application Form and upon request, provide at least two references and/or a criminal record report; and
 - (b) review and sign a Volunteer Agreement prior to commencing volunteer duties.
- 4.02 Prior to commencing duties, all volunteers will be provided with a job description and appropriate training in the areas of job duties, health and safety and, where applicable, WHMIS.
- 4.03
- (a) If a volunteer’s duties include driving his or her personal vehicle, the volunteer shall ensure that the current vehicle insurance coverage is adequate to cover the volunteer’s activities. Upon request, the volunteer shall provide Sagamok with proof of adequate vehicle insurance coverage.
 - (b) Sagamok may reimburse a volunteer on a per kilometre basis for kilometres driven while using the volunteer’s personal vehicle in performing volunteer duties. The per kilometre rate of reimbursement shall be consistent with Sagamok’s per kilometre reimbursement rate.

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Sub-section: Volunteers	Effective Date: 01/04/2020
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(c) The volunteer must submit a detailed record of kilometres driven on volunteer duties in a personal vehicle before reimbursement will be made. The record must include the date the personal vehicle was used, the starting and ending destinations, and the total kilometres driven.

- 4.04 Either the volunteer or Sagamok may terminate the volunteer relationship at any time, without notice, for any reason.
- 4.05 Volunteers may be requested to participate periodically in an evaluation of volunteer programs at Sagamok or upon termination of the volunteer relationship. Evaluation of feedback will be considered with the intent of improving volunteer programs at Sagamok.

5. Forms

Sagamok Volunteer Application [Form 028](#)

Sagamok Volunteer Agreement [Form 029](#)



Section: Terms and Rules of Employment	Policy Number: C-1.1
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Hours of Work	Revision Date: 04/05/2021
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Sub-section: Scheduling

C-1.1 Hours of Work

Purpose:

To establish the regular working hours for employees.

Policy:

1. You will normally be required to work 9:00 a.m. to 12:00 p.m. and 12:30 p.m. to 4:30 p.m., Monday to Friday, for a total of 35 hours per week. Unless otherwise stated in your employment letter of offer or contract.

Reference to Special Needs may change hours of work.

2. We will provide you with one half-hour unpaid lunch break per day. If you prefer a longer lunch break, you may add a half-hour to the beginning or end of your workday, with your Supervisor's approval.
3. Employees covering the reception area, telephones and customer service lines must stagger their lunch break to ensure coverage at all times.
4. Employees are entitled to at least one break every 5 consecutive hours of work, of a minimum duration of 30 minutes. The break must be taken before the 5 hours are up.
5. Your regularly scheduled shift, be seven (7) or eight (8) hours is the maximum number of hours to be worked in shift unless authorized overtime applies. An employee cannot have any type of paid leave or worked hours or a combination of both totaling more than their regularly scheduled shift.

Definitions

"Break" means a short period of time during the work period when an employee is released from his obligations to the employer (or is not under the control of the employer) and may freely attend to personal matters in or near his work place.



"Consecutive hours" refers to hours that follow one another without interruption.

Section: Terms and Rules of Employment	Policy Number: C-1.1
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Hours of Work	Revision Date: 04/05/2021
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Scope

Every employee is entitled to 30-minute break, except those who are excluded from the Code's hours of work provisions, namely employees who are directors or heads, or exercise management functions, or architects, dentists, engineers, lawyers and medical doctors.

Responsibilities

The employee cannot postpone or cancel the 30 minute break even if specifically requested to do so. However, the Code provides for an exception that enables the employer to postpone an employee's break. That exception only applies when the employee is required to work to deal with a situation that the employer could not have reasonably foreseen and that presents or could reasonably be expected to present an imminent or serious threat.

The following situations are: threat to the life, health or safety of any person; threat of damage to or loss or property; or threat of serious interference with the ordinary working of the employer's industrial establishment. If the exception is determined not to be applicable, the employer may not request that the employee work during his 30-minute break.

Given that the employee is not under the control of his employer during his 30-minute break, that break is not considered work time. Consequently, the 30-minute break is not paid. However, if the employer requires the employee to remain available during the break, for example if the employer asks the employee to remain at the work place during the break to answer the phone, then the employee must be paid for the break. For the purposes of calculating overtime, working through the 30 minutes break is not included in this overtime calculation.



Section: Terms and Rules of Employment	Policy Number: C-1.2
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Flexitime	Revision Date: 15/07/2020
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C-1.2 Flexitime

Purpose:

To allow employees the flexibility to select the work schedule which best suits their personal needs and allows for a good balance between work and home responsibilities.

Policy:

1. Flexitime is based on your normal seven-hour workday. We expect you to contribute a total of 35 working hours per week.
2. You must be at work during the core hours of 9:30 a.m. to 3:30 p.m., with the exception of your lunch break. Within this core period, you may select the most appropriate work schedule. We recognize that some positions may not fall within the core hours and are to flex their time in the work week accordingly.
3. Employees **who are required** to cover the reception area must alternate their work times so that the reception area is covered continuously from 8:30 a.m. to 4:30 p.m. This includes staggering your lunch hours.
4. Employees who wish to use a Flexitime schedule shall submit a written request to their supervisor for approval. The immediate supervisor shall consider the impacts of the adjusted hours to other employees, the ability of the supervisor to supervise the employee’s work, and the impact on external contacts such as clients and staff of organizations who have close working relationship with the employee. The final decision to allow Flexitime shall be made by the employee’s respective Program Director.
5. Once you establish a flexitime schedule, we expect you to continue it. If you wish to change your schedule, you must discuss this change with your Supervisor at least two weeks before you make any changes.

Section: Terms and Rules of Employment	Policy Number: C-1.3
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Overtime	Revision Date: 14/09/2021
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C-1.3 Overtime

Purpose:

To outline the conditions under which non-managerial employees may be required to work overtime.

Policy:

This policy applies to non-managerial staff only.

1. Overtime Pay

- (1) From time to time, we may ask you to work overtime.
- (2) You are entitled to overtime pay for all hours you exceed in your regular schedule.
- (3) If you are entitled to overtime, you will be paid one and one-half times your rate after 8 hours a day or 40 hours in a week.
- (4) Staff who are required to perform their duties outside of regular work hours are required to plan their schedule to avoid overtime. You must have prior approval before working overtime, so that we may properly manage the allocation of work. If you do not obtain approval in advance, you may be subject to discipline, up to and including termination. Approvals must be submitted on [Form 009](#).
- (5) Time spent beyond the regular work day traveling to and from meetings, training, conferences, and other work related business shall be considered overtime only if it has received **prior approval** by the respective program Director. **Pre-approved** overtime travel will be calculated to and from the employee's normal place of employment or from the point of departure, whichever is closest to the destination being traveled to or from.



Section: Terms and Rules of Employment	Policy Number: C-1.3
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Overtime	Revision Date: 15/07/2020
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2. Banking Overtime

- (1) You may have the option of banking your overtime and taking the corresponding time off
- (2) You may not accumulate more than 40 hours of banked overtime at a time. In unforeseen circumstances when you have accumulated over 40 hours of banked overtime, you will be paid excess hours over 40.
- (3) You may not take more than five days off in lieu of overtime at one time.
- (4) You may carry forward your banked overtime with prior-approval from supervisor.

3. Management Compensation for Overtime (MCO)

Management employees are not eligible for overtime pay or direct compensation based on hours worked over daily or weekly expectations or maximums. However, Sagamok Anishnawbek recognizes that management employees are sometimes required to work more than 35 hours to meet the needs and goals of the organization. In recognition of this, Management employees will be eligible for Management Compensation for Overtime Leave as follows.

- 1. After the probationary period management employees will be entitled to take thirty-five (35) paid hours off work per fiscal year. The Chief shall be entitled to this management compensation for overtime.
- 2. Management employees may not carry forward any balances from year to year. You may not receive financial compensation for MCO hours that are not used at the end of the fiscal year or end of employment.
- 3. Management employees shall manage your use of these leaves in such a manner that they do not hamper the ability of managing employees, the department or the First Nation to meet its goals and objectives.

4. Reporting Pay

From time to time you may be required to report to work outside of your regular scheduled shift to perform your regular work duties. This is considering reporting pay in which you shall be paid a minimum of three (3) hours for reporting to work outside of the regular shift and paid for every hour worked past the three (3) hours.



Section: Terms and Rules of Employment	Policy Number: C-1.4
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Statutory or Chief and Council Holidays	Revision Date: 06/04/2021
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C-1.4 Statutory Holidays

Purpose:

To outline the days on which employees are entitled to a paid holiday.

Policy:

1. You are entitled to the following statutory paid holidays:

- | | | |
|----------------|-------------------------|---------------------------------------|
| New Year’s Day | Thanksgiving Day | National Truth and Reconciliation Day |
| Good Friday | Remembrance Day | |
| Victoria Day | Christmas Day | |
| Canada Day | Boxing Day | |
| Labour Day | Family Day (provincial) | |

* If a holiday falls on a Saturday or Sunday that is a non-working day for the employee, the preceding Friday or following Monday shall be observed as the paid holiday.

2. Employees who are required to work on a statutory holiday shall be paid, in addition to their regular rate of wages for that day, at a rate equal to one and a half times the regular rate of wages for the time worked on that day.



Section: Terms and Rules of Employment	Policy Number: C-1.4.1
Sub-section: Scheduling	Effective Date: 06/04/2021
Subject: Chief and Council Declared Holidays	Revision Date: 06/04/2021
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C 1.4.1 Chief and Council Declared Holidays

Purpose:

Sagamok Anishnawbek Chief and Council have declared the following days as holidays.

These holidays are observed days **only** which means if you work one of these days you will be paid your regular rate of pay at straight time. Also, if you are required to work on one of these days you **cannot** substitute another day off for the observed day.

Gimaa Giizhgdad – ½ day on January 6th * Taasewaang – ½ day *

National Aboriginal Day on June 21st Easter Monday

Civic Holiday

Christmas Holidays (last two weeks of December – excludes statutory holidays of Dec. 25, 26 Jan. 1)

*On half day’s offices are to remain open and employees to coordinate leave with Supervisors approval.



Section: Terms and Rules of Employment	Policy Number: C-1.5
Sub-section: Scheduling	Effective Date: 01/04/2015
Subject: Smoking Breaks	Revision Date: 15/07/2020
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C-1.5 Smoking

Purpose

To provide guidelines on when and where employees may smoke. (includes tobacco cigarettes and e-cigarettes)

Policy

1. In fairness to all employees, if you wish to take a smoking break, you must comply with our general policy on break times.
2. In order to promote a healthy working environment, you may not smoke anywhere within thirty (30 feet) from the premises or in company-owned vehicles or in a personal vehicle when used for business purposes.
3. You may only smoke in the areas that are not directly in the front of entrances.
4. Employees eligible for health coverage benefits shall have the support of the EAP smoking cessation program.
5. According to Traditional Practices smudging will take place at any time throughout the work day. ie: during meetings, celebrations, ceremony. Please make arrangements to leave the area if you are allergic or have health issues that cannot allow you to be in the area of a smudge.



Section: Terms and Rules of Employment	Policy Number: C-1.6
Sub-section: Scheduling	Effective Date: 20/10/2020
Subject: Work From Home	Revision Date: 20/10/2020

C-1.6 Work from Home

Policy:

Sagamok Anishnawbek will provide employees with the ability to work remotely when required during emergency situations and when approved by the Manager and/or Director.

PROCEDURE:

1. Employees working remotely, either at home or another location outside of the Sagamok Anishnawbek offices, are required to abide with all company policies and procedures, including the safeguarding of confidential information and the maintenance and use of Sagamok equipment.
2. Employees are required to safeguard all Sagamok data, equipment and confidential information. Employees are responsible to ensure Sagamok information is not accessible to others.
3. The employee acknowledges and agrees that compliance with any work schedules set by Sagamok Anishnawbek is necessary to ensure maximum accessibility. The Employee must obtain prior written supervisor approval for working anything other than the scheduled hours per day as outlined in the Flex Hours Policy, including any overtime. Requests for vacation and sick leave will continue to be coordinated in the payroll/HR system as if the employee was in the office.
4. Employees are required to have their laptop and cellphones available when working remotely and notify others their contact information.
5. Employees are required to respond to emails and telephone calls within a reasonable timeframe, similar to when working in the office.



6. Employees are required to participate in teleconferences and/or video or web based meetings as required and continue to ensure confidentiality for these meetings.
7. Supervisors are required to have weekly teleconferences with their teams.
8. Employees may be required to work on other duties while working remotely.
9. The Employee will continue to receive compensation at the same rates when working remotely as when scheduled in-office. No additional expenses for travel will be compensated while working from home (ie. to travel to the office to secure equipment or print/scan documents)
10. Employees are required to check in with their supervisor at minimum once per day through email, telephone to provide updates on outcomes achieved.
11. Sagamok will ensure connectivity to networks. The employee is responsible for the cost of high speed internet connectivity while working remotely. In the absence of high speed internet connectivity, the employee may utilize their mobile data.
12. Employees shall maintain the remote work area free of safety hazards and other dangers, and shall use and maintain equipment and supplies in a safe and appropriate manner. Sagamok assumes no liability for injuries that occur to the Employee during the course of employment in their home work area. In the event a workplace accident occurs at home, the employee is required to notify their immediate supervisor.
13. If it is determined that an employee cannot work from home during an emergency and they cannot be re-deployed to another area of Sagamok then a temporary lay-off may be issued. This may be at the beginning of an emergency or anytime within the emergency.



Section: Scheduling	Policy Number: C 1.8
Sub-section: Employee Classification	Effective Date: 14/09/2021
Subject: Employee Classification	Revision Date: 14/09/2021
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C 1.8 Employee Classification

Purpose:

To establish definitions and guidelines for the classification of employees.

Policy:

Full Time Employees

Full time employees are those employees who are scheduled to work thirty five (35) or forty (40) hours per week.

Part Time Employees

Part time employees are those employees who are scheduled to work less than thirty-five (35) or forty (40) hours per week.

The working day for part time employees may include shifts that are eight (8) hours in length or a shorter shift based on needs. Example: the needs of the residents of the Lodge or Roads department.

Part time employees who work in excess of 5 hours per day are entitled to a meal period, which shall not be less than one-half (1/2) hour.

Casual Employees

Casual employees are those employees who work on an on-call basis with no guaranteed number of shifts or employees hired for a period of less than on month to perform specific duties.

Casual employees who work in excess of 5 hours per day are entitled to a meal period, which shall be not less than one-half (1/2) hour.

Contract Employees

Contract employees are those employees hired with a specific start and end date of employment within a 1 month to a 12 month period to perform specific duties or employees hired with a specified start and end date of employment tied to funding criteria that states a specific start and end date.



Management Employees

Management employees are those employees in a Managerial/Supervisory role.

Management staff are expected to be flexible and arrange their hours so that they are available to the employees supervise.

Section: Terms and Rules of Employment	Policy Number: C-2.1
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Attendance and Punctuality	Revision Date: 15/07/2020

Page: 1 of 1

Sub-section: Attendance Policy
C-2.1 Attendance and Punctuality

Purpose:

Maintaining a productive work environment requires everyone to do his or her utmost to attend work regularly and to be punctual at all times. This policy will help us achieve maximum productivity.

Policy:

1. We expect you to be at work and ready to commence your shift at the scheduled start time.
2. If you will be late for work, please call your supervisor as soon as possible and tell him or her when you expect to arrive and the reason for your lateness.
3. If you will be late for a work-related meeting, please contact the relevant parties and let them know when you expect to arrive.
4. We expect you to attend to your personal obligations outside of working hours or by using your personal days.
5. If you are making up for time spent at an appointment, you must do so before or after your shift or during your lunch break. You must make up the time in a minimum of 15-minute increments. You must make up for time away on an appointment within one week of the appointment.
6. If you are having issues preventing you from coming to work, please give us enough information to allow us to do what we can to help you attend work on a regular basis. For example, we may be able to create a plan that helps you meet your outside commitments.



7. If you are persistently late or absent or demonstrate a pattern of absences (such as being regularly absent on Fridays or Mondays) without sufficient justification, you may be subject to discipline, up to and including termination ([Form 023](#)).

Section: Terms and Rules of Employment	Policy Number: C-2.2
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Reporting Absences	Revision Date: 15/07/2020
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C-2.2 Reporting Absences

Purpose:

While absences should be avoided, there may be times when you must be late or absent from work. This policy establishes the procedure to follow in such circumstances.

Policy:

1. We are committed to promoting and maintaining high levels of attendance in order to realize our organizational objectives.
2. We expect you to:
 - Notify your Supervisor as far in advance as possible if you must be absent from work and inform him or her of how long you expect to be absent.
 - Provide, as required, appropriate documentation to support your absence, for example, a doctor’s or Nurse Practitioner note.
 - Attend to your personal obligations outside of working hours or by using your personal days if applicable (see policy C-2.3).
 - Avoid allowing minor illnesses and inconveniences to prevent you from attending work.
 - Provide us with enough information to allow us to assist you, to the extent possible, in attending work on a regular basis.
 - Complete ([Form 010](#)) Request for Leave or request leave through the attendance management System for all absences from work.
3. If you fail to report to work and fail to notify your Supervisor of the reason for your absence from work for three consecutive work days, you will be considered to have abandoned your job and to have quit. Your employment will end immediately. If there are extenuating circumstances relating to your failure to report for work, please advise your respective Director promptly.



4. Even if you are on an extended disability leave or sick leave and are receiving disability benefits, you are still required to report your absences to your **supervisor**, as follows:
 - a. while on employment insurance-sick leave – once a week; and
 - b. while on long-term disability leave – once a month to maintain sufficient contact or as directed by your employer in writing.
5. To assist us in managing your absence from the workplace and return to work, we may contact you for work-related information and also periodically request that you provide updates from your doctor on your prognosis for returning to work, if known, and any accommodation that might be required.
6. Upon request, the employer may request in writing that the employee provide a doctor note within 15 days of an employee's return to work, and the employee must provide one.



Section: Terms and Rules of Employment	Policy Number: C-2.3
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Medical/Personal Leave	Revision Date: 14/12/2021
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C-2.3 Medical Leave

Purpose:

We recognize that there may be times when you need to be away from work due to illness. In an effort to assist you during these periods, please find below an outline of our medical leave policy.

Please refer to your specific departmental policy, if applicable, for medical leave entitlement. ie: School year is September to June.

Policy:

1. We will grant full-time employees a maximum of fifteen (15) paid medical leave days per year. Medical leave days are eligible based in the employee’s anniversary date.
2. Contract, part time and casual employees will be granted one day per month to a maximum of seven (7) paid medical days in a calendar year. These days are not accumulative and cannot be carried over year to year.
3. We expect you to use your medical leave for legitimate illnesses, including medical appointments that cannot be scheduled outside working hours, and organ donation.
4. If you plan on using a medical leave, please provide your supervisor with as much advance written notice as possible. Your request must be submitted using [Form 010](#) or through the attendance management system.
5. If you use your medical leave within a year, any additional time you need to take off is subject to approval of your supervisor and may be without pay.
6. You must provide a doctor’s or nurse practitioner medical note if you are absent three consecutive days in a row. We may also request a medical note at any other time, if we deem it necessary.
7. If employee has not earned enough medical leave, and all other leaves have been depleted then upon Supervisor’s approval unearned medical leave may be advanced provided a medical note is submitted and written consent from employee to make payroll deductions if employee fails to return to work.



Section: Terms and Rules of Employment	Policy Number: C-2.3
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Medical/Personal Leave	Revision Date: 15/07/2020
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8. You may not carry forward unused medical leave from year to year.
9. If you abuse your medical leave, the privilege may be revoked and you may be subject to discipline, up to and including termination.

C-2.3.1 Personal Leave

Purpose:

We recognize that there may be times when you need to be away from work due to treating personal illness or injury, carrying out responsibilities relating to the health or care of any of family members, carrying out responsibilities relating to the education of any of their family members who are under 18 years of age, addressing any urgent matter concerning themselves or their family members, attending their citizenship ceremonies under the citizenship act.

In an effort to assist you during these periods, please find below an outline of our personal leave policy.

Policy:

1. We will grant all employees a maximum of five (5) days of personal leave per calendar year with the first three (3) days paid and two (2) unpaid days.
2. You must have completed three (3) consecutive months of continuous employment to be entitled to the first three (3) days with pay.
3. The employee is entitled to take this leave in one or more periods; however the employer may require that each period be at least one day.
4. The employer may, in writing, no later than 15 days after the employee’s return to work, ask them to provide supporting documents concerning the reasons for the leave. The employee is only required to provide such documents if it is possible in practice to obtain and provide them.



Section: Terms and Rules of Employment	Policy Number: C-2.4
Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Workplace Illness and Injury	Revision Date: 15/07/2020
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C-2.4 Workplace Illness and Injury

Purpose:

Employees who have suffered a work related illness or injury will be entitled to leave according to this policy.

Policy:

1. No employee may be dismissed, laid off, suspended, demoted or disciplined because of absence due to illness or injury.
2. An employee who has suffered a work related illness or injury is entitled to leave and may not be dismissed, laid off, demoted, or disciplined because of an absence of this nature, provided that the absence does not exceed 18 months. The employee may be eligible for wage replacement under Workers' Compensation Insurance benefits or long-term disability. If an employee returns and is unable to perform the work done prior to the absence, the Program Director, may assign the employee to a different position, with different terms and conditions of employment.
3. A work related injuries or illnesses include those caused by physical, chemical, or biological hazards in the workplace. It can also include acute psychological trauma resulting from an unexpected traumatic event, provided that event is not the employer's decisions or legitimate actions in relation to the worker's employment, i.e. disciplinary or termination decisions.
4. Under both work related and non-work related leaves, an employee's seniority and group benefits shall continue and shall be paid by Sagamok while the employee is absent due to illness or injury, provided that the employee pay any contributions normally required within a reasonable time.
5. An illness or injury causing the absence of an employee must be reported to the Payroll and Benefits Clerk and the employee's immediate supervisor on the first day of absence or as soon as reasonably possible using Critical Incident [Form 015](#). When possible the employee must also report the expected date of return.

Section: Terms and Rules of Employment	Policy Number: C-2.4
Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Workplace Illness and Injury	Revision Date: 15/07/2020
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6. Upon returning to work, employees must produce a medical certificate verifying that they were able to perform the functions of the job they are returning to.
7. Reimbursement of the cost to get a medical certificate for a work related illness or injury will be made available by the employer upon proof of payment by the employee.

Section: Terms and Rules of Employment	Policy Number: C-2.5
Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Unpaid Leave of Absence	Revision Date: 15/07/2020
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C-2.5 Unpaid Leave of Absence

Purpose:

To provide guidelines on when you may take an unpaid leave of absence and under what terms.

Policy:

1. We may grant you an unpaid leave of absence for up to six months.
2. You are only eligible to apply for a leave of absence if you are a full-time employee and have completed your probationary period.
3. You may not take more than one leave of absence in a three-year period.
4. Your proposed leave of absence ([Form 010](#)) must be approved by your Supervisor.
5. We need to receive your application at least 60 days prior to the proposed absence, unless there are extenuating circumstances.
6. Your application will be considered on an individual basis. Although we will attempt to accommodate your request, there may be times when we will be unable to allow you to take a leave.
7. We will consider the following factors in deciding whether to grant you a leave of absence:
 - the reason for the leave;
 - the length of the leave;
 - the availability of other options, such as vacation or personal days;
 - any previous leaves of absence you have taken;
 - the availability of a suitable replacement(s);

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Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Unpaid Leave of Absence	Revision Date: 15/07/2020
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- the extent of your workload and the overall workload of your unit during your planned absence;
 - the time of year; and
 - your history of performance.
8. If your leave will be more than 30 working days, your credit for service for the purposes of salary increases, bonuses, sick leave or any other benefit will be suspended. You may also be responsible to pay for 100% of the premiums for employee benefits in which you wish to participate during your leave. If you choose to pay the full premium, you will be required to prepay the cost of benefits.
 9. Although we hope to be able to reinstate you to your former position, if your leave is longer than 30 working days, Sagamok Anishnawbek cannot guarantee that your job will still be available to you or that we will have a comparable position for you to fill when you return from your leave.
 10. You are required to contact your respective Director one week prior to your return to work from your leave of absence.
 11. If you fail to return to work when your leave expires and you have not obtained approval to extend your leave, we will consider you to have resigned from your employment, without further obligation to you.

Military Reservist Leave:

1. You are eligible for unpaid military reservist leave after you have completed a minimum of six months of employment with Sagamok Anishnawbek.
2. You must provide your immediate supervisor with as much notice as possible. Notice must be provided in writing and should include as much detail as possible regarding departure dates and length of leave of absence.

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Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Unpaid Leave of Absence	Revision Date: 15/07/2020
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3. Prior to the start of your leave, you must provide your immediate Supervisor with written proof of your membership in the Reserves and the requirement of the Canadian Forces for your services.
4. You must advise your immediate Supervisor in writing of your expected return date within two weeks before you expect to return to work.
5. While you are on military reservist leave, you will continue to receive credit for length of employment with Sagamok Anishnawbek. You will continue to accrue vacation entitlements while on leave.
6. While on leave, you will not be eligible to participate in Sagamok Anishnawbek’s pension and benefits plan. If Sagamok Anishnawbek cannot accommodate your return to work on your requested date, you will be covered by Sagamok Anishnawbek’s pension and benefits plan until you do return to work.

Nursing Break

Every employee who is nursing is entitled to and shall be granted any unpaid breaks necessary for them to nurse or to express breast milk.

Medical Breaks

An employee who provides a medical certificate from a health practitioner stating the length and frequency of breaks needed will be allowed unpaid breaks throughout their shift for medical reasons.



Section: Terms and Rules of Employment	Policy Number: C-2.5
Subsection: Attendance Policy	Effective Date: 01/04/2015
Subject: Unpaid Leave of Absence	Revision Date: 15/07/2020
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Traditional Aboriginal Practices

An employee who is an Aboriginal person and who has completed 3 consecutive months of continuous employment is entitled to an unpaid leave of up to 5 days per calendar year to engage in traditional Aboriginal practices, including hunting, fishing and harvesting and any practice prescribed by legislation.

The employee is responsible for submitting their requests for leave as soon as possible.



Section: Terms and Rules of Employment	Policy Number: C-2.6
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Maternity and Parental Leave	Revision Date: 15/07/2020
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C-2.6 Maternity and Parental Leave

Purpose:

To outline our provisions for pregnancy, parental and adoption leave.

Policy:

We will grant you unpaid pregnancy, parental and adoption leave in accordance with the applicable employment standards legislation.

1. Pregnancy/Maternity Leave

(1) If you have been employed by Sagamok Anishnawbek for six consecutive months before the date your baby is due, you are entitled to seventeen (17) weeks of pregnancy/maternity leave.

2. Parental Leave and Adoption Leave

(1) If you have been employed by Sagamok Anishnawbek for six consecutive months before the date your leave is expected to commence, you are entitled to thirty-seven (37) weeks of parental leave.

3. Notification of Leave

(1) An employee must submit to their immediate supervisor, in writing, a notice ([Form 010](#)) at least four weeks before beginning either the maternity or parental leave, advising of the intended length of time. In the case of a maternity leave, the employee must also submit a certificate from a qualified medical practitioner confirming pregnancy. However, the total duration of the maternity and parental leave must not exceed 52 weeks.

4. Benefits During Leave

(1) If you wish to continue your benefits during leave under this policy, please make appropriate arrangements with Payroll and Benefits Clerk.

Section: Terms and Rules of Employment	Policy Number: C-2.7
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Bereavement Leave	Revision Date: 15/07/2020
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C-2.7 Bereavement Leave

Purpose:

To outline the circumstances under which employees will be granted bereavement leave.

Policy:

General

1. Bereavement leave shall be determined at the discretion of the Supervisor/Director. Please notify your supervisor as soon as possible that you plan to take a bereavement leave and indicate your relationship to the deceased. When it is not possible to notify your supervisor in advance, you must (either directly or through a relative or friend) notify your supervisor on the first day of your absence and advise as to how many days you expect to be away from work. ([Form 010](#))
2. Sagamok Anishnawbek is committed to supporting our employees through a crisis, and we recognize that you may not be ready to return to full duties following a bereavement leave. In such cases, you may discuss with your Supervisor the possibility of taking up to 5 days of bereavement leave.

Immediate Family

1. In the event of a death in your immediate family, you are eligible for 5 days paid bereavement.
2. For this policy, immediate family includes:
 - your spouse, which includes a same-sex or common law partner
 - your mother or father, stepmother or stepfather
 - your children, stepchildren, or children whom you provided guardianship
 - your brother or sister, stepbrother or stepsister
 - your mother-in-law, father-in-law, grandfather and grandmother in-law
 - your grandchildren
 - your grandfather and grandmother
 - any relative who resides permanently with you, or whom you permanently reside with you
 - Your brother in-law, sister in-law

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Sub-section: Attendance Policy	Effective Date: 01/04/2015
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- Your aunt or uncle
- Your niece or nephew
- Your uncle or aunt in-law
- Your first cousin

3. For the purpose of clause 2 above, “common-law partner” means a person who has been cohabiting with you in a conjugal relationship.

One of the bereavement days can be reserved for the ten day feast or memorial interment.

Other Funeral Leave

In the event of a death of another family member not listed above, close friend, co worker or prominent elder/leader, you are eligible for 1 day of paid bereavement leave to attend the funeral of your family member.

Section: Terms and Rules of Employment	Policy Number: C-2.8
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Court Leave	Revision Date: 15/07/2020
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C-2.8 Court Leave

Purpose:

We recognize that there may be times when employees will be required to attend legal proceedings. This policy provides guidelines on how we will handle absences for such proceedings.

Policy:

1. If you are required to serve as a juror or attend as a subpoenaed/summoned witness in a legal proceeding, we will grant you the necessary leave of absence with pay for a maximum of three weeks. We expect you to notify us as soon as you receive a subpoena or summons so appropriate arrangements can be made.
2. This policy only applies if you are required to participate as a subpoenaed/summoned witness or juror in a case involving the public interest.
3. For personal or private matters, the time off will be without pay or credited against your vacation or personal days.
4. If you are required to participate as a witness in a private matter, the time off will be without pay. Or credited against vacation or personal time.
5. You will be required to provide proof of your absence, including a copy of the subpoena or summons.
6. We expect you to repay us any amounts paid to you for court duty (except any mileage, travel or meal allowance paid to you).
7. We expect you to return to or come into work on any day in which your attendance in a legal proceeding is required for fewer than half of your regular working hours.

Section: Terms and Rules of Employment	Policy Number: C-2.9
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Inclement Weather	Revision Date: 15/07/2020
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C-2.9 Inclement Weather

Purpose:

Sagamok Anishnawbek acknowledges that there may be times when inclement weather will prevent an employee from making it to work. This policy establishes the procedure to follow in such circumstances.

Policy:

1. Sagamok Anishnawbek is committed to promoting and maintaining high levels of attendance in order to realize our organizational objectives.
2. We expect you to:
 - Make every reasonable attempt to get to work while maintaining regard for personal safety.
 - Given the reasonable predictability of severe weather, we expect you to take steps to be prepared in advance. This may mean allowing extra time in the morning to clear snow and in anticipation of traffic delays.
 - In appropriate circumstances, you may wish to bring enough work home with you to enable you to work from home when there is a storm. If you are working from home, we expect you to monitor your voice mail throughout the day and initiate and return telephone calls as appropriate.
 - Please notify your immediate supervisor of your absence or anticipated lateness as soon as possible.
4. If weather conditions worsen as a day progresses, Sagamok Anishnawbek may, in its discretion, close operations and send employees home. If that happens, those employees sent home will not suffer any loss in pay. Employees not working on that day (*e.g.*, on vacation, sick leave or a scheduled day off) are not entitled to any extra compensation.

Section: Terms and Rules of Employment	Policy Number: C-2.9
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Inclement Weather	Revision Date: 15/07/2020
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4. Any time not spent working due to inclement weather will be credited against your vacation or personal days or will be counted as time without pay. In appropriate circumstances, you may be allowed to make up the time by working extra hours.



Section: Terms and Rules of Employment	Policy Number: C-2.10
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Compassionate Care Leave	Revision Date: 15/07/2020
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C-2.10 Compassionate Care Leave

Purpose:

To provide Sagamok Anishnawbek's policy on Compassionate Care Leave for the care of seriously ill family members.

Policy:

1. We will grant you unpaid Compassionate Care Leave in accordance with the *Canada Labour Code*.
2. Compassionate Care Leave is *unpaid*, job-protected leave of up to eight (8) weeks in a 26-week period. Although the leave is unpaid, you may be eligible for compassionate care benefits under the *Employment Insurance* program.
3. You must inform your immediate supervisor as soon as possible that you will be taking a Compassionate Care Leave.
4. You may take the leave to provide care and support to a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. This medical condition and risk of death must be confirmed in a certificate issued by a medical doctor.
5. The specified family members for whom a Compassionate Care Leave may be taken are:
 - Spouse or common-law partner
 - Child or child of spouse or common-law partner
 - Parent or spouse or common-law partner of parent
6. Compassionate Care Leave can last up to eight weeks within a specified 26-week period. The eight weeks do not have to be taken consecutively but you may only take a leave in periods of entire weeks.
7. If a medical doctor issues a certificate stating that one of your family members has a serious medical condition and there is significant risk of death occurring within a period of 26 weeks, you may take the leave within that 26-week period.

Section: Terms and Rules of Employment	Policy Number: C-2.10
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Compassionate Care Leave	Revision Date: 15/07/2020
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8. The earliest you may start the leave is the first day of the week in which the 26-week period identified on the medical certificate begins.
9. The latest day you may remain on leave is the *earlier* of:
 - the latest day of the week in which the family member dies OR
 - the latest day of the week in which the 26-week period expires OR
 - the latest day of the eight (8) weeks of Compassionate Care Leave

Section: Terms and Rules of Employment	Policy Number: C-2.10.1
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Victims of Family Violence Leave	Revision Date: 15/07/2202
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C-2.10.1 Victims of Family Violence Leave

Employees are entitled to 10 days of leave in a calendar year if they, or their child is a victim of family violence.

This leave is paid for the first 5 days for employees who have completed 3 consecutive months of employment.

An employee charged with an offence relating to the family violence is not entitled to the leave.

This leave is for:

- To seek medical attention for themselves or their child in respect of a physical or psychological injury or disability;
- To obtain services from an organization which provides services to victims of family violence;
- To obtain psychological or other professional counselling;
- To relocate temporarily or permanently;
- To seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding or;
- To take any measures as prescribed by legislation.

Section: Terms and Rules of Employment	Policy Number: C-2.11
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Emergency Preparedness and Response Plan	Revision Date: 15/07/2020
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C-2.11 Emergency Preparedness and Response Plan

Purpose:

It is our goal to protect employees from an emergency. The purpose of this policy is to provide a framework for enhancing the safety and security of employees by implementing a plan to prepare for and respond to a wide-scale emergency. Sagamok fully supports the work of the Joint Health and Safety Committee (JHSC) in making Sagamok a safer place to work and will endeavour to co-operate with the Emergency Management Group whenever possible. The purpose of this policy is to ensure practices and procedures within Sagamok support a safe workplace by assisting the work of the JHSC.

Definition:

An **emergency** is defined as an unplanned event or incident that can cause significant physical and environmental damage, including to a person or property. It can include health-related emergencies, terrorist threats or natural disasters.

Policy:

Health-Related Emergencies

(a) Preventing Health-Related Emergencies

1. We will take all steps to ensure a safe and healthy working environment. This includes preventing and responding to health-related emergencies.
2. We encourage you to obtain your annual flu shot. You will be provided with two hours of paid leave to attend your health care provider to obtain the shot. We may also plan from time to time to have flu shot clinics held at our premises.
3. We ask that you take extra care to prevent the spread of illness by washing your hands, using hand sanitizers and coughing into the crook of your elbow (rather than your hands) to minimize the spread of germs at work.

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4. If you are suffering from a contagious illness, we encourage you to stay home for the day. If you are under quarantine, you are not permitted at the workplace until deemed medically fit to return to work.
5. Sagamok’s Community Wellness Department has been designated as the internal health advisor for Sagamok Anishnawbek to address any wide-scale health emergencies. Sagamok’s Community Wellness Department will obtain updated information about health, medical and government travel alerts and will disseminate this information to all employees of Sagamok Anishnawbek. This may include conducting information sessions as needed.
6. We will arrange for reasonable medical services to respond to any known or suspected public disease or health risk emergency.

(b) Business and Personal Travel

1. It is our policy to restrict non-essential business travel to areas designated as a health risk by the Public Health Agency of Canada or any other relevant government travel advisory body.
2. You will not be required to travel to an area that has been designated as a health risk. Where necessary, we will make alternate arrangements, including rescheduling the business trip, arranging videoconferencing or arranging a conference call.
3. If you voluntarily decide to go on a business trip to an area designated as a health risk, we may require a medical certificate upon your return, confirming that you are in a condition that is suitable to return to work.
4. We also strongly encourage you to refrain from personal travel to areas designated as health risks. If you elect to visit one of the designated health risk areas we may, where necessary, request a medical certificate before you return to work.

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Declared Emergencies

(a) Response Plan

1. A declaration of public emergency could be made in serious situations or impending situations of serious harm or substantial property damage caused by forces of nature, disease or other health risk, accident or an act, whether intentional or unintentional.
2. If an emergency is declared by the provincial or federal government during working hours, the Emergency Director will initiate our response plan, which may include evacuation. The Sagamok Anishnawbek *Community Readiness Handbook for Emergency Response, Pandemic and Business Continuity* is located in Appendix Section of the Administration Manual.
3. If evacuation is necessary, please follow our evacuation plan, a copy of which is located in Administration office.
4. A complete first aid kit as well as flashlights, batteries, food and water are located in each building in marked and designated locations.
5. We will take all reasonable steps to ensure that you get home as safely and quickly as possible if there is a declared emergency.

(b) Emergency Management Leave

1. If the provincial government declares a public emergency, you may be eligible for unpaid leave to care for, or provide assistance to, a family member.
2. For the purposes of this policy, family members include:
 - your spouse, which includes a same-sex or common-law partner
 - your parent, step-parent or foster parent, or a parent, step-parent or foster parent of your spouse
 - a child, step-child or foster child of yours or your spouse
 - a grandparent, step-grandparent, grandchild or step-grandchild of yours or your spouse
 - your daughter-in-law or son-in-law
 - your brother or sister; and

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- a relative of yours who is dependent on you for care or assistance.
3. We expect you to notify your immediate supervisor as soon as possible that you plan to take emergency leave under this policy. If it is not possible to advise your immediate supervisor beforehand, we expect you to notify us as soon as possible after beginning the leave.
 4. We may require you to provide appropriate documentation in support of this leave.
 5. This leave is in addition to any other leave to which you may be entitled.

(c) Business during Emergency Leave

1. You must call your respective Director at their office on each day in which there is a declared emergency. You will be advised whether you must report to work at the regular location or at an alternative location or work from home. We will attempt to accommodate reasonable requests to work from home during this period.
2. If you are working from home during your emergency leave, we will provide you with a list of important telephone numbers, e-mail addresses, passwords, and procedures for staying in communication and backing up key data.
3. The Director of Operations will send an electronic bulletin at the end of each business day to advise employees of any developments and ongoing risks associated with the declared emergency. If e-mail access is down, please call the Director of Operations at 705-865-2421 for an update.
4. During a declared emergency, the nature and scope of your job functions may vary to respond to the situation at hand. We will attempt to evaluate as quickly as possible the essential tasks to be performed and assign them to staff accordingly.
5. All social and Band Council sponsored events will be cancelled during any period of declared emergency.

Section: Terms and Rules of Employment	Policy Number: C-2.11
Sub-section: Attendance Policy	Effective Date: 01/04/2015
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Community Declared Emergencies

(a) Response Plan

1. Should there be an imminent external threat to the safety and security of those within Sagamok’s offices (for example, an intruder) Sagamok will respond appropriately by going into lockdown. Whichever staff person becomes aware of the safety threat will immediately announce the lockdown. The staff person will contact the police and remain where she can control the entry system to the office. All other staff will be advised of the lockdown, where they are to lock themselves inside their office. A designated person should ensure that all staff have taken the correct action. Should staff be outside at the time of a lockdown, they are to enter the closest office or safe place or another designated safe place. All staff will be trained in responding to external safety threats.

Section: Terms and Rules of Employment	Policy Number: C-2.12
Sub-section: Attendance Policy	Effective Date: 01/04/2015
Subject: Elections	Revision Date: 15/07/2020
<div style="text-align: right; border: 1px solid black; padding: 2px;">Page: 1 of 1</div>	

C-2.12 Voting

Purpose:

To clarify when employees will receive time off for voting purposes and to enable employees to exercise their rights to vote in municipal, provincial and federal elections.

Policy:

1. If your hours of work do not allow three (3) consecutive hours of voting time when polls are open, your employer has an obligation to allow voting leave. You may be given such time off, with no deduction in wages pursuant, to ensure you have 3 hours to vote. Please request voting leave using ([Form 010](#)).

Section: Terms and Rules of Employment	Policy Number: C-3.1
Sub-section: Standards of Conduct	Effective Date: 01/04/2012
Subject: Health and Safety	Revision Date: 15/07/20
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C-3.1 Health and Safety

Sub section: Standards of Conduct

Purpose:

To outline our commitment to providing the means to achieve a safe and healthy workplace. Please refer to our policy on Respect in the Workplace (B-4.2) for more details on Sagamok Anishnawbek's health and safety commitment as it relates to issues such as harassment and violence in the workplace.

Policy:

1. To fulfill our commitment to health and safety, we will:
 - provide and maintain a safe and healthy work environment
 - provide personal protective equipment ie: masks
 - provide appropriate training related to your specific job requirements
 - comply with legal requirements and follow accepted workplace practices

2. It is up to you to protect your own safety by abiding by the law and our health and safety guidelines.

3. To meet your responsibility to maintain your own safety and health in the workplace:
 - Perform your job within health and safety guidelines and use common sense. For example; practise public distancing and hand hygiene. If no hand washing with water and soap is available you must use hand sanitizer.
 - Report any unsafe working conditions to your Supervisor immediately.
 - If you suffer a work-related personal injury or illness, tell your Supervisor as soon as you possibly can and no later than the end of the day on which it occurs.

5. In the event of an emergency, the emergency personnel (i.e. First Response Coordinator, Fire Volunteers, EMS, Police) shall have authority over environment, situation or location and all employees, clients must comply with their directives to ensure safety.



6. Smoking is not allowed within the thirty (30) feet from premises or adjacent areas.

Occupational Health and Safety Committees

1. A Health and Safety Committee shall be established in the work places where there are 20 or more employees. At least half of the committee members must be employees who have no managerial functions. In work places where there are 5 to 19 employees, there must be a Health and Safety representative.

Appointment of Health and Safety Committee. The Health and Safety Committee shall consist of a minimum of two employees; equal representation one from management and another employee appointed from the remaining employees.

Operation. All Health and Safety committee members or Health and Safety representatives are allowed to take the time during regular working hours to carry out their responsibilities. Time spent performing these health and safety duties will be considered as if the members/representatives were working on normal tasks, and normal rate of pay will apply. Committee members and representatives are not liable for any act or omission done, or omitted to be done in good faith while engaged in health and safety activities.

2. The duties of the Health and Safety Committee are as follows:

- The Committee shall meet at least nine (9) times annually and during emergencies when required. Minutes of the meeting should be posted as soon as possible after the meeting.
- Ensure that adequate records are kept on work incidents, injuries, and health hazards.
- Receive and deal with complaints relating to the health and safety of the employees represented.
- Participate in all inquiries and investigations concerning occupational health and safety.
- Consults technical experts as necessary.
- Regularly monitor the health and safety programs, measures and procedures.
- May request from the employer any information considered necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place.
- May review any government and employer reports relating to the health and safety of the employees represented by the committee.
- May develop, establish and maintain health and safety programs for the education of the employees the committee represents.
- Cooperates with safety officers by providing information and assisting in investigations of incidents and refusals to work.
- Cooperates with any occupational health services established to serve the work place; and,
- Maintains records about health and safety complaints and the committee actions taken on complaints.
- Keeps records of refusals to work and incidents.
- Ensure that employee representatives, and specifically supervisors, from each of Sagamok Anishnawbek's office buildings have certified and annually updated First Aid and CPR training and that a list of these employees are visibly posted in each office.



3. The duties of the Health and Safety Representative are as follows:

- Ensures that adequate records are kept on work incidents, injuries, and health hazards.
- Receives and deals with complaints relating to the health and safety of the employees represented.
- Participates in all inquiries and investigations concerning occupational health and safety.
- Consults technical experts as necessary.
- Regularly monitors the health and safety programs, measures and procedures.
- May request from an employer any information considered necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place.
- May review any government and employer reports relating to the health and safety of the employees represented by the committee.
- May develop, establish and maintain health and safety programs for the education of the employees the committee represents.

Section: Terms and Rules of Employment	Policy Number: C-3.2
Sub-section: Standards of Conduct	Effective Date: 01/04/2012
Subject: Communicable Diseases	Revision Date: 15/07/20
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C-3.2 Communicable Diseases

Purpose:

It is the intent of Sagamok Anishnawbek to protect its employees from exposure to communicable diseases which pose reasonable risk of harm. It is also the intent of Sagamok Anishnawbek to protect the rights of those infected with a communicable disease pursuant to the procedures below. Sagamok shall be flexible in its response to communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

Policy:

1. Sagamok’s Community Wellness department will make available information to its employees about the spreading of communicable diseases and precautions which can be taken to prevent the spread of communicable diseases.
2. The procedures below apply to all communicable diseases, including, but not limited to: coronavirus COVID 19, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), meningitis, meningococcal infections, and tuberculosis.
3. If an employee suspects, on reasonable grounds, that a co-worker may have a communicable disease, the employee shall contact Sagamok’s Community Wellness Director. The Director shall then contact the co-worker to confirm the accuracy of the information. If the employee confirms that he or she has a communicable disease, the appropriate guidelines as described below will be followed.
4. Employees who have or suspect that they may have a communicable disease are encouraged to immediately report this to the Community Wellness Director who can then provide or ensure information, education, counselling and testing, if necessary, is provided. Employees are responsible for monitoring their health and symptoms and to report to their Supervisor. Depending on the symptoms the employee may be asked to seek medical advice.
5. Employees who have a communicable disease or who may carry the virus of a communicable disease have a responsibility to conduct themselves in a manner that minimizes the risk of transmitting the disease to others. ie: wearing a mask.



6. Employees who know or who suspect they may have a communicable disease should seek medical care and treatment for their own well-being and the health of other employees. Some communicable diseases are highly contagious. Employees should keep a record of people they have been in contact as to perform “contact tracing” if the disease requires.
7. An infected employee can continue to work so long as he or she is able to continue to perform their regular responsibilities satisfactorily and so long as the medical evidence indicates that he or her continual state does not present a health or safety threat to themselves or others. The infected employee shall continue to have access to Sagamok’s facilities and services in an unrestricted manner. Infected employees with diseases which threaten the safety of other employees may be restricted from entering the workplace and may be required to take sick leave.
8. An infected employee returning to work after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating that it is safe for them, and for other employees, that they return to work.
9. Within reason, the immediate supervisor shall make accommodations to the infected person, whenever, possible, to insure continuity in employment. Such measures may include job reassignment.
10. No infected employee may be dismissed solely on the basis of a diagnosis of an infection or contagious disease. A decision to dismiss may be made after reasonable accommodations have been attempted and an examination of facts demonstrate that the infected person can no longer perform the essential requirements of the position or poses a reasonable threat to the health and safety of those around them.
11. If an employee wishes to challenge the decisions concerning his or her employment conditions, please follow the chain of command outlined in the [Conflict Dispute Resolution Policy](#).
12. Each case shall be re-evaluated when necessary, or at least on an annual basis, so long as the employee has a communicable disease and remains employed.
13. An employee who is in an infectious stage of a communicable disease that can be transmitted during the normal activity of their employment by air, water, or other liquid, or skin-to-skin contact, is prohibited from attending work. Any employee who knowingly comes to work in an infectious stage that can be transmitted during the normal activity of the work day may be subject to disciplinary action.
14. Each case shall be handled on an individual basis with input from the employee, the senior management team, the employee’s private physician, and Sagamok’s health personnel. The Program Director is responsible for coordinating the input from this team. The team shall consider whether the employee diagnosed with a communicable disease might pose a risk of transmission to others in the work place. The employee shall be asked about their knowledge of the transmission of their disease, the need for medical care, personal hygiene, educational counselling, and the avoidance of high risk behaviour. The group shall then consider the:



- nature of the risk or how the disease is transmitted,
- how long the employee is infectious,
- the severity of the risk to other employees, and,
- the probability that the disease will be transmitted and will cause varying degrees of risk.

15. Decisions concerning the employment status and or conditions of employment to accommodate the infected employee shall be made by the senior management team.
16. Disciplinary measures are available to Sagamok Anishnawbek when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or others. However, all employees have the right to refuse to work if he or she has a reasonable cause to believe that a condition exists in the workplace that constitutes a danger to the employee.
17. Employees who learn of the medical condition of another employee as a result of access to confidential records or communications of Sagamok Anishnawbek must not disclose such information to anyone except those employees with an administrative need to know. Any breach of this duty of confidentiality by an employee may result in disciplinary action, which may include termination. The Community Wellness Director shall act as the liaison with the infected employee's physician or Sagamok's Nurse Practitioner, if applicable, regarding the individual's health status.

If an employee has a concern about the potential for the spread of a communicable disease, those concerns should be brought to their respective Director. The senior management team and Sagamok Anishnawbek's health staff shall then review and evaluate the concerns and take whatever action is deemed necessary in the circumstances.

Section: Health and Safety	Policy Number: C-3.2.1
Sub-section: Standards of Conduct	Effective Date: 20/10/2020
Subject: Infection Control	Revision Date: 26/10/2021
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C-3.2.1 Infection Control

Purpose:

Note: This policy is in place for all Sagamok employees. In your individual departments there can be more specific and detailed policy around infection control including COVID 19. This is because of federal and provincial guidelines that are specific to various sectors such as Daycares, Schools, Assisted Living, Long Term Care Homes etc. Please refer to your department policy.

It is the intent of Sagamok Anishnawbek to protect its employees and anyone accessing services from exposure to communicable diseases particularly COVID 19 which poses a high risk of illness and death. Sagamok shall be flexible in its response to communicable diseases, evaluating each occurrence in light of this policy and current available medical information from all levels of government.

COVID – 19 is highly contagious and it’s ever emerging variants has significant health risks including death and long term complications. Approved COVID vaccines reduce one’s risk of not only getting the virus at all but reduce the severity of the illness. The approved vaccines available in Ontario (and Canada) have been extensively tested in clinical trials and continued to be monitored and adjusted in real world administration. They help reduce the spread of COVID and are an important tool to allow individuals, clients, families and workers to safely resume normal life.

Sagamok has a duty to provide a safe work environment for both staff and our clients. Sagamok requires all staff get a full series of an approved COVID vaccine. Sagamok also requires proof of vaccination for staff records and health and safety.

Unvaccinated individuals are at higher risk of spreading COVID to staff and clients, contracting COVID and suffering greater adverse outcomes including the long term affects of COVID 19.

Policy:

1. All persons entering any enclosed public space within Sagamok shall don a face covering. This also applies to people accessing a non-traditional office such as a work vehicle. ie: program service transportation, daycare transportation, school buses, school transportation van, or medical transportation.



2. The face covering shall cover the nose, mouth and chin. The face covering can be a medical grade mask or a N95 mask (respirator). The use of a face shield alone is not acceptable.
3. The face covering can be removed temporarily to access services when reasonably required to do so while maintaining social distancing.
4. For purposes of this policy, *person* means any customer, patron, employee or visitor who enters the enclosed space. Enclosed space means indoor public spaces of the organization or business that can be accessed by the public.
5. All employees of Sagamok are required to don a face covering when attending any Sagamok enclosed space that is accessible to employees only and enclosed spaces accessible to the public.
6. All employees shall don a face covering where they cannot maintain a physical distance of two metres (six feet).
7. All employees shall complete a screening questionnaire and submit to a temperature check when entering any Sagamok building.
8. All employees shall use proper hand hygiene. The use of a hand wash station is required before entering any building. When that is not possible then the use of a hand sanitizer is required. Work spaces should be kept clean and tidy. Employees are responsible to wipe down phones, keyboards etc. Custodial staff are trained on and will perform enhanced cleaning procedures.
9. Any employee with any symptoms similar to COVID 19 such as fever, cough, respiratory issues, abdominal pain, vomiting, diarrhea, chills (list is not exhaustive) before working hours or display any of these symptoms during working hours shall remain at home or leave work immediately and notify their Supervisor. The employee will be required to remain off work according to the guidelines set out by Public Health.

A negative COVID 19 test result will be required if the employee has potentially been exposed to COVID 19. The employee shall work from home, where possible. If working from home is not an option the employee shall use available medical leave and personal leave credits. Full time employees have medical leave and personal leave credits, some part time and contract employees earn medical leave credits each month worked.
10. For the purposes of this policy, *employee* means employees, volunteers, students service provider and contractors.

Exceptions to this policy regarding face coverings and masks are as followings:

- Any child under the age of two years old or children under five years of age who are developmentally delayed or who refuse to wear a face covering.



- Persons with medical conditions who cannot safely wear a face covering due to difficulty breathing, cognitive difficulties, hearing or communication difficulties.
- Persons who cannot don or remove the face covering without assistance including persons who are accommodated under the Accessibility for Ontarians with Disabilities Act or under the Ontario Human Rights Code.

11. Employees are expected to follow site specific face covering requirements, which includes the use of medical grade masks ie. health care and education sectors.

12. All employees shall work together to keep everyone safe. Gentle reminders to fellow employees and the public regarding the use of a face covering are acceptable.

13. Each enclosed space shall limit the number of persons in attendance as to allow for the physical distance requirement of two metres (six feet).

14. Meeting virtually is the preference of Sagamok. Please reduce the face to face contact whenever possible.

VACCINE

Consistent with Federal government mandate all federal employees will be required to be vaccinated against COVID 19. If a staff member is unable to receive COVID vaccine due to medical reasons then they are required to submit a letter stating as such from their primary care provider, doctor or nurse practitioner that has fully assessed their case.

Please note that the College of Physicians and Surgeons has provided its members with and is supporting the limited medical exemptions to the vaccine to their members.

Generally speaking, there are *very few* acceptable medical exemptions to the COVID-19 vaccination (examples include an allergist/immunologist-confirmed severe allergy or anaphylactic reaction to a previous dose of a COVID-19 vaccine or to any of its components that cannot be mitigated, or a diagnosed episode of myocarditis/pericarditis after receipt of an mRNA vaccine).

Non-vaccinated staff will not be permitted to continue working and will be placed on an unpaid leave of absence.

All employees will continue to adhere to government and organizational precautions such as masking, PPE, physical distancing and handwashing. Any employee that has symptoms of COVID – 19 will not go work and arrange screening with an approved screening swab rapid antigen test as soon as possible.



PROCEDURE:

1. All staff will submit proof of vaccination and Attestation (Appendix A) for their employee file. These will be in the form of the government issued proof of vaccine or the vaccine proof given at the time of the injection. The proof will show the administration of the 2nd dose. If only one dose has been received then the employee must show proof of the 2nd dose as soon as it can be administered.

Only having one dose will mean you are placed on an unpaid leave until the second dose is received.

2. The Human Resources department shall keep track of all employees that are vaccinated along with non-vaccinated employees. We will file the *Attestation* in the HR file and shred the copy of the proof of vaccination once confirmed.
3. The Human Resources Department will follow up any employee not vaccinated to offer vaccination and to assist them in arranging for vaccination as per the Federal Government timeline. (Appendix B - timeline attached)
4. If the employee cannot be vaccinated due to medical reasons they are required to submit a letter from their primary care provider or from a physician or nurse practitioner that has assessed the employee and their risk factors.



Appendix A

COVID 19 Vaccination Attestation

Note: please only fill in this form if you are verifying that you are fully vaccinated. Should you not be fully vaccinated and/or require a medical exemption, please contact the Human Resources department.

Infection Control Policy C 3.2.1

Sagamok requires all employees to be vaccinated and provide proof of vaccination, per the policy. Sagamok has the responsibility to ensure compliance with the policy and will be collecting data on vaccinated individuals.

Under the policy, an employee is fully vaccinated if:

(a) they have received:

(i) the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines; or

(ii) they received their final dose of the COVID-19 vaccine prior to November 19, 2021.

Employees who do not fulfil the requirements as set out in the policy will be placed on an unpaid leave of absence.

The Collection of Information

Vaccination information collected in connection with this policy will be used for the purposes of workforce management and treated with the utmost confidentiality in accordance with privacy legislation, as applicable. Employees with questions about the collection of information in accordance with the policy should contact the Human Resources department.

The following steps will be taken to protect your privacy:

- Your information will be kept confidential. Reports including the COVID-19 Vaccine Attestation data you provide will include aggregate information only.
- Your information will be collected, de-identified, analyzed and managed in a manner that follows privacy standards aligned with the human resources privacy guidelines.



- De-identification is the process of removing any potentially identifying information or removing information that may be used either alone or with other information to identify an individual from the collected data.
- De-identification will be undertaken by the Human Resource staff.
- Your COVID-19 Vaccination Attestation will be made available to your manager for the purpose of confirming your Attestation.

Providing your vaccination status will not impact your access to any program, services or benefits.

Do not proceed if you are not fully vaccinated and/or require a medical exemption. Please speak to Human Resources.

Attestation

By checking and signing below, you understand that:

- You are vaccinated according to the definition provided above
- You cannot change your answer at a later date
- **Employees who make false attestations about, or provide false documents with respect to, their vaccination status, medical exemptions, testing results, and/or proof of participating in an educational program may be subject to disciplinary action, up to and including dismissal**

I understand _____ (please check)

Please confirm the date of receipt of the final COVID 19 Vaccine:

Final Vaccine Date (yyyy/mm/dd)_____

Name (print)_____

Signature _____

Date (yyyy/mm/dd)_____

Please be advised that your COVID-19 Attestation will be filed in your HR file. Proof of vaccination will be shredded once confirmed.



Appendix B

Vaccine Timeline

October 29, 2021 = the deadline to provide appropriate proof of vaccination, both doses, to the Human Resources department.

November 19, 2021 = the date that all employees who have not provided appropriate proof of vaccination or have not provided a medical exemption, as noted in the policy, will be placed on an unpaid leave.

Section: Terms and Rules of Employment	Policy Number: C-3.3
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Fire and Safety	Revision Date: 15/07/2020
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C-3.3 Fire and Safety

Purpose:

To protect the safety of its employees a fire safe environment shall be created and maintained by Sagamok Anishnawbek.

Policy:

1. It is the responsibility of all employees to bring to the attention of their immediate supervisor the existence of potential fire risks. The senior management team shall be responsible for ensuring that a fire safe work place is created and maintained by Sagamok Anishnawbek by:
 - ensuring that the receptionist in each Sagamok office building has a list of telephone numbers to local fire departments, police and fire safety inspectors;
 - ensuring that all fire safety visual signs are adequate, i.e. no smoking, fire exits;
 - keeping all fire extinguishers in working condition;
 - implementing a health and safety committee or representative function in each office work place;
 - requesting local fire chiefs to carry out safety checks where employees participate and respond to simulated fire situations.
 - requesting fire protection engineering and inspection services through the regional or district offices of the Labour Branch within Human Resources Development Canada.

2. The following procedures shall be followed on discovery of a fire:
 - On discovery of a minor fire, the employee shall attempt to put out the fire with an in-house fire extinguisher if the employee is confident that it is a minor fire with no potential to develop into a major fire.
 - On discovery of a major fire, the employee shall assist anyone in immediate danger, notify all employees to evacuate the building, sound the fire alarm immediately if one is available and contact the fire department.



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- Once the situation is under control and in the case of either a minor or major fire, the Director of Operations shall be notified immediately.
 - Within twenty four hours the employee discovering the fire shall complete an accident report and submit to the Director of Operations and Health and Safety Committee or Representative. The Director of Operations shall be responsible for notifying the appropriate insurance company.
 - The Health and Safety Committee or Representative shall complete a report and send one copy to the Chief and Council.
 - The local fire marshal’s office shall determine if investigative actions are required.
 - Recommendations to prevent a reoccurrence shall be prepared by the Health and Safety Committee or Representative and submitted to the senior management team for follow up.
3. The senior management team shall be responsible for ensuring that inspections occur at least every five years and schools every 2.5 years.

Section: Terms and Rules of Employment	Policy Number: C-3.4
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Impairment and Cannabis Use	Revision Date: 15/07/2020
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C-3.4 Impairment and Cannabis Use

Purpose:

Impairment can be caused by fatigue, alcohol consumption, drug use (over the counter, prescription, cannabis, illegal), etc... It is a danger to the health and safety of Sagamok Anishnawbek’s employees. The purpose of this policy is to ensure that this hazard is removed from the workplace. Sagamok Anishnawbek has a zero tolerance for employees under the impairment of alcohol and/or drugs during working hours.

Policy:

1. You are responsible to report for work free from impairment.
2. You will be considered to be impaired if:
 - your ability to perform your duties is impaired, which includes having any blood/alcohol concentration.
 - you are in a physical or mental condition that creates a risk to the health and safety of you or other individuals, or puts Sagamok Anishnawbek property at risk
 - you demonstrate signs of impairment, such as the smell of alcohol on your breath, slurred speech, difficulty with motor skills, etc.
3. If you report to work impaired, or you use alcohol or illegal drugs during working hours, you will not be allowed to work the rest of your shift. We may also require you to submit to appropriate testing to determine the extent to which your ability to perform the requirements of your job is impaired.
4. You may also be required to undergo drug or alcohol testing after a significant incident (*e.g.*, a work-related accident), or where you engage in dangerous or reckless behaviour, if there is reason to suspect that the incident or behaviour was related to drug or alcohol use.

Section: Terms and Rules of Employment	Policy Number: C-3.4
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5. If you are required to submit to testing for cause or after an incident (as described in paragraphs 3 and 4 above), you will also be required to submit to a larger assessment of your ability to perform the functions of the job. This may include a medical examination by a physician, performance tests, referral to an appropriate agency or organization that can assist with a substance abuse problem, and supervisory or peer monitoring.
6. If you are in a “safety sensitive position”, you may be subject to random alcohol testing to ensure compliance with this policy. Safety sensitive positions are those in which the duties of the position may have an impact on the health or safety of employees, contractors, members of the public or the environment (specifically heavy equipment operators, medical van drivers, water treatment operator, and road maintenance worker, or any employee who operates band vehicles, or equipment).
7. If you are taking prescription or over-the-counter medication that could impair your job performance, you must report this treatment to your supervisor. The proper use of such medication is not grounds for disciplinary action but may necessitate modified duties or reassignment during treatment.

Requirements of Medical Cannabis Users

Medically prescribed users of cannabis are subject to different requirements regarding use of cannabis at work. In order to be treated as medically prescribed user under this policy, an employee will be required to submit Form 27, signed by a medical doctor, indicating that the employee has been prescribed the use of cannabis for medical reasons. In the absence of the provision of such medical documentation, the employee will be subject to the provisions of this policy which apply to all Sagamok employees.

A medical certificate provided by a medically prescribed user should outline the frequency of daily consumption that is required. If the employee asserts that they are required to consume cannabis during the workday, the medical certificate should explain why consumption throughout the work is necessary.

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Upon provision of a medical certificate indicating that consumption of cannabis is required in proximity to working hours, Sagamok reserves the right to request additional medical information regarding the expected degree of impairment/intoxication which will arrive from such consumption.

Employer’s Responsibilities and Duty to Accommodate

8. Sagamok will clearly communicate all expectations surrounding cannabis use, misuse, and abuse. To help enforce this policy, management will:
 - Identify any situations that may cause concern regarding an employee’s ability to safely perform his or her job functions;
 - Not to transfer any Worker responsibility including control of any machinery, equipment or vehicle to a Worker suspected to be not Fit for Duty;
 - Guide Workers who seek assistance for a personal problem to the appropriate resource/department (i.e. Human Resources, Employee Assistance Program) while maintaining confidentiality and privacy with respect to sensitive medical information;
 - Accommodate employees who are medically prescribed users of cannabis to the point of undue hardship;
 - Accommodate employees who have a cannabis dependency to the point of undue hardship;
 - Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and

Consequences of Policy Violation

8. The consequences for failing to abide by this policy will reflect the individual circumstances and may include reassignment, rehabilitation, counselling, discipline or termination.

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10. The use, sale or possession of alcohol or illegal drugs while on the job or on Sagamok Anishnawbek property may be cause for immediate dismissal. Any illegal substance will be turned over to the appropriate law enforcement agency. Sagamok Anishnawbek reserves the right to search personal belongings brought to the worksite (*e.g.*, lunch boxes, company vehicles) if there are reasonable grounds to believe that you are impaired, have consumed alcohol or drugs on the job, or are in possession of an illegal substance.

Section: Terms and Rules of Employment	Policy Number: C-3.5
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Dress, Grooming and Personal Hygiene	Revision Date: 15/07/2020
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C-3.5 Dress, Grooming and Personal Hygiene

Purpose:

To uphold Sagamok Anishnawbek’s image as a professional organization.

Policy:

1. You are expected to dress in a professional and businesslike manner.
2. We allow casual dress on Friday. This includes clothing that is neat and clean but does not include sweatpants, shorts or halter tops. You may wear jeans if they are not frayed or cut off.
3. You may not dress casually on a Friday if you are meeting with clients on that day.
4. Please observe good habits of grooming and personal hygiene. Due to health concerns arising from exposure to scented products, employees are asked to be considerate in their use of such products when reporting to the office, and to be aware that they may be asked to refrain from using such products should this be required.
5. Do not chew gum when meeting with customers or members of the public.
6. We recognize that personal appearance is an important part of self-expression and that jewellery and tattoos are an important part of that expression. Therefore, we do not wish to restrict the use of jewellery or tattoos, unless they have a negative impact on your job. That may occur where safety, health, or productivity are affected or if the jewellery or tattoos are offensive to others based on race, sex, religion *etc.* If we identify a concern with respect to jewellery or tattoos, we will meet with you to explore solutions, such as the removal of certain jewellery or the covering of tattoos.
7. The interpretation of this policy is subject to your Supervisor’s discretion. If your Supervisor determines that you are inappropriately dressed, you may be sent home and required to return to work in acceptable attire. Any time you are away from work in order to change your clothing will be considered unpaid time off.

Section: Terms and Rules of Employment	Policy Number: C-3.6
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Protection of Property	Revision Date: 15/07/2020
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C-3.6 Protection of Property

Purpose:

To outline provisions for preserving and safeguarding company property.

Policy:

1. You are responsible to help prevent theft. In doing so, please observe the following guidelines:
 - Do not leave your equipment or supplies lying around where they can be easily taken.
 - Do not remove company office supplies for personal use.
 - If you take a laptop out of the office, take extreme care. Keep it in sight at all times. If you must leave it in your vehicle, lock it in the trunk where it is not visible.
2. Sagamok Anishnawbek cannot accept responsibility for the loss of, or damage to, any personal possessions that you bring to work. Please do not leave personal property such as keys, wallets, purses or security cards sitting out in such a way that they are visible and easily taken.
3. You may not take any company equipment or files from the workplace without informing your Supervisor.
4. You are responsible for any equipment that you do take off-site. You must return such equipment in the same condition it was in when you borrowed it.
5. If you are caught stealing from us, you may be immediately dismissed for cause and may face legal ramifications.
6. If you are the only person in the office or the last one to leave, please ensure that you lock up and activate the security system if there is one available.



Section: Terms and Rules of Employment	Policy Number: C-3.7
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Neatness of Work Area	Revision Date: 15/07/2020
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C-3.7 Neatness of Work Area

Purpose:

To provide guidelines on maintaining a professional and tidy work environment.

Policy:

1. We expect you to help us keep the general and individual work areas tidy. Accordingly, please observe the following practices:
 - Carry coffee cups or other dishes to your workstation or office carefully.
 - Clear off your desk and close your cabinet and file drawers each evening before you leave.
 - To the extent possible, keep your working area neat throughout the day.
 - Do not use adhesive tape on painted surfaces.
 - Do not leave confidential client or Sagamok Anishnawbek information lying around.
 - Tidy up any conference rooms or boardrooms you use after meetings in order to avoid delays for the next group scheduled to use the room.
 - Clean up after yourself in the lunchroom, including throwing away any garbage and cleaning your own dishes.
2. Please do not keep excessive files in your office. Keep out only those files on which you are currently working. Either file documents in your personal filing cabinet or return them to central filing and file them appropriately.
3. You must obtain approval from your Supervisor before decorating personal or group work areas with seasonal decorations. Seasonal decorations should be professional and tasteful. Please respect the beliefs of your co-workers when decorating.
4. The use of radios in your work area is at the discretion of your supervisor. Radios may not be used if they will disrupt the work of other employees. You may not use radios in public areas, including the reception area and lunchroom.

Section: Terms and Rules of Employment	Policy Number: C-3.8
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Conflict of Interest	Revision Date: 15/07/2020
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C-3.8 Conflict of Interest

Purpose:

To prevent employees from engaging in activities that conflict with Sagamok Anishnawbek’s best interests.

Policy:

1. General

- (a) In some situations, your personal or business activities and interests may be in conflict with those of Sagamok Anishnawbek. In order to prevent such disruptions to Sagamok Anishnawbek’s best interests, you must abide by our conflict of interest listed below.
- (b) It is your responsibility to identify and report any possible or actual conflict of interest, regardless of whether or not you benefit from it.
- (3) Any exceptions to this policy are at the discretion of Sagamok Anishnawbek and must be in writing and approved in advance.

2. Outside Employment, Business and Volunteer Activities

- (1) You may not engage in outside employment, directorships, business or volunteer activities that:
 - cause an actual or apparent conflict of interest
 - are performed in such a way as to appear to be an official act of or to represent Sagamok Anishnawbek
 - unduly interfere with your ability to exercise independent judgment or perform the duties of your job
- (2) You may not conduct activities that are not work-related during working hours including looking for a new job.

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- (3) You may not use Sagamok Anishnawbek equipment or facilities for activities that are not work-related unless you get approval in advance.
- (4) We encourage you to engage in community or civic activities that do not create a conflict of interest.

3. Entertainment and Gifts

- (1) You may not accept gifts, entertainment or services from customers or suppliers, other than the customary exchange of gifts, such as Christmas gifts, that are of nominal value (less than \$100).
- (2) If you receive a gift that is of more than nominal value or you are uncomfortable with a gift you have been offered or given, please speak to your Supervisor.

4. Public Appearances

- (1) You may not make any public appearances or publish any documents in which you appear to be representing Sagamok Anishnawbek, without prior approval from your Supervisor.
- (2) You may not use Sagamok Anishnawbek letterhead for personal correspondence.

5. Business Contractual Relationship with Family Members

- (1) You may not enter into business contracts written or verbal on Sagamok Anishnawbek’s behalf with your family members or their businesses. Family members are defined as parents, spouses, common-law spouses, children and/or siblings.

6. Community Sponsored Events Prizes

- 1. If Sagamok Anishnawbek is giving gifts or prizes at community sponsored events, even where they are distributed through random selection process, employees are not eligible for prizes while working.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Customer Service	Revision Date: 15/07/2020
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C-3.9 Customer Service

Purpose:

To provide guidelines on how to maintain the highest standards in providing customer service and in our conduct and relationship with others.

Policy:

Client Service

1. We are committed to providing superior customer service. In support of this, we expect you to:
 - identify client needs and expectations by listening, being accessible and resolving problems quickly and politely
 - conduct yourself in a friendly, courteous and professional manner with all co-workers, clients, potential clients, suppliers and members of the public
 - maintain the highest ethical standards and refrain from gossip
 - co-operate freely, contribute to the efforts of the team and offer your assistance wherever required, whether or not such assistance falls within the normal duties of your job
 - be honest, trustworthy and dependable in fulfilling all of your duties
 - speak in a professional manner and avoid swearing, excessive sarcasm or threatening language; and
 - remain friendly and co-operative, even when dealing with individuals who are upset or irate.
2. We expect you to maintain a level of personal conduct both during and outside working hours that reflects positively on our organization.

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B. Communications

Written Communications

1. All written communications should be professional, accurate and clear. Ensure that any documents that you prepare have proper spelling, punctuation and grammar.
2. To reflect our commitment to equal opportunity, all business communications must be written in gender-neutral language.
3. Please be respectful of any language differences between you and your co-workers, customers or prospective customers. If you are in the company of others who speak different languages, make every effort to ensure that everyone understands and is included in the conversation.

E-mail Communications

1. Although e-mail is an acceptable form of business communication, any e-mail messages you send must be in accordance with our guidelines on written communications.
2. Please observe good e-mail etiquette, as follows:
 - Do not send e-mail messages unnecessarily. Only send messages to those who require the information.
 - Use a complete subject line that lets people know if the e-mail is urgent, *e.g.*, “Please respond to this message today”.
 - Avoid becoming overly familiar or excessively curt in e-mail messages, as they can be easily misunderstood.
 - Keep it short. If the information will be longer than one page, create a memo and attach it to the e-mail.
3. Respond promptly to e-mail messages. If you are unable to provide the required response quickly, send the individual a brief message acknowledging the e-mail and stating when you will be able to respond.
4. E-mail is not confidential. If you need to distribute confidential information, send it another way or make sure it is properly encrypted or password protected. Always verify with clients that they accept receiving communications by e-mail.
5. If the e-mail message requires a response from someone else, let the sender know that you are forwarding the message and provide contact information about the individual to whom you are forwarding the message.



6. E-mail is not always the most appropriate form of communication. In many situations it can help build relationships to have a telephone or face-to-face conversation with a person. This is especially true if the subject matter is complicated. Please keep that in mind when selecting the most appropriate method of communication.

Telephone Communications

1. Your telephone greeting often represents the first impression that callers will have of you. Therefore, answer the telephone with a warm and welcoming tone and always state your name and ask how you may be of assistance.
2. Answer your phone whenever possible so that callers are not continually put through to your voice mail. Voice mail can be an effective business tool if used correctly. If you avoid calls by regularly letting them go to voice mail, it can cause frustration for the caller and sends the wrong message about how much you value your customers.
3. Do not place callers on hold when answering the phone until you have asked them if they mind being put on hold and they have had the opportunity to reply. Do not put callers on hold for more than two minutes. If it will take longer than two minutes before you can respond to the caller, ask if you can call back at a more convenient time.
4. Find out how you can assist the caller. Wherever possible, answer callers' questions yourself rather than transferring them to other individuals. If you must transfer the call, apologize to the caller and explain why you are transferring the call. Before you transfer the call, provide the telephone number and name of the person to whom you are transferring the call.

Voice Mail

1. If you are away from your phone on a regular basis, please use a daily voice mail greeting that provides information to callers regarding your availability. Otherwise, update your voice mail if you will be absent for a full day or longer (*e.g.*, when you are on vacation or at a business event).
2. Do not transfer callers directly to a voice mailbox without asking them if that is okay.
3. Check voice mail regularly and return phone calls promptly, preferably on the same day. If the call will require a lengthy follow-up and you are unable to provide an immediate response, place a short call to the individual to let him or her know that you have received the message and provide an expected time when you will be able to respond in full.
4. If you leave a voice mail message for someone, please provide sufficient detail about the reason for your call.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Confidentiality	Revision Date: 15/04/2020
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C-3.10 Confidentiality

Purpose:

To outline the circumstances under which employees must maintain information on a confidential basis.

Policy:

1. In the course of your employment with Sagamok Anishnawbek, you may receive confidential or sensitive information about Sagamok Anishnawbek, its staff and clients. It is critical that you keep this information in the strictest confidence, and sign an agreement that you will maintain this confidence using ([Form 019](#)). Accordingly, you may not:
 - (a) disclose at any time, during or after your employment with Sagamok Anishnawbek, confidential information about Sagamok Anishnawbek, its staff and clients, to any unauthorized person not employed by or associated with Sagamok Anishnawbek; or
 - (b) make improper use, directly or indirectly, of such confidential information

If in doubt, seek clarification.

2. Immediately and not exceeding 3 business days after your employment terminates, you must return all of our materials and property in electronic or paper format, in their possession of control that relates in any way to Sagamok, that is the property of Sagamok, or that contains confidential information.
3. Please be mindful that your duty to maintain confidentiality extends to any comments you may make on any social networking site. Please refer to Sagamok Anishnawbek's policy on Social Networking and Blogging.

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Post-Employment Application

The provisions of this policy (C-3.10) are intended to apply beyond the end of an employee’s employment relation with Sagamok. Persons who fail to comply with these provisions following the end of their employment relationship with Sagamok acknowledge that such failures could cause irreparable damage to Sagamok and in the face of such failures, Sagamok shall pursue all lawful remedies against any offending person, including seeking injunctive relief.

Section: Terms and Rules of Employment	Policy Number: C-3.11
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Protection and Use of Property	Revision Date: 15/07/2020
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C-3.11 Protection and Use of Property

Purpose:

To establish guidelines for the use of Sagamok Anishnawbek’s equipment and supplies.

Policy:

1. Personal telephone calls at work interfere with your ability to do your job. Accordingly, please keep any such calls brief and, where possible, make them on your lunch break or before or after your workday.
2. You may only make local phone calls from work unless you charge the call to a calling card.
3. Do not use directory assistance to obtain a telephone number unless that number is new or unlisted.
4. While we will allow you to make the occasional photocopy of one or two pages of personal material, if you wish to make extensive use of the photocopier you must make arrangements with your immediate Supervisor.
5. You may send or receive brief personal faxes. If you need to send or receive a large fax, please make arrangements with the immediate Supervisor to do so outside working hours. You must reimburse us for any long distance fax charges.
6. You may not take or remove any Sagamok Anishnawbek office or other supplies for personal use.
7. Sagamok Anishnawbek’s voice mail system is considered Band Council property and should be treated as such.
8. You should not have an expectation of personal privacy with respect to any messages received or sent through our voice mail system. Sagamok Anishnawbek reserves the right to access your voice mail system and if the department requires your password in your absence, the director will contact the ICT Coordinator to access the desktop computer or laptop. You must provide ICT Coordinator with your voicemail password as messages may need to be retrieved from your voice mail box if you are absent or when your employment with us ends.

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9. You may not use the voice mail system to solicit for religious, community, political, sales or personal reasons.
10. Please help us to maintain our voice mail system by deleting any outdated messages on a regular basis.
11. Voice mail messages and records may have to be produced if Sagamok Anishnawbek should ever be involved in litigation. Please bear that in mind and avoid making statements in voice mail messages that would reflect badly on Sagamok Anishnawbek and yourself.
12. Sagamok Anishnawbek reserves the right to conduct any investigations or searches it deems necessary for security, auditing or other business purposes. This may include searching your work area and any personal belongings, such as briefcases, purses and backpacks. We expect you to cooperate in any searches and investigations, upon our request.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: E-Mail, Internet and Computer Use	Revision Date: 15/07/2020
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C-3.12 E-Mail, Internet and Computer Use

Purpose:

To establish guidelines for the appropriate use of Sagamok Anishnawbek’s e-mail system, Internet access and computer use.

Policy:

Use of Computers

1. Computers are provided to you for business use only.
2. You may not store personal documents on your computer hard drive.
3. You may not play or install computer games on your computer hard drive.
4. You may not download or install any software unless you obtain approval from Sagamok Anishnawbek in advance.
5. Computers and related software and equipment are company property. To prevent problems and protect us from liability, Sagamok Anishnawbek reserves the right to examine all files, e-mail directories and other information stored on our computers, tapes and disks.
6. Software is subject to licensing agreements. To prevent liability, you may not remove, copy or install company software on a personal computer. If you believe you need access to particular software at home, please speak to the ICT Coordinator who will determine if such access is necessary and will obtain a valid copy.
7. Please use the backup software we have provided you with on a daily basis.
8. Always scan for viruses before opening files that are contained on a CD/DVD, flash drive, or downloaded from the Internet.
9. To prevent viruses, only open business-related e-mail attachments when you know what they are and that they are coming from a reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.



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Internet and E-mail Use

1. This policy applies whether we have given you Internet and e-mail access at work, on your laptop or at home.
2. We have set up Internet and e-mail access to enable you to perform your job effectively. We expect you to restrict your Internet and e-mail use to work-related activities. Although occasional personal use is acceptable, you may only do so outside your working hours and if it does not interfere with anyone else’s work.
3. As Internet and e-mail access is for the purpose of conducting Sagamok Anishnawbek business, no information should be given through e-mail or over the Internet which you would not provide on Sagamok Anishnawbek letterhead or under Sagamok Anishnawbek’s logo.
4. If you need to make extensive use of the Internet, you must obtain prior approval from your Supervisor and must pay any related costs.
5. Internet and e-mail are effective business tools but they can also be misused or abused. To prevent problems and protect us from liability, Sagamok Anishnawbek reserves the right to monitor your Internet use, including any web sites you visit, and read your e-mail messages, including any attachments. We may do so at our discretion and without notifying you.
6. You may not use your e-mail or Internet access to:
 - engage in any illegal or unethical activities
 - distribute a virus or other harmful component
 - violate copyright laws by unlawfully downloading or using information or software that is protected by copyright
 - indiscriminately copy e-mail messages to individuals or send irrelevant messages (*e.g.*, jokes, pictures, junk mail, “chain letters”)
 - disclose confidential information about Sagamok Anishnawbek or its customers
 - express opinions that appear to be on behalf of or representing Sagamok Anishnawbek



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- make negative or harassing comments about individuals or Sagamok Anishnawbek in chat rooms or on blogs
7. E-mail is a form of business communication and you should treat it as such. Be professional in all e-mail communications.
 8. Remember that e-mail messages, chat rooms and blogs are not confidential. If you need to distribute confidential information, send it another way or make sure it is properly encrypted.
 9. If you are using the Internet to conduct research or to make business-related decisions, always consider the source. Ensure that the information you obtain is credible, accurate and up to date. This may require you to verify it through an independent source.
 10. We may discontinue your Internet or e-mail access at our discretion.
 11. If you violate this policy or abuse your Internet, computer and e-mail access, you will be subject to discipline, up to and including termination.
 12. We will discontinue your internet or email access upon resignation or termination. Human Resource Manager is to advise Information and Communications Technology (ICT) Coordinator in writing of employment status changes.

Computer Security

Protecting the confidentiality and security of Sagamok Anishnawbek’s data must be a top priority. This applies to both our paper files and our electronic documents. You can play a crucial role in the protection of our information by committing to the following guidelines:

Passwords

1. You must keep your passwords strictly confidential. Never write down your passwords or leave them somewhere where someone else can see them. Do not save a Word document containing passwords, as this file can be easily accessed by others.
2. If someone else finds out your password, please change it immediately. You should also get into the habit of changing passwords every two to three months.

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3. Do not select the option to “Remember this password” when asked. This provides access to your documents to anyone who may be using your computer.
4. Do not choose an obvious password. Make every attempt to choose a combination of upper and lower case letters, numbers and symbols, with a minimum of eight characters.

Phishing and spam

Phishing refers to a type of fraud where an e-mail is sent out to users under the guise of being from a legitimate organization, *e.g.*, a bank. The e-mail will look as if it is undoubtedly from the particular organization, and it will ask you to provide private information, which is then used for the purposes of identity theft. The e-mail requests information such as passwords, credit card information, bank accounts and other details.

Phishing has become an extremely dangerous element on the Internet. Criminals are able to create e-mails which use well-known logos of large companies in an attempt to obtain confidential information from you. The information is then used to defraud unsuspecting recipients.

To prevent phishing and spam:

1. Be aware of any e-mails that come from an unknown source. NEVER provide any personal or financial information, or any information regarding Sagamok Anishnawbek until you verify the source of the e-mail, preferably by way of a telephone call or separate e-mail (DO NOT press reply to the original e-mail).
2. Legitimate businesses will never ask for your personal or financial information through an e-mail message. Regardless of how professional the e-mail may appear, do not provide passwords, credit card or bank information or any other confidential information in response to an unsolicited e-mail.
3. Do not open any e-mail attachments from unknown sources. Attachments often contain viruses that are sent through spam e-mails. Despite Sagamok Anishnawbek’s spam filters, it is likely that some of these messages may still come through to your e-mail program. Be vigilant in what you choose to open.

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4. Never follow a link to a Web site from an e-mail. Instead, type the address into your browser directly. Links may also be used to access your information as they may direct you to a fraudulent site.

Confirmation

You must confirm in writing (Form 021), at the start of your employment, or whenever requested by your employer, your understanding and acceptance of this policy. Awareness and compliance with this policy is very important to the First Nation and for your continued employment.



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C-3.13 Social Networking and Blogging

Purpose:

To provide rules on the acceptable participation in social networks and blogging sites. This policy is to be read in conjunction with Sagamok Anishnawbek's policies on E-mail, Internet and Computer Use (C-3.10), Respect in the Workplace (B-4.2), Confidentiality (C-3.8) and Providing References (B-5.4). While Sagamok Anishnawbek recognizes the popularity of such activities, certain behaviors must be observed to protect both employees and Sagamok Anishnawbek’s reputation.

Definitions:

Social Media: forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content (Merriam-Webster Dictionary). These include, but are not limited to, Facebook, Twitter, LinkedIn, Instagram, Snapchat, Pinterest, Tumblr and YouTube and Instant Messenger.

Policy:

Sagamok employees that maintain personal social media pages or accounts are required to comply with the following guidelines. Employees will be held accountable for what they write or post on social media and other internet pages.

Inappropriate use of social media, including but not limited to inflammatory comments, unprofessional remarks and disparaging remarks made about the organization, its employees, vendors or partners, may result in disciplinary action, up to and including termination. Sagamok reserves the right to determine, in its sole discretion, what constitutes inappropriate use of social media.

This policy is not intended to interfere with the private lives of our staff members or impinge their right to freedom of speech. This policy is designed to ensure that the Sagamok’s image and branding are maintained.



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Employees should follow the guidelines below when using social media. Employees must abide by these guidelines regardless of whether they mention the Sagamok by name or not, and regardless of whether they intend the comment, or other communication, to be public or private.

1. Employees are expected to conduct themselves professionally both on and off duty. Where an employee publicly associates with the Sagamok, all materials associated with their page or account may reflect on the Sagamok. Please be advised that inappropriate comments, photographs, links, etc. must be avoided. Sagamok reserves the right to determine, in its sole discretion, what constitutes an inappropriate comment, photograph, link, etc.
3. Posts involving the following will not be tolerated and will subject the employee to discipline, up to and including termination:
 - Proprietary and confidential Sagamok information;
 - Discriminatory statements or sexual innuendos regarding the Sagamok, its employees, management, customers, partners or vendors; and
 - Defamatory statements regarding the Sagamok, its employees, management, customers, partners or vendors.
3. Where an employee mentions Sagamok, they will be required to include a disclaimer stating that any opinions expressed are the employee's own opinions and do not represent the Sagamok's positions, strategies, or opinions.
4. Employees that use social media websites are prohibited from disseminating any private Sagamok information therein, or any negative comments regarding the Sagamok.
5. Sagamok employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Sagamok representative.
7. Use of personal social media must not conflict with any of Sagamok's existing policies. This includes, but is not limited to, Confidentiality Policy and Media Contact Policy.
8. Employees are prohibited from using social media during regular working hours, excluding official breaks (i.e., meal breaks). The use of social media should not have a negative impact on an employee's productivity or efficiency. As internet access at the Sagamok is monitored,



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9. please be advised that use of social media for personal reasons is a misappropriation of the organization’s time and resources, and may subject the employee to disciplinary action, up to and including termination.
10. Sagamok’s policies governing the use of copyright materials, corporate logos and other forms of branding and identity apply to electronic communications. Employees are prohibited from using Sagamok’s protected materials (i.e., copyright material, branding and/or logo(s)) without prior express written permission from an authorized individual.
11. Sagamok strictly prohibits the use of Sagamok owned devices for any illegal activity, including but not limited to, use in the illegal download or upload of copyright materials without express written permission and authorization from the copyright holder.

Photographs & Recordings

Employees should also be aware that many customers and persons present on Sagamok property frequently use mobile phones and other devices to take photographs or recordings. Employees should always represent the Sagamok in a positive and professional manner so negative images are not posted on social media sites of customers or visitors.

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

Social Networking

1. You are not permitted to access any social networking sites for personal use on Sagamok Anishnawbek’s computers.
2. Employees may use Social networking as a communication tool for informing clients, community members related to programs or services of Sagamok Anishnawbek.
3. When clients request and provide written consent staff may use social networking to contact clients through private messaging.



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4. Regardless of whether you use social networking sites at work or at home, you may not refer to Sagamok Anishnawbek by name on any of your social networking profiles or in any on-line blog. Sagamok Anishnawbek may monitor your use of social networking sites regardless of whether you are at work using company property or at home using your personal computer.
5. Your participation in any social networking site must not conflict with your role at Sagamok Anishnawbek and must in no way harm Sagamok Anishnawbek’s reputation or the reputation of Sagamok Anishnawbek's staff or clients. Remember that you must take responsibility for what you write on any social networking site. Please ensure that you exercise good judgment and common sense.
6. When participating in any social networking site, you may not comment on Sagamok Anishnawbek, your work at Sagamok Anishnawbek or your colleagues at Sagamok Anishnawbek.
7. Always be mindful of your obligations to protect Sagamok Anishnawbek's confidential or proprietary information. Please refer to Sagamok Anishnawbek's policy on Confidentiality (C-3.10).
8. Please do not use work e-mail addresses to register for any social media sites.
9. You may receive requests from former employees or co-workers for a recommendation. Please remember that any recommendation given through a social networking site (such as LinkedIn) is the same as an employment reference. Any recommendations must be made in accordance with Sagamok Anishnawbek's policy on Providing References (B-5.4).

Instant Messaging

Instant messaging (IM) has become a very popular method of communication but can easily be misused. Therefore, we need to consider methods to control its use.

1. Any messages you send through IM have little or no security. Your statements are on the Internet and can easily expose both yourself and Sagamok Anishnawbek. In addition, IM often



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results in extensive non-work-related conversations. For this reason, *instant messaging is not permitted on Sagamok Anishnawbek's computers.*

2. Sagamok Anishnawbek will monitor usage of all Internet sites. If you fail to follow the policy, you will be dealt with in accordance with Sagamok Anishnawbek's policy on Employee Discipline (B-5.1).

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C-3.14 Cellphone Use

Purpose:

To provide guidelines on proper cellphone use and etiquette.

Policy:

1. To assist you with your job, we may provide you with a cellphone. This cellphone is to be used for business purposes only and not for personal calls. Any personal charges such as roaming charges or data overages that are personal in nature will be reimbursed to Sagamok. A form is available for signature to have these charges deducted from your biweekly pay. Financial arrangements should be discussed with your manager in consultation with the Finance department to recoup excess charge of a personal nature. If you choose to forego a Sagamok issued cellphone and use your personal phone instead you will be reimbursed the monthly amount payable on Sagamok's cellphone plan only. An expense form must be submitted to your Supervisor for approval.
2. We expect you to use your cellphone responsibly. This includes not driving while on the phone, even if you have a hands-free phone or a headset. If you receive a phone call while you are driving, either let it go to voice mail or refrain from answering it until you are safely pulled over. No call is important enough to compromise either your safety or the safety of others.
3. Do not engage in reading or writing text messages or e-mails or any form of communication via any wireless device while driving. Only do so when the vehicle is safely stopped and parked.
4. If you must make a 911 call in the event of an emergency, please park your vehicle in a safe location before making the call.
5. Sagamok Anishnawbek will not discipline any employee who fails to answer their cellphone or participate in a conference call while driving. Please make every effort to ensure that pre-arranged calls can be made and received from a safe, parked location.
6. You are responsible for any tickets that you receive for traffic offences relating to your use of the cellphone while driving.

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7. Please observe good cellphone etiquette:

If you are meeting with others, turn your cellphone off. If you take a call during a meeting, you're sending a message to the others that you do not respect them or value their time or that they are not as important as the person who has called.

- If there is a call you absolutely must take (which should be rare), advise the people you are meeting with in advance that you must take the call. Set the phone to vibrate and when it rings, excuse yourself from the room while you take the call. Keep the call as brief as possible.
- Cellular transmissions can be intercepted by others and are not confidential. Accordingly, do not engage in confidential or sensitive discussions on a cellphone.
- When talking on a cellphone, do not disrupt the others around you. Move to a secluded spot and speak in a normal voice. There is no need to shout into the cellphone.
- Set your cellphone to a quiet, normal ring. Using songs to announce a call is unprofessional and annoying to others.
- Do not leave your cellphone turned on when you are in public places, such as restaurants and movie theatres.
- Above all, show consideration for others. Most people do not appreciate having someone's cellphone ring or enduring phone conversations unnecessarily.

8. Personal cell phones must be powered off during working hours.

9. Camera phones may not be used to record confidential or proprietary information or to photograph Sagamok Anishnawbek's employees or premises.

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C-3.15 Bring Your Own Device

1 Purpose

1.01 The purpose of this Statement of Policy and Procedure is to ensure that the company can manage and appropriately support its BYOD program to enable its employees to participate.

2 Policy

2.01 The company restricts employees, be they permanent, temporary or contractor, to usage of their own mobile computing devices on company premises or offsite to access enterprise networks for company-approved business purposes to one of the following three classes of devices and operating system platforms:

- (a) Those devices and platforms on the company-approved list
- (b) Those devices and platforms which are not on the approved list but have been requested by individual employees and vetted for security approval by the IT group
- (c) All devices and platforms without restriction that may connect to the controlled company guest network only

3 Scope

3.01 This Statement of Policy and Procedure applies to all devices for consideration in the company's BYOD program.

4 Responsibility

4.01 IT is responsible

- (a) to develop and maintain the company list of approved BYOD devices and platforms
- (b) to investigate BYOD candidate devices not currently on the list on employee request and approve the device for inclusion on the list or provide guidance to employees regarding additional requirements for acceptance of the device to the BYOD program

4.02 IT Operations is responsible

- (a) to implement and maintain controls on BYOD devices on the company-approved list and conduct periodic inspection.

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4.03 DOO is responsible to initiate any action arising from the discovery of breaches of BYOD policies.

5 Definitions

5.01 **“BYOD”** – Bring-your-own-device is the use of employee-owned computing devices such as computer laptops, smartphones, tablets and other personal digital assistants to store enterprise data for use offsite and to access enterprise networks and applications, both onsite via the enterprise network and offsite via a secure connection to the enterprise network through the Internet.

6 Procedures

6.01 Application for enrolment in the BYOD program

- (a) An employee must submit a request to their manager to participate in the BYOD program identifying
 - (i) the device(s) to be enrolled
 - (ii) into which class of device and operating system platform each device fits
 - (iii) the intended use of each device
- (b) The employee’s manager will ask IT Support to evaluate and inspect each device to ensure it meets the required criteria for its intended use and recommend each device for approval or rejection. If approved, IT Support must identify any special software and other precautions required for acceptance of each approved device.
- (c) If management approves a specific employee request based on IT Support’s approval, the approval must be set out in writing, be specific for an identified device and set of activities and have an expiry date for review no greater than one year.
- (d) This approval must be logged by IT Operations and followed up at the approval’s expiry date for extension with a new expiry date if approved by management.

Forms

See [Form 026](#) for Employee Acknowledgement on Bring Your Own Device

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6.02 **Employee moves**

- (a) When an employee leaves his or her area of responsibility, approval of BYOD use for each registered device must be re-evaluated by the new line management.
- (b) When an employee leaves the company, his or her BYOD device(s) must be cleaned of any company software and data assets and be deregistered from the BYOD program.

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C-3.16 Bring Your Own Device Systems Access and Acceptable Use

1 Purpose

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that
- (a) the company’s systems, networks and data are adequately protected against security threats from computing systems managed outside the company’s control, even when only temporarily.
 - (b) users with approved BYOD devices and operating systems have secure means to access the company’s information systems.
 - (c) only authorized users with appropriate training regarding safe computing procedures with non-company supplied devices may connect to company systems and networks via remote connections and process sensitive data off company premises.

2 Policy

- 2.01 Company employees, whether permanent, temporary, or contractor, must be approved to use each combination of specific personal device and operating system platform.

3 Scope

- 3.01 This Statement of Policy and Procedure applies to all employees who are authorized to access company IT systems using their own personal computing devices.

4 Responsibility

- 4.01 All authorized BYOD users are responsible to follow the guidelines supplied for using and maintaining their devices.
- 4.02 IT Support is responsible
- (a) to develop the company list of approved BYOD devices and platforms
 - (b) to investigate BYOD candidate devices on demand and provide guidance to employees regarding ongoing operating system and application maintenance

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- 4.03 IT Operations is responsible
- (a) to maintain a list of employees with approved BYOD devices
 - (b) to conduct periodic inspection of employees' devices and their application content to ensure that maintenance procedures are being followed
 - (c) to maintain inspection logs and results for employee BYOD devices

4.04 Chief and council is responsible to initiate any action arising from the discovery of breaches of BYOD policies.

5 Procedures

5.01 Enrolment in the BYOD program

- (a) An employee must submit a request to participate in the BYOD program identifying
 - (i) the device(s) to be enrolled
 - (ii) into which class of device and operating system platform each device fits
 - (iii) the intended use of each device
- (b) IT Support must evaluate and inspect each device to ensure it fits the required criteria and recommend each device for approval or rejection. If approved, IT Support must identify any special software and other precautions required for acceptance of each approved device.
- (c) If management approves a specific employee request based on IT Support's approval, the approval must be set out in writing, be specific for an identified set of activities and each device and have an expiry date no greater than one year.
- (d) This approval must be logged by IT Operations and followed up at the approval's expiry date for extension with a new expiry date if approved by management.

5.02 Employee moves

- (a) When an employee leaves his or her area of responsibility, approval of BYOD use for each registered device must be re-evaluated and logged by the new line management.
- (b) When an employee leaves the company, his or her BYOD device(s) must be cleaned of any company software and data assets and be deregistered.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2020
Subject: Security for BYOD Devices	Revision Date: 15/07/2020

C-3.17 Security for BYOD Devices

1 Purpose

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that the company is protected against
- (a) access to enterprise networks or company data by an unauthorized user of an approved BYOD device that has been misplaced, lost or left unattended.
 - (b) malware access to enterprise networks or company data introduced by unprotected BYOD devices.

2 Policy

- 2.01 Every employee BYOD device with access to enterprise networks or containing company data must be secured with
- (a) a good password to enable the device's use
 - (b) screen timeout after 15 minutes of idle activity with password re-activation
 - (c) remote data-wipe capability
 - (d) company-approved malware protection (antivirus, firewall, spyware, etc.)
- 2.02 Application software supplied by the company for installation on a BYOD device may be installed only on the employee's approved BYOD equipment.

3 Scope

- 3.01 This Statement of Policy and Procedure applies to all employees, whether permanent, temporary, or contract, who are authorized to access company IT systems using their own computing devices.

4 Responsibility

- 4.01 All authorized BYOD users are responsible to follow the guidelines supplied for maintaining their devices, including:
- (a) prompt maintenance of BYOD-approved applications when updates are identified by IT Technical Support
 - (b) frequent update and maintenance of installed malware protection
 - (c) prompt reporting to the company in the event that the device is lost or stolen

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- 4.02 IT Technical Support is responsible
 - (a) to keep BYOD users informed regarding recommended application maintenance including malware updates
- 4.03 IT Operations is responsible to remotely wipe all data on a BYOD device that is reported lost by an employee.

5 Definitions

- 5.02 “Good passwords” are discussed in B-3.12.

6 Procedures

- 6.01 An employee with a BYOD-approved device must
 - (a) set up a good use-password which must be supplied
 - (i) to initiate use of the device
 - (ii) to enable the device’s connection to the enterprise network
 - (iii) to extract, view or modify company data on the device
 - (b) check weekly for updates on malware protection installed on his or her BYOD devices
 - (c) approve in writing that his or her BYOD device may be wiped by the company in the event that the device is lost or stolen
 - (d) promptly inform IT Operations if his or her BYOD device is lost or stolen

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C-3.15 Driving Safety

Purpose:

Sagamok Anishnawbek is committed to safe, accident-free driving. This policy provides guidelines on the use of automobiles for Sagamok Anishnawbek business.

Policy:

General

1. If you have to use your vehicle for work-related activities, please observe safe driving practices. This includes using seat belts and obeying speed limits, traffic signs and signals.
2. Do not talk on a cellphone while driving, even if you have a “hands-free” telephone. While you are driving, let the call go to voice mail or pull over *before* answering it.
2. Do not engage in reading or writing text messages or e-mails or any form of communication via any wireless device while driving. Only do so when the vehicle is safely stopped and parked.
3. If you must make a 911 call in the event of an emergency, please park your vehicle in a safe location before making the call.
4. Sagamok Anishnawbek will not discipline any employee who fails to answer their cellphone or participate in a conference call while driving. Please make every effort to ensure that pre-arranged calls can be made and received from a safe, parked location.
5. When you are operating vehicles for business purposes, you are representing Sagamok Anishnawbek and are, therefore, responsible for driving in a safe and legal manner. You must be properly licensed and insured and you must follow all local, provincial and federal regulations. Proper use of seat belts and headlights is mandatory.
6. Do not pick up hitchhikers at any time.

Insurance

1. If you are required to drive regularly on Sagamok Anishnawbek business, you will be required to provide proof of insurance coverage on your vehicle annually.

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2. You are also required to accurately represent to your insurance carrier the amount of business travel you do. If there is additional cost on your insurance as a result of your business travel, Sagamok Anishnawbek will reimburse you for the difference up to a maximum of \$500.00 per year.

Driving Record

1. If you are required to drive regularly for Sagamok Anishnawbek, you will be required to provide proof of your safe driving record by supplying your Supervisor with a motor vehicle abstract on an annual basis. Sagamok Anishnawbek will reimburse you for the cost of this record.
2. You must inform your Supervisor, in writing, of any change to your licence status or insurance status immediately.
3. You are responsible for maintaining your vehicle in proper safe operating order. You may be required to provide proof that your vehicle has had all the necessary safety and maintenance work required by the appropriate government agencies.
4. You are responsible for any tickets you receive for speeding, parking or other traffic violations.

Driving Safety

1. When driving for Sagamok Anishnawbek please drive according to the weather conditions. All employees are expected to make appropriate decisions to drive according to Sagamok Anishnawbek's policy on Inclement Weather (C-2.9).
2. Every vehicle owned by Sagamok Anishnawbek will have a first aid kit in the trunk. You must carry this kit at all times. Please ensure that the supplies are maintained and up to date.
3. If you are transporting anything, please ensure that it is secured properly in the vehicle. The trunk is always the best place, but if the object does not fit into the trunk, please ensure that it is safely secured within the vehicle.
4. If you are driving for more than two hours, please stop and take a break. In poor weather conditions, you may need to stop more frequently. Always ensure that you pull off the road fully and are visible from oncoming traffic when taking a break.
5. Avoid distractions such as eating, talking on the phone, writing or reading while driving.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Personnel Records	Revision Date: 05/01/2021
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C-3.16 Personnel Records

Purpose:

To maintain current employee data for business-related purposes or where required or authorized by law. To outline the conditions under which employee files may be viewed.

Policy:

It is Council’s policy to establish a process around creating, managing, and protecting human resources records in accordance with applicable laws and Sagamok Anishnawbek policy requirements.

Scope:

This policy applies to Council and Officers.

Responsibilities

Council is responsible for:

- ensuring a human resources records management system is established and implemented

The Director of Operations is responsible for:

- subject to Sagamok Anishnawbek’s Financial Administration Law, the leadership, planning, overall policy and the general oversight of the human resources records management, storage and retention system, and for ensuring the security and integrity

The Director of Human Resources & Shared Services is responsible for:

- the implementation and the operational management of the system

Procedures:

- We maintain a personnel file on each employee.
- Your personnel file contains information about you and your job. This includes your entire job history, including promotions, employment agreement/contract, transfers, special projects, performance evaluations



and any lateness, absenteeism or disciplinary problems. It also contains the documents and information you provided to us when we hired you (ie. resume with experience and qualifications; results of all background checks such as reference checks, criminal background check, credit check, education check). The contents of this file are confidential.

3. Access to human resources records will be restricted to human resources employees in performance of their job function and the Director of Operations, however, you may view the file by requesting an appointment with Human Resources Department.
4. Please advise the Human Resources and/or the Payroll and Benefits Clerk of any changes to your address, phone number or personal situation.

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Subject: Media Relations	Revision Date: 15/07/2020
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C-3.17 Media Relations

Purpose

To protect and enhance Sagamok Anishnawbek’s reputation and image in the media and the public.

Policy

1. Only the Director of Operation
 2. and Chief of Sagamok Anishnawbek may authorize band council communications, including media releases and communication and advertising. If you are contacted by a media representative, please direct him or her to the Chief Executive Officer.
2. Director of Operations must approve the following:
- advertising and marketing and media campaigns or initiatives
 - news articles or interviews in relation to Sagamok Anishnawbek
 - requests for organizational sponsorship, *e.g.*, from charitable or community groups
 - requests for onsite photographs, video footage *etc.*
 - endorsement requests
 - the release of confidential or proprietary information relating to Sagamok Anishnawbek

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
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C-3.18 Internal Disclosure (Whistleblowing)

Purpose:

Sagamok Anishnawbek is committed to the highest standards of ethics and integrity. We demonstrate this commitment by achieving full compliance with all governing laws and regulations and by maintaining accountability for our management practices.

The purpose of this policy is to demonstrate our commitment to integrity and to provide a safe means for employees and others to raise concerns about potential or suspected wrongdoing by Sagamok Anishnawbek.

Policy:

1. It is Council’s policy to establish a process around the reporting and investigation of misconduct while protecting the identity of individuals who report misconduct to the extent possible.
2. Where an employee, acting in good faith and on the basis of reasonable belief, becomes aware of actual, suspected or intended misconduct, unlawful activity, suspicious financial management, or other accountability concerns, he or she has a duty to report such misconduct or incidents, as soon as learning of them, to lawful authorities.
3. An employee, acting in good faith and on the basis of reasonable belief, may refuse to carry out any order or direction which is illegal, unethical, or against company policy and which is given by an individual who has direct or indirect control over the employee’s employment. Such refusals must be reported immediately to lawful authorities.
4. Employees are expected to co-operate fully with lawful authorities during any investigation or proceeding related to acts of alleged misconduct or work refusals under this policy.

Scope

This policy applies to all Council, employees, officers, contractors and members of Sagamok Anishnawbek.

Definition:

2. For the purposes of this policy, *wrongdoing* means:

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- (a) A violation or suspected violation of any federal or provincial Act or regulation.
- (b) Improper or fraudulent financial reporting or accounting practices.
- (c) Unethical business conduct in contravention of Sagamok Anishnawbek’s code of conduct policy.
- (d) Conduct or practices that present a danger to the health, safety or well-being of Sagamok Anishnawbek’s employees, officers, and directors or third parties, where applicable.

Role of Employees

1. All employees are expected to:

- (a) Handle confidential and proprietary information responsibly and in good faith.
- (b) Disclose any wrongdoing or suspected wrongdoing to their Supervisors or respective Director. ([Form 024](#))
- (c) Act in good faith when reporting any suspected wrongdoing and to refrain from making vexatious or unsubstantiated allegations with the intent to harm the reputation of any individual or Sagamok Anishnawbek as a whole.

Role of Managers

Managers are expected to:

- (a) Provide education and advice about this policy to employees.
- (b) Be open and accessible to employees who express concerns about suspected wrongdoing.
- (c) Act promptly and in good faith when employees raise concerns about suspected wrongdoing.
- (d) Co-operate with an Integrity Officer (independent consultant providing investigation services) in enforcing this policy and in conducting any related investigations.
- (e) Protect employees who report suspected wrongdoing from reprisals.

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Role of Human Resource Department

The role of the Human Resource Department is to act as a neutral party to facilitate and process internal reports of suspected wrongdoing. This includes:

- (a) Providing education and advice on the terms of this policy.
- (b) Ensuring that employees have ready access to this policy.
- (c) Assisting individuals who wish to file an internal disclosure report.
- (d) Receiving and processing internal disclosure reports.
- (e) Assessing internal disclosure reports and determining if there are sufficient grounds to warrant further action.
- (f) Determining what action must be taken to address the suspected wrongdoing, including providing a report to upper management or to outside law enforcement agencies, where necessary.
- (g) Implementing measures to protect individuals who report suspected wrongdoing in good faith, from reprisals.
- (h) Making recommendations for sanctions if an internal disclosure report is filed maliciously or in bad faith.
- (i) Keeping records of all internal disclosure reports and any investigations or remedial action taken.

Responsibilities

Council is responsible for:

- making sure that this policy is communicated to all affected and interested persons
- investigating reported misconduct Finance and Audit Committee members

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- making sure that the identity of the person who makes a report of misconduct in good faith is kept confidential to the extent possible in all circumstances and not subject to negative actions for making the report
- approving policies and procedures required in the Financial Administration Law on such matters
- supporting and fostering an open and ethical environment

The Finance and Audit Committee is responsible for:

- reviewing any reports provided to it on inquiries into the circumstances of the reported misconduct; conducting any further inquiry it considers necessary; and providing a report to Council, along with any recommendations
- taking all reasonable steps to make sure that the identity of the person who makes a report of misconduct is kept confidential to the extent possible in all circumstances
- taking necessary steps to make sure that persons who have reported instances of wrongdoing remain protected against any negative actions including but not limited to discrimination, threats, harassment or loss of employment or employment opportunities
- supporting and fostering an open and ethical environment

The Chair of the Finance and Audit Committee is responsible for:

- taking all reasonable steps to make sure that the identity of the person who makes a report of misconduct is kept confidential to the extent possible in all circumstances
- taking necessary steps to make sure that persons who have reported instances of wrongdoing remain protected against any negative actions including but not limited to discrimination, threats, harassment or loss of employment or employment opportunities
- reporting to Council any potential or real breaches of policy and/or negative actions against the whistleblower

The Director of Operations is responsible for:

- communicating the Whistleblower Policy to all affected and interested persons
- providing a confidential reporting procedure(s) to report violations
- receiving reports of misconduct, making an appropriate and timely inquiry into the matter and reporting to the Finance and Audit Committee as soon as possible
- taking all reasonable steps to make sure that the identity of the person who makes a report of misconduct is kept confidential to the extent possible in all circumstances

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- taking necessary steps to make sure that persons who have reported instances of wrongdoing remain protected against any negative actions including but not limited to discrimination, threats, harassment or loss of employment or employment opportunities
- reporting to Council any potential or real breaches of policy or negative actions against the whistleblower
- securing related records
- fostering and supporting an open and ethical environment

Procedures

Freedom from Retaliation / Fostering an Open and Ethical Working Environment

1. The intention of this policy is to encourage you to raise legitimate concerns about suspected wrongdoing in a safe and secure manner.
2. If you file a report in good faith, you will not be subjected to any form of penalty or reprisal. However, if you file an internal disclosure report maliciously or in bad faith, with the intent to harm an individual or Sagamok Anishnawbek as a whole, you may be subject to discipline, up to and including termination.
3. The identity of any person who raises a concern of wrongdoing will remain confidential to the extent possible.
4. A person against whom a report has been made will receive fair and unbiased treatment. Where a preliminary inquiry into a report indicates a possible finding of misconduct, the person against whom the report has been made will be given an appropriate opportunity to answer the allegation in a manner consistent with the other provisions of this policy.
5. On an annual basis, the Finance and Audit Committee will provide Council with a report on the effectiveness of this policy and the Code of Conduct policy.

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Reporting Wrongdoing

Council has established the following procedures to receive, retain, investigate and act on complaints and concerns of Council members, Officers, Director of Finance, Director of Governance, Director of Planning and Infrastructure, Director of Human Resources and Shared Services, Director of Education, Director of Community Wellness, Director of Lands, Resources, Environment.

1. employees, contractors and agents of the First Nation regarding instances of misconduct or wrongdoing.
2. The Director of Operations will make sure that the procedures described above will be included in contracts and the appointment of agents and committee members.
3. The Director of Operations and the Chair of the Finance and Audit Committee will receive and inquire into reports of misconduct or wrongdoing.
4. The Director of Operations and the Chair of the Finance and Audit Committee will report their respective findings of an inquiry into a report of misconduct or wrongdoing that they receive.
5. The Finance and Audit Committee will inquire, if necessary, further into any findings reported.
6. Any report received by a Council member, Officer, employee, contractor or agent from any source inside or outside the First Nation will be immediately forwarded to the Finance and Audit Committee chairperson.
7. First Nation Officers, employees, contractors and agents will forward their reports to the Director of Operations or the Finance and Audit Committee chairperson.
8. Instances of wrongdoing will be reported directly to the Finance and Audit Committee chairperson in the following ways:
 - anonymously in writing to the attention of the Finance and Audit Committee chairperson: [Name, Street, City, Postal Code]
 - via email: [financeandauditcommittee@firstnation.ca]
 - via telephone to the Finance and Audit Committee chairperson via the Director of Finance.
9. Instances of wrongdoing can be reported directly to the Director of Operations in the following ways:
 - anonymously in writing to the attention of the Director of Operations: [Name, Street, City, Postal Code]
 - via email: [cao@firstnation.ca]



- via telephone to the Director of Operations at [705-865-2421]

Inquiry

- Promptly upon receipt of a report, the Director of Operations and the Finance and Audit Committee chairperson will:
 - if not anonymous, confirm in writing to the whistleblower that the report has been received
 - make sure that the identity of the person(s) making the report is kept confidential to the extent possible and that individuals who report in good faith are protected from negative actions
 - include the report in a confidential memo including the following:
 - the nature of the report (including specific allegations made and the names of the persons involved)
 - the date of receipt of the report
 - the current status of any inquiry
 - the report made to the Finance and Audit Committee
 - any final resolution of the reported wrongdoing
 - decide on the appropriate action to be taken when conducting the inquiry and start the inquiry as soon as possible. The inquiry should seek to confirm or deny the allegations presented
 - when the alleged incident is of significant risk to the operations, reputation, etc. of the First Nation, related to potential criminal acts by individuals, or of high financial value to the First Nation, the Director of Operations or the Finance and Audit Committee chairperson may retain external expertise to conduct the inquiry
 - within a period of [eight weeks] from the moment the report has been received, inform the whistleblower, if not anonymous, of the status of the inquiry and steps that have been taken or will be taken following the results of the inquiry
 - report on the progress of current inquiries at each Finance and Audit Committee meeting
 - upon completion of the inquiry, report to the Finance and Audit Committee on the conduct of the inquiry and the result of the inquiry and recommended actions to Council for review and approval
 - the Finance and Audit Committee will actively monitor inquiries to make sure they are conducted in accordance with this policy
 - if the reported wrongdoing concerns a Finance and Audit Committee member, Council will inquire into the matter or retain external expertise to conduct the inquiry

Response and Remedial Actions

- After considering the final report of an inquiry, the Finance and Audit Committee will make a recommendation to Council which will make a decision to resolve the issue as soon as possible.

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- 2. Recommended actions will correspond with the severity of the wrongdoing and can include reprimands, leave without pay, termination, revocation of appointment or other actions as determined by Council and subject to the provisions of the relevant policy.
- 3. Police will be contacted if activities of a criminal nature are identified.
- 4. Recovery of First Nation funds as a result of the wrongdoing as described in the Financial Administration Law will be tracked and collected from the responsible individual(s).



C-3.19 Ownership of Inventions

Purpose:

To clarify the ownership of property created during the course of employment.

Policy:

1. During the course of, or in connection with your employment, you may create certain works or inventions over which Sagamok Anishnawbek retains all proprietary rights.
2. These works or inventions include, without limitation, all inventions, improvements, discoveries, technology, patents, copyrightable materials, designs, processes, documentation or techniques that you may conceive of or make while employed at Sagamok Anishnawbek that relate to or are connected with areas of existing or reasonably foreseeable business interests of Sagamok Anishnawbek.
3. All works or inventions are the exclusive property of Sagamok Anishnawbek and we retain all proprietary rights to them.
4. To help us protect our proprietary rights, we require you to promptly disclose to us all works or inventions made in the course of or in connection with your employment and to keep related records. These records are the sole property of Sagamok Anishnawbek.
5. Upon request by Sagamok Anishnawbek, either during your employment or after it ends, you are required to execute any applications, assignments or other instruments that are necessary to enable us to apply for and obtain patent rights in Canada, the U.S. and other countries.

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Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Searches	Revision Date: 15/07/2020
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C-3.20 Searches

Purpose:

To make employees aware of Sagamok Anishnawbek's practices with respect to searches of workplace property.

Policy:

1. There is no guarantee or expectation of privacy in the workplace at Sagamok Anishnawbek.
2. Sagamok Anishnawbek reserves the right to conduct searches at the workplace to monitor and enforce compliance with our rules and regulations governing matters such as:
 - health and safety
 - prevention of theft and protection of organization property, including intellectual property
 - drug and alcohol abuse
 - use or distribution of material in contravention of either our Respect in the Workplace policy or E-Mail, Internet and Computer Use policy, including offensive or derogatory publications;
 - possession of weapons or other dangerous items.
3. We may search all company premises, including work areas, desks, computer hard drives, e-mail messages, voice mail messages, file cabinets, locked personal vehicles (if you have parked on company property) and any personal items brought into the workplace, such as purses briefcases, lunch bags and backpacks.
4. The above areas may be searched at any time, without advance notice and whether or not you are present at the time of the search. We may conduct a search on either a random basis or if we have a reasonable suspicion that you are in contravention of our rules and regulations, as described above.

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5. In light of this policy, we recommend that you refrain from bringing any personal items to work that you would not be prepared to show to representatives of Sagamok Anishnawbek.

6. The objective of this policy is to provide protection to employees and the organization as a whole. Any search done pursuant to this policy will be done with a view to protecting your privacy and dignity, to the maximum extent possible.

7. Impeding or interfering with a proper search of organizational property will be considered a violation of this policy and may result in disciplinary sanctions.

Section: Terms and Rules of Employment	Policy Number: C-3.21
Sub-section: Standards of Conduct	Effective Date: 01/04/2012
Subject: Visitors to the Workplace	Revision Date: 15/07/20
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C-3.21 Visitors to the Workplace

Purpose:

To clarify when visitors are allowed into the workplace.

Policy:

1. Visitors at the workplace create potential health and safety risks and also distract the work of others. Although the occasional visitor is acceptable, they are not permitted on a routine or extended basis.
2. This restriction on visiting also applies to you if you are off work for any reason, for example on a leave of absence or vacation. Coming in to the workplace for a short visit, such as to pick up a cheque is fine, but the visit should be limited to that purpose.
3. The presence or care of children at the workplace also creates a health and safety risk and presents a distraction to your co-workers. If you have a child care problem, please consult with your immediate supervisor so that suitable arrangements may be made.
4. If you have taken a pregnancy or parental leave and wish to bring the baby in to meet your colleagues, please try to attend over a suitable break period, such as a lunch break, and limit the time of your visit so that your co-workers can continue their work with minimal distraction.
5. All visitors to any Sagamok workplace must stop at the reception area and be received. Each visitor will sign in indicating the person whom they are visiting, indicating the time of arrival and time of departure. If the reason for the visit is work related than an appointment should be made with the respective employee. This is to avoid walk-ins and allow better control of traffic inside buildings and offices.



Section: Terms and Rules of Employment	Policy Number: C-3.22
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Business Etiquette Guidelines	Revision Date: 15/07/2020
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C-3.22 Business Etiquette Guidelines

Purpose:

Part of a respectful working environment includes acting in a courteous and professional manner towards those with whom you come into contact. The following is a list of some suggestions for proper business etiquette.

Policy:

General Business Etiquette

To help everyone manage their workload and to ensure we respect each other’s time:

- Whenever possible, try to refrain from interrupting your colleagues with questions or discussions during the first one to two hours of each day. This will allow everyone to have a designated “quiet time” in the office when they can concentrate on work without interruption.
- If you do need to have a discussion with another employee, do not stand in their doorway waiting for them to conclude a telephone call or discussion with someone else. This can be very distracting to others. Instead, leave and come back, allowing enough time for the other person to conclude the call or discussion.

E-mail Etiquette

When it is used correctly, e-mail is a valuable business tool. Misused, it can waste significant working time and business resources. Therefore, it is important to observe the following guidelines:

- Do not send unnecessary e-mail messages or attachments.
- Use the “Reply to All” and high priority features sparingly.
- Avoid becoming overly familiar or excessively curt in e-mail messages, as they can be easily misunderstood.



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- Be careful what you say in e-mail messages – they are not private.
- Be brief – if the message is long, write a memo and include it as an attachment.
- Answer all questions in the originating e-mail and provide enough information so that the person does not have to ask further questions.
- Use proper spelling, grammar and punctuation.
- Respond quickly.
- Do not attach unnecessary files.
- Do not write in CAPITALS.
- For group e-mail messages use “bcc” or create a mail merge, to protect the privacy of the recipients.
- Do not request read receipts unless necessary.
- Do not copy or forward an e-mail without the sender’s permission.
- Do not use e-mail to discuss confidential information or to avoid difficult conversations.
- Use a meaningful subject line to help both you and the recipient organize the information contained in the e-mail.
- Do not send or forward e-mails containing defamatory, offensive or obscene remarks.
- Do not use overly cute abbreviations and emoticons.
- Do not forward virus hoaxes or chain letters.
- Keep your language gender neutral.
- Do not reply to spam.

Telephone/Cellphone/PDA Etiquette

Telephones are an important tool for business communications and should be used wisely.

- Do not use speakerphone. The sound travels very easily and can disrupt other employees. It can also be quite distracting to the person you are calling.



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Subject: Business Etiquette Guidelines	Revision Date: 15/07/2020
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- Leave a detailed voice mail message so that the recipient can be prepared when calling you back.
- When leaving a voice mail message, tell the person when would be the best time to call back.
- Answer your phone regularly and do not allow it to constantly go to voice mail.
- Do not drink, eat or chew gum while on the phone.
- If you are meeting with others, turn off your cellphone or PDA (personal digital assistant, *e.g.*, BlackBerry). If you take a call or check your PDA during a meeting, you are sending a message to the others that you do not respect them or value their time.
- If there is a call you absolutely must take (which should be rare), advise the people you are meeting with in advance that you must take the call. Set the phone to vibrate and when it rings, excuse yourself from the room while you take the call. Keep the call as brief as possible.
- Cellular transmissions can be intercepted by others and are not confidential. Accordingly, do not engage in confidential or sensitive discussions on a cellphone.
- When talking on a cellphone, do not disrupt the others around you. Move to a secluded spot and speak in a normal voice. There is no need to shout into the phone.
- Set your phone to a quiet, normal ring.
- Turn off your personal cellphone while you are at work.

Meeting Etiquette

How you conduct yourself during business meetings can say a lot about your respect for others.

- Be on time or better yet, be early.
- Turn off your cellphone, pager or PDA and focus on the subject of the meeting.
- Do not engage in personal activities such as writing a shopping list or engaging in personal grooming.



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- If you are chairing the meeting, start and end the meeting on time. It will send the message that you respect people’s time and discourages latecomers to future meetings.
- If you are chairing the meeting, create an agenda and stick to it. Do not allow discussions to get off topic.
- Be prepared and contribute wisely.
- Do not chew gum or eat food not provided as part of the meeting. Bringing your own beverage is generally acceptable.
- Do not laugh, talk or pass notes to other people during the meeting.
- Do not interrupt others. If you wish to contribute to the discussion, make a note of the point you wish to raise and wait respectfully for your turn to speak.

Cubicle Etiquette

In today’s modern open-concept offices our behaviours can affect those around us very easily. It is important to always keep others in mind and ensure that you conduct yourself in a considerate manner. The following are some guidelines for cubicle etiquette.

- In general, if you notice that a colleague is concentrating on something, try not to interrupt them. Instead, you might send them an e-mail requesting that they let you know when they are available.
- Keep your voice at a reasonable level when on the telephone or speaking with colleagues. Do not talk in a raised or loud voice.
- When conducting a meeting or having a conversation with a colleague, do not stand in the doorway to their cubicle. Sound travels throughout an open concept office and your conversations may disrupt others. Instead, step into their cubicle and speak to them from a closer distance, or ask them to accompany you to one of the meeting rooms. Do not shout to your colleagues over the top of the cubicle.
- Do not listen to the radio or music at a volume that will disrupt others.



Section: Terms and Rules of Employment	Policy Number: C-3.23
Sub-section: Standards of Conduct	Effective Date: 01/04/2015
Subject: Environmental Responsibility	Revision Date: 15/07/2020
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C-3.23 Environmental Responsibility

Purpose:

This policy supports Sagamok Anishnawbek’s commitment to a healthy environment through the reduction of waste, conservation of energy and reduction of the use of natural resources. All employees are expected to follow this policy to the extent possible.

Policy:

To assist you in determining how you can help Sagamok Anishnawbek act as a model of environmental responsibility, we have established the following guidelines.

Reduce Paper Waste

1. Communicate both externally and internally using e-mail and other electronic methods. Only print hard copies of documents that are essential for record keeping.
2. When printing copies of e-mails, ensure that only the most recent message is printed, to eliminate the printing of multiple messages in a chain.
3. Complete electronic forms to eliminate the need for printing paper forms.
4. When printing and photocopying, use double-sided options.
5. Always run a test photocopy to ensure that the quality is acceptable before printing multiple copies that may then need to be thrown away.
6. Prepare notepads from scrap paper and use scrap paper for printing drafts.
7. Use smaller page margins on your documents. This decreases the amount of paper required for printing.



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Subject: Environmental Responsibility	Revision Date: 15/07/2020
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8. Whenever possible, please reuse sticky notes. Also, please use the smallest size of sticky notes sufficient for your requirements.
9. Once you have sent a letter by fax, do not send the original by mail unless absolutely necessary.
10. To further manage our use of paper, Sagamok Anishnawbek is committed to using only recycled paper products.

Reduce Electricity Usage

1. Do not adjust thermostats. If you feel that the temperature needs to be adjusted, make a request to your Supervisor. The guidelines for the office temperature controls are heat at 18 degrees and air conditioning at 26 degrees. If your office or work station is too cold, it may be more efficient to use a portable heater than to raise the temperature across the premises.
2. Turn off all unnecessary lights. Turn off individual lights if you are leaving your work area for more than one hour.
3. At the end of each day, ensure that all lights, computers, monitors and other machines are turned off.

Recycle/Re-use

1. Please use the blue recycling boxes available throughout the premises. The following items are to be recycled whenever possible:
 - paper
 - newsprint, phone books
 - cardboard (toilet rolls and paper towel rolls)
 - aluminum cans
6. Please reduce your use of disposable items such as Styrofoam cups and plastic utensils. Instead, use the cutlery, glasses and ceramic mugs provided by Sagamok Anishnawbek for daily use.



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3. To help eliminate environmental concerns associated with plastic water bottles, some facilities may have installed a filter on our taps in the kitchen. Accordingly, we ask that you not use plastic water bottles at work.

Commuting/Travel

1. We encourage you to carpool whenever possible.
2. If you choose to walk or ride a bicycle to work, you may be eligible to work a more flexible work schedule and to enjoy a more relaxed dress code. Please discuss this option with your Supervisor.
3. Please make every attempt to eliminate unnecessary travel. If appropriate, schedule video or teleconferences rather than travelling to an off-site meeting.

Go Organic

1. To support Sagamok Anishnawbek's commitment to the environment, we will make every attempt to use only environmentally friendly products, such as cleaning supplies, recycled paper towels, coffee filters, etc.

Section: Compensation	Policy Number: D-1.1
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Salary Philosophy	Revision Date: 15/07/2020
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Section: Compensation
Sub-section: Pay
D-1.1 Salary Philosophy

Purpose:

To define and outline our salary administration policy as per the wage grid and narrative.

Policy:

1. We are committed to a compensation system that:
 - ensures that all employees receive fair and equitable salaries
 - reflects your position, duties, responsibilities, education, experience and job performance
 - enables us to recruit and retain qualified employees
2. We will examine individual compensation on an annual basis.
3. We will endeavor to review the salary range for each position every three years, or sooner if the scope of the position changes.
4. All wage increases (merit or cost of living) must be pre-approved by the Director of Operations (DOO). Once approved, Directors must reflect wage increases in annual budget that will be presented to Chief and Council at the beginning of the fiscal year.
5. Any wage increases not reflected in the annual budgets must be approved by DOO. DOO must report adjustments to Chief and Council.
6. All proposed merit increases must be accompanied with a completed employee performance evaluation.

Section: Compensation	Policy Number: D-1.2
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Payment of Wages	Revision Date: 15/07/2020
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D-1.2 Payment of Wages

Purpose:

To provide information to employees regarding the payment of wages including timing, and method of payment.

Policy:

1. You will receive your pay on Friday on a bi-weekly basis. If the pay date falls on a holiday, we will pay you on the business day that falls immediately before the holiday.
2. You will be paid by direct deposit.
3. Pay notifications will be emailed to all employees.

Section: Compensation	Policy Number: D-1.3
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Time Records	Revision Date: 15/07/2020
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D-1.3 Time Records

Purpose:

To provide guidelines on how employees are to track their time for payroll purposes.

Policy:

1. You are responsible to punch in and out of work. Record your hours of work on your time sheet. This includes recording your arrival and departure time, lunch and break periods and any time you are away from the premises for non-work-related reasons on the attendance management system.
2. Under no condition may you record time for any other employee.
3. Once you have signed in, we expect you to start work immediately. You may not sign in and then engage in personal activities such as getting coffee, taking off your coat *etc.*
4. If you forget to sign in or out, please notify your supervisor immediately, so that the appropriate record may be made.
5. Falsification of time records is a very serious matter. If you violate this policy, you may be subject to discipline, up to and including termination.



Section: Compensation	Policy Number: D 1.4
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Payroll Process	Revision Date: 01/06/2021
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D 1.4 Payroll Process

Purpose:

POLICY

Sagamok Anishnawbek is subject to federal jurisdiction. Therefore, all employee payroll policies must adhere to Canada Labour Code.

PROCEDURES

The pay periods for payroll purposes shall be bi-weekly, direct deposit each second Friday.

The Payroll & Benefits Clerk shall be responsible for all payroll records and for the issue of payroll cheques.

The rate of salary applicable to each employee shall be determined by the Director of the department and will be in written form on a contract, letter of offer or compensation adjustment form to be filed with the employee’s personnel records.

Request for changes in salary rates or positions are to be approved by the Director of Operations using a Compensation Adjustment Form.

Changes to employees personal information such as bank account for direct deposit must be sent to payroll two (2) weeks in advance for changes to become effective.

The Payroll & Benefits Clerk shall record in the First Nation’s payroll records, gross earnings, deductions for employment insurance and other deductions, which may be applicable. The net pay, together with the cheque number shall be recorded in the payroll records.

The Payroll & Benefits Clerk will prepare on a monthly basis, remittances to the appropriate government or insurance authority, covering deductions made from employee’s salaries in the last month. These payments are to be approved by the Director of Finance.

Under no circumstance shall salary advances be made.

Salary adjustments or increases are to be incorporated into the annual budget planning process.



Salary adjustments will be determined on the basis of funding availability, increases/decreases to a position's workload and performance evaluations.

Director of Operations, Department Directors, Director of Finance and Payroll & Benefits Clerk



Section: Compensation	Policy Number: D 1.5
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Payroll Documentation	Revision Date: 01/06/2021
Page: 1 of 1	

D 1.5 Payroll Documentation

Purpose:

7.2 DOCUMENTATION

POLICY

Employees of Sagamok Anishnawbek shall be classified in one of the following categories:

1. Full time
2. Part time
3. Casual
4. Contracts

Employees must use the applicable time keeping software to sign in and sign out for each shift worked in the biweekly pay period. The Payroll & Benefits Clerk will process payroll based on the Manager approved digital timesheets. All vacation, leaves, overtime must be documented and approved.

PROCEDURES

The Department Manager / Director shall approve digital timesheets by the end of the working day on the Monday of the pay period.

It is the responsibility of the Department Manager / Director to verify all digital timesheets for accuracy.

Pay stubs are emailed to each employee on the Thursday afternoon prior to the Friday payroll deposit.

PERSON(S) RESPONSIBLE

Payroll & Benefits Clerk



Section: Compensation	Policy Number: D 1.6
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Wage Increases	Revision Date: 01/06/2021
Page: 1 of 1	

D 1.6 Wage Increases

Purpose:

WAGE INCREASES

POLICY

Employees of Sagamok Anishnawbek may be entitled to wage increases upon approval based on the approved Salary Compensation criteria.

PROCEDURES

All wage increases are to be submitted by the Director and approved by the Director of Operations, documented on the Compensation Adjustment Form.

Payroll & Benefits Clerk is responsible to implement the approved increase and retroactive pay, where applicable and noted on the Compensation Adjustment Form.

PERSON(S) RESPONSIBLE

Department Directors, Director of Operations and Payroll & Benefits Clerk



Section: Compensation	Policy Number: D 1.7
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Leave Requests	Revision Date: 01/06/2021
Page: 1 of 1	

D 1.7 Leave Requests

Purpose:

LEAVE REQUESTS

POLICY

Employees of Sagamok Anishnawbek are entitled to leaves. Some leaves are paid according to Canada Labour Code as noted in the Human Resources Policy Manual. All leaves must be pre- approved by the Manager.

PROCEDURES

Employees are responsible for requesting any leave of absence indicating the type of leave and length of the leave. This is done electronically through the time and attendance system.

It is the responsibility of Manager to ensure that an employee’s leave request is in accordance with the Personnel Policy Manual and approving or denying said leave and that available leave balances are actual available to take.

PERSON(S) RESPONSIBLE

Department Manager, Directors, Payroll & Benefits Clerk



D

Section: Compensation	Policy Number: D 1.8
Sub-section: Pay	Effective Date: 01/04/2015
Subject: Payroll Corrections	Revision Date: 01/06/2021

1.8 Payroll Corrections

Purpose:

PAYROLL CORRECTIONS

POLICY

Employees' payroll remuneration should be accurate and concise.

PROCEDURES

Errors in pay have to be brought to the attention of the Manager. The Manager will communicate with the Payroll & Benefits Clerk of the required correction.

The employee's next pay will be adjusted for the correction if the employee was overpaid or underpaid less than the amount of one regular shift. (ie: 7.0 hour shift worker would be issued a correction if 7.0 hours or more were not paid on the original payroll deposit. No correction will be paid if the hours are 6.0 or less. This would be issued on the next biweekly deposit)

PERSON(S) RESPONSIBLE

Manager, Payroll & Benefits Clerk

Section: Compensation	Policy Number: D 1.9
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Sub-section: Pay	Effective Date: 01/06/2021
Subject: Time Management System	Revision Date: 01/03/2021
Page: 1 of 3	

D 1.9 Time Management System

Purpose:

Time Management System Policy

Purpose:

The purpose of this policy is to provide guidelines to employees in the proper use of the Mitrefinch Time Management System and to ensure time records are reported accurately.

Scope:

Sagamok requires all employees to clock in and out when they come to work and leave. The Time Management System clock will enable employees to more accurately keep track of working hours. It will also allow the payroll department to more efficiently process time worked and leave taken. For this system to work to its fullest potential, all employees are required to follow the guidelines and policy outlined below. This policy covers all employees that are required to clock in using the TMS clocking system. It is each manager and employee’s responsibility to learn the TMS system and use it appropriately.

The TMS clock is synched to Apple time and does not necessarily follow the clock on your desk phone. If you follow a different clock or use a different brand of phone, please be aware of any time difference.

Some employees will be authorized to sign in and out of work using the Mitrefinch app on their phone. This method of signing in and out is tracked through GSP locating. Sagamok will be made aware of where the employee was located when signing in and out. Any miss use of the method of sign in or out will be subject to discipline up to termination as per policy.

Policy:

Sagamok requires all employees to be at their assigned workstation and ready to begin work by their scheduled start time.

1. Employees must clock in at a clock location located closet to your workstation or one that has been assigned by their supervisor.



2. If an employee forgets to clock in or out, they are to contact their supervisor when it is realized, to explain the circumstances and to provide actual clock in or clocking out information. Excessive failure to clocking in or out will be subject to disciplinary action.
3. If the time clock does not read their fingerprint or the clock appears to be non-functioning, the employee must notify their manager who will in turn notify HR.
4. There will be no “work schedule shifting”. If you clock in at 8:20 am, you clock out at your normal time, not 4:20 pm to make up lost time.
5. Any employee clocking in earlier must have their supervisor’s approval.
6. Repeated instances of clocking in early or clocking out late such that overtime is accumulated will result in disciplinary action.
7. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include Sagamok supported events.
8. Employees are prohibited from “Clocking and Smoking” - clock in and then immediately return outside to smoke. This is considered falsification of a document which results in disciplinary action up to and including termination from employment.
9. Any falsification, tampering or unauthorized altering of time clock records is grounds for disciplinary action, up to and including termination.

RESPONSIBILITIES:

A. Employee

1. Employees are expected to use the clock system (TMS) by punching “In” and then touching the screen pad with their finger. You may also use your employee number to punch in.
2. You may clock in up to 29 minutes prior to the start of your workday. Any clocking in after the start is considered tardy. You can clock out within 14 minutes at the end of your workday. TMS rounds off to the nearest quarter hour.

B. Manager/Supervisor

1. Ensure that new employees are properly trained in using TMS.



2. Responsible for reviewing, approving, and reporting all hours worked and any approved time off for each employee.
3. Review employee records daily and account for any missed or erroneous clocking. Manually enter any clocking an employee misses and delete any erroneous clocking. Each manual entry must have an appropriate comment attached.
4. Enter appropriate codes for annual leave, sick leave, and any other authorized absences.
5. Make appropriate employee schedule changes when necessary.
6. Ensure employees work according to their scheduled time.
7. Enter employee IN and OUT times in the system if the employee is working elsewhere other than their usual workstation.
8. Verify timesheet accuracy prior to submitting to the payroll department for processing.

Section: Compensation	Policy Number: D-2.1
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Insurance Benefits	Revision Date: 07/09/2021
Page: 1 of 1	

Sub-section: Benefits
D-2.1 Insurance Health Benefits

Purpose:

To establish a benefit structure that helps Sagamok Anishnawbek attract, retain and motivate employees.

Policy:

1. All permanent, full-time employees are eligible to participate in our group health benefits program. To be eligible, you must complete any waiting periods dictated by the terms of the plan.
2. Part time, casual and contract employees will be paid 5% in lieu of benefits as they are not eligible to join the health benefit plans. This is payable every biweekly pay period.
3. Benefits coverage may be discontinued if you are not actively employed for more than 31 days.
4. Details of your benefits plan are contained in the group benefits booklet, which you may obtain from the Human Resources Office.
5. In order to ensure that we maintain appropriate benefits, we reserve the right to change your benefit package from time to time.

Section: Compensation	Policy Number: D-2.2
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Retirement Pension Plan	Revision Date: 09/01/2021
Page: 1 of 1	

D-2.2 Retirement Pension Plan

Purpose:

Sagamok Anishnawbek believes in planning for and supporting the well-being of their employees in their retirement years and shall contribute with the employee towards a pension plan.

Policy:

1. All full-time employees who have completed six months of continuous employment with Sagamok Anishnawbek will be enrolled in the retirement pension plan.
2. A permanent part time employee must have completed two years of continuous employment and will be enrolled if the employee has earned 35 (thirty-five) percent of the year's maximum pensionable earnings in each of the two consecutive calendar years immediately before joining the plan.
3. Enrolment in the retirement plan is mandatory for full time employees.
4. The employee's contribution is 6 % of his or her gross earnings. An employee may voluntarily increase his or her contribution up to 9%. The employer's contribution is limited to 6% of the employee's compensation with matching voluntary contribution up to 9% of the employees voluntary contribution.
5. Contract and casual employees will receive 5% in lieu of benefits as they are not eligible to join the pension plan. This will be paid each biweekly pay period.
6. The normal retirement age is 65. The earliest retirement age is 10 years before the normal retirement age. The latest retirement age is December 31 of the calendar year of the employee's 69th birthday or at such a time as required under the applicable legislation.
7. An employee's required contribution of 6% is locked in immediately but any voluntary contributions may be withdrawn at any time subject to a withdrawal fee.
8. If an employee is on a leave of absence without pay or a temporary layoff, all contributions shall cease during such periods; however, there may be absences where certain types of contributions must continue, ie. maternity or parental leave.

Section: Compensation	Policy Number: D-2.3
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Incentive Programs	Revision Date: 15/07/2020
Page: 1 of 1	

D-2.3 Incentive Programs

Purpose:

To establish an incentive plan that rewards excellence in performance and encourages excellence in the future.

Policy:

1. We may, from time to time, provide you with a bonus, or other type of incentive (“incentive”). The payment and amount of any incentive is solely at our discretion. To be eligible, you must be employed with us on the date that the incentive becomes payable.
2. Incentives are not considered part of your wages and will not be taken into consideration in calculating any payment owing to you.
3. The payment of an incentive in one year does not obligate us to provide you with an incentive in any future years.
4. We may unilaterally discontinue any incentive plan at our sole discretion.

Section: Compensation	Policy Number: D-2.4
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Vacations	Revision Date: 15/07/2020
Page: 1 of 2	

D-2.4 Vacations

Purpose:

To establish a vacation structure that helps meet the needs of Sagamok Anishnawbek while contributing to the well-being of our staff members.

Policy:

1. If you are a full-time employee, we will grant you paid vacation time as follows:
 - at 1 year of service 3 weeks
 - at 3 years of service 4 weeks
 - at 9 years of service 5 weeks
 - at 15 years of service 6 weeks

If you are on a maternity/parental leave or work related sick or injury leave, accumulation of seniority shall continue.

Eligibility of vacation days is based on the employee's anniversary date.

- 1.1 If you are a **contract** employee with one year of service you are eligible for two (2) weeks of vacation after one year and from two (2) years of service up to a period of 5 years of service, you shall be eligible for 3 weeks' vacation.
- 1.2 If you are a casual or part time employee you will be paid a vacation pay percentage, payable on each biweekly deposit. This payment will be a percentage of your gross earnings for the biweekly period. Vacation percentages shall be paid as follows:
 - 6 % paid for 1 to 3 years of service
 - 8% paid for 3 to 9 years of service
 - 10% paid for 9 to 15 years of service
 - 12% paid for 12 plus years of service
2. Vacation credit shall only be used for paid leave and no financial compensation for vacation shall be granted. However, at the Director's discretion, you maybe advanced up to 5 days total under special circumstances.



- 3. While we will make every effort to accommodate your vacation requests, the timing of your vacation is always subject to your Supervisor’s approval.

To ensure optimum chance of approval of your vacation request and for planning by your Manager please submit your vacation request at least 5 days prior to the days requested. We understand that may not always be possible, i.e.: emergency etc.

Please complete [Form 011](#) to request vacations. Under normal circumstances, we will not allow vacation time to be taken during a probationary period.

- 4. You may take more than two weeks of vacation at a time if you obtain prior approval from your Supervisor.
- 5. We expect you to resolve conflicts between yourself and your co-workers with respect to a proposed vacation date. If you are unable to resolve a vacation conflict, your Supervisor will determine the vacation schedule.
- 6. It is in everyone’s best interests that you be well rested and able to work productively. Therefore, we encourage you to take your vacation time when you have earned it. You may only carry forward one non-cumulative week of vacation and you must obtain approval from your Supervisor to do so.
- 7. If a statutory holiday occurs during your vacation, it is not counted as a vacation day.
- 8. Vacation time that has been taken before it is earned will be deducted from any wages or termination pay owing to you when your employment ends.
- 9. The Chief of Sagamok Anishnawbek shall be entitled to four weeks annual vacation during the first two years in office after which time he or she will earn one additional week for each term in office up to a maximum of thirty days.
- 10. For existing employees that are moving to a permanent position from casual, part time or contract, Sagamok shall use the most recent hire date where there was not break in service as the anniversary date to determine vacation eligibility. Payroll shall make the calculation to determine the actual number of paid days based on the “new” service date. Vacation banks will be adjusted and communicated to the employee.

Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Employee Assistance Program	Revision Date: 01/05/2021
Page: 1 of 1	

D-2.5 Employee Assistance Program

Purpose:

To recognize that there are times when issues outside of your work life make it difficult for you to perform your duties, and to provide you with appropriate assistance.

Policy:

1. We recognize that from time to time everyone experiences personal challenges that can disrupt their physical and mental well-being. To help offset these difficulties and minimize their impact at work, we have established an employee assistance program for eligible employees.
2. The program provides some financial support to help you obtain professional assistance with your problem (*e.g.*, counseling for marital problems, stress, grief, substance abuse or financial problems).
3. If you wish to access the program please call our EAP provider at 1-855-698-4873. Brochures are available through the Human Resources Department. This discussion will be completely confidential, regardless of whether or not you decide to use the program.

Section: Compensation	Policy Number: D-2.6
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Membership in Associations	Revision Date: 15/07/2020

D-2.6 Membership in Associations

Purpose:

To provide the necessary resources to ensure that Sagamok Anishnawbek maintains relationships with appropriate professional bodies and associations.

Policy:

1. We may pay all or a portion of the fee for your membership in a professional association or organization.
2. You must obtain approval from your Supervisor in advance, if you wish to be reimbursed for your membership fees.
3. We will only reimburse you for membership in organizations that are directly related to our business, products and services.



Section: Compensation	Policy Number: D-2.7
Sub-section: Benefits	Effective Date: 01/04/2015
Subject: Community Service	Revision Date: 15/07/2020
	Page: 1 of 1

D-2.7 Community Service

Purpose:

Sagamok Anishnawbek recognizes the value of employee involvement in volunteerism and other community service endeavors, both to the individual and to the community at large. Sagamok Anishnawbek supports employees who serve as volunteers in community programs, either for personal interest or as part of organizational-sponsored events. The purpose of this policy is to outline Sagamok Anishnawbek’s guidelines on staff involvement in community service.

Policy:

Volunteer Work

1. Sagamok Anishnawbek will grant up to 20 hours per year of paid time away from work to every permanent full-time employee to engage in approved community service activities.
2. New employees shall be granted this leave after the probationary period.
3. The 20 hours cannot be carried over from previous years or into the following year.
4. Volunteer work must be for a registered charity or recognized community program and will be subject to your Supervisor’s prior approval.
5. You must submit a volunteer activity form ([Form 025](#)) with your approved request for leave.
6. You may not take volunteer time away from work during peak work times. Your absence must not create a requirement for other employees to work overtime or cause conflicts with other employees’ schedules. Time away is subject to your Supervisor’s prior approval.
7. Your volunteer work must not conflict with your role at Sagamok Anishnawbek and must in no way bring Sagamok Anishnawbek’s reputation into disrepute.



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Form Title: EMPLOYEE ACKNOWLEDGMENT FORM	
Form Number: 001	Effective Date: 01/04/2015
Policy Number: <u>A-2.1</u>	Revision Date: 29/11/2018
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Employee Acknowledgment

I have received a copy of Sagamok Anishanwbek's

- Personnel Policy and Procedure Manual
- Administration Policy and Procedure Manual
- Financial Policy and Procedure Manual

and have reviewed it carefully. I understand these policies and agree to abide by them. I agree that if there is any policy which I do not fully understand, I will seek clarification from Human Resources Department.

I understand that these policies are constantly being evaluated and that they may be revised or added to from time to time. I understand that choosing to remain with Sagamok Anishnawbek after being given reasonable notice of such changes means that I have accepted these changes and agree to abide by them.

I also understand that if I violate Sagamok Anishnawbek's policies I may be disciplined or terminated.

Note: Please return this form to your manager, to be put into your personnel file.

Employee Name	Signature	Date
Manager Name	Signature	Date

Form Title: ORIENTATION CHECKLIST	
Form Number: 002	Effective Date: 01/04/2015
Policy Number: B-1.4	Revision Date: 29/11/2018
Page: 1 of 2	

Orientation Checklist

Employee Name:

Position:

Manager:

Start Date:

PART A: TO BE COMPLETED BY HUMAN RESOURCE MANAGER

Review the items on the checklist with the employee. Once you have completed Part A of the checklist, accompany the employee to Department.

Topics to Cover

- Complete the contract/letter of offer ASETS contract by reviewing and signing
- Ensure that the payroll account number is on the Employee Fact Form
- Complete payroll forms e.g. confidentiality form, direct deposit form & employee fact form, Ontario & Federal tax credit forms TD1's Determination Exemption Form(See Finance Policy)
- Review pay periods
- Review benefits package and complete required forms, if applicable (eligibility after 6 month probationary period)

Provide an electronic copy of the personnel policy & procedures manual, form (001)

- Email notification to all employees informing them of the new hire
- Setup a Sagamok Anishnawbek email for the new hire
- Request for CPIC/VSS, Drivers Absract, and Driver Licence if required

Employee Name	Signature	Date
Manager Name	Signature	Date

PART B: TO BE COMPLETED BY MANAGER

Review the items on the checklist with the employee.



- Welcome new employee to Sagamok Anishnawbek
- Provide background and general information on the organization, including mission, vision and values
- Review the organizational chart
- Review the employee's job description, and sign if required
- Review and discuss the probationary period and requirements
- Review the performance management process and evaluation form
- Review the personnel policy & procedures manual and departmental policies

Time keeping process

- Discuss code of conduct, scheduling, hours and break times
- Review business expense claims
- Review telephone and computer systems, including voice and e-mail
- Complete requirements for security system
- Explain internal mail and filing systems
- Provide internal telephone list
- Review and order business cards (if applicable)
- Conduct tour of work area, staff room, washrooms, coat closet, supply room, bulletin boards and emergency exits
 - Health & safety awareness training
 - WMIS
- Address questions and concerns
- Introduce employee to co-workers, and Chief and Council and community in person and through correspondence or newsletter introductions
- Explain employee's first work assignment (after employee has finished Part B)

Employee Name

Signature

Date

Manager Name

Signature

Date

Form Title: PROBATIONARY EMPLOYEE EVALUTION	
Form Number: 003	Effective Date: 01/04/2015
Policy Number: B-1.5	Revision Date: 29/11/2018
Page: 1 of 1	

Probationary Employee Evaluation

Employee Name:

Position:

Manager:

Start Date:

Overall Evaluation maximum score of 20 for each:

<p>COMMUNICATION: The extent to which the employee can effectively and clearly communicate thoughts and ideas to management, coworkers, staff, customers and the general public. Both verbally and written communication skills are important.</p>	<p>Evaluation Narrative:</p>	<p>Max Score: 20</p>
<p>Cooperation: Is the employee willing to help others accomplish their objectives?</p>	<p>Evaluation Narrative:</p>	<p>Max Score: 20</p>
<p>Customer Service: The extent to which the employee recognizes the importance of customer satisfaction by providing customers, other staff, and the community members with prompt and accurate information in a respectful and helpful manner.</p>	<p>Evaluation Narrative:</p>	<p>Max Score: 20</p>
<p>Punctuality/Attendance: The extent to which the employee can be depended upon to report to work, meetings, and other functions promptly each day. Please see Timekron, for complete employee timesheet and time punch records.</p>	<p>Evaluation Narrative:</p>	<p>Max Score: 20</p>
<p>Work Performance: The extent to which the employee can be relied upon to meet work schedules efficiently, fulfill job responsibilities, and is self-sufficient in completing tasks.</p>	<p>Evaluation Narrative:</p>	<p>Max Score: 20</p>



Recommendation

- Continue employment – comment sections: strenghts
- Extend probationary period for _____ months (must be for extenuating circumstances). reasoning for extending probabtion perod
- Terminate employment

Employee Name **Signature** **Date**

Manager Name **Signature** **Date**



Form Title: TRAINING AND DEVELOPMENT REQUEST	
Form Number: 004	Effective Date: 01/04/2015
Policy Number: <u>B-2.3</u>	Revision Date: 29/11/2018
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Training Request

Employee Name: _____ Position: _____

Supervisor's Name: _____ Position: _____

- Training identified in training plan
- Training not a part of training plan (See repayment schedule plan below).

DESCRIPTION OF TRAINING

Name of Training:
 Name of Facilitator or Organization:
 Location:
 Dates:
 Times:
 Workshops Selected:

Is a training description available? No _____ Yes. If so, please attach.

BUDGET

Registration Fee
 Mileage:
 Accommodation:
 Meals:
 Resource Material
 Total
 Amount Remaining in Budget

COVERAGE & AGREEMENT

By submitting this request you agree not to exceed 7 hours and not accrue any overtime for this period. (travel time arrangements to be made with the Supervisor).
 Name of employee covering in my absence:

Form Title: TRAINING AND DEVELOPMENT REQUEST	
Form Number: 004	Effective Date: 01/04/2015
Policy Number: B-2.3	Revision Date: 29/11/2018
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TRAINING BENEFITS TO EMPLOYEE AND SAGAMOK

Please describe how the training will benefit yourself as an employee and Sagamok Anishnawbek. Relate benefits to goals and objectives of the position, program, and that of Sagamok Anishnawbek.

REPAYMENT SCHEDULE

If you resign from your employment, you must reimburse us for any amounts we have paid to you for training and development. This does not apply to courses that we instruct you to take.

The repayment schedule is as follows:

<i>Period between Date of Course and Resignation</i>	<i>Pro-rated Repayment Obligation</i>
Up to and including 12 months	100%
More than 12 months, up to and including 24 months	66%
More than 24 months, up to and including 36 months	33%
More than 36 months	0%

I have not been instructed to take this approved course(s), therefore I authorized Sagamok Anishnawbek to recover the identified training amounts based on the repayment schedule noted above.

Employee Name	Signature	Date
----------------------	------------------	-------------

Supervisor	Signature	Date
-------------------	------------------	-------------

If request has been denied, provide reason below:

(Please attach a copy of the training description along with this form)

Form Title: WORKPLACE RESPECT FORM	
Form Number: 005	Effective Date: 01/04/2015
Policy Number: <u>B-4.2</u>	Revision Date: 29/11/2018
Page: 1 of 2	

Workplace Harassment and Violence Complaint

Employee Name: _____ **Position:** _____

Manager: _____ **Date:** _____

Name(s) of individual(s) involved:

Description of Complaint

Include as much information as possible. This includes:

- dates and times of the harassment
- where it occurred
- what happened



Form Title: WORKPLACE RESPECT FORM	
Form Number: 005	Effective Date: 01/04/2015
Policy Number: <u>B-4.2</u>	Revision Date: 29/11/2018
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Potential Witnesses

List any individuals who may have information about the conduct in question or who may have observed it:

Your Response

Outline what you have done in response to this problem to date, if anything:

Employee Name

Signature

Date



Form Title: DISCIPLINE NOTICE	
Form Number: 006	Effective Date: 01/04/2015
Policy Number: <u>B-5.1</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Discipline Notice

Employee Name:	Position:
Description of Incident:	
Previous Discipline Given:	
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension (_____ day(s))	
Disciplinary Action:	
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension (start date _____ end date _____)	
<input type="checkbox"/> Termination	
Reasons for disciplinary actions (policy reference)	
Employee Comments:	
Next Level of Discipline for Repeat Infractions:	
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension (_____ day(s))	<input type="checkbox"/> Termination
Manager's signature:	Date Signed:

Form Title: REFERENCE CHECK	
Form Number: 007	Effective Date: 01/04/2015
Policy Number: B-5.4	Revision Date: 29/11/2018
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Reference Check

Name of Candidate: _____ **Position:** _____
Manager: _____ **Date:** _____

Name of Reference: _____

Organization: _____

The above-named individual has applied for the position of _____ with our organization. We have the applicant’s consent to obtain his/her employment history. We have signed releases from the applicant and our organization, which we can provide to you if you would like.

Description of Position

Note the duties of the job and the qualifications necessary to fulfill it.

Employment History

What position did she/he hold? _____

What was your working relationship to the candidate?



Form Title: REFERENCE CHECK	
Form Number: 007	Effective Date: 01/04/2015
Policy Number: B-5.4	Revision Date: 29/11/2018
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Why did he/she leave?

In your observations with the candidate have you noted any problems? (attendance, behavioural, work performance)

How was the candidate's attendance record? (Punctuality, average number of days absent yearly, reason for absenteeism)

What are his/her strengths?

In what areas do you feel he/she can improve?

How does he/she respond to criticism or feedback in the workplace?

Form Title: REFERENCE CHECK	
Form Number: 007	Effective Date: 01/04/2015
Policy Number: <u>B-5.4</u>	Revision Date: 29/11/2018
Page: 3 of 3	

Skill Assessment

How would you rate the candidate on the following skills?

Note: 1=did not meet expectations 2=met expectations 3=exceeded expectations

Ability to perform the duties of the job	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Communication Skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Time Management	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Organizational Skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Ability to work independently	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Problem Solving	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Productivity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Quality of Work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Enthusiasm and Personal Contribution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

Would you rehire this candidate? Yes No

Is there anything you would like to add?

Thank you for your assistance.

Form Title: REFERENCE CHECK RELEASE	
Form Number: 008	Effective Date: 01/04/2015
Policy Number: B-5.4	Revision Date: 29/11/2018
Page: 1 of 1	

Reference Check Releases

Name of Candidate:

Position:

Reference Information

Include name and phone number of reference, as well as name of organization.

- 1.
- 2.
- 3.
- 4.
- 5.

RELEASE BY CANDIDATE

I, authorize the above-noted references to release information about my employment history to Sagamok Anishnawbek. I agree not to commence any complaints or actions against these references for providing this information honestly, accurately and in good faith.

Signature:

Date:

RELEASE BY SAGAMOK ANISHNAWABEK

Sagamok Anishnawbek agrees not to commence any complaints or actions against the above-named references for providing information about the candidate’s employment history honestly, accurately and in good faith.



Form Title: **REQUEST FOR LEAVE**

Form Number: **010**

Effective Date: **01/04/2015**

Policy Number: [C-2.2](#), [C-2.7](#), [C-2.12](#),

Revision Date: **29/11/2018**

Page: 1 of 1

Request for Leave

Name		Date Submitted	
Position		Department	

Type of Leave	# of Days/Hours (whichever applies)	Start Date and Time	Return Date and Time
A - Vacation (annual leave)			
B – Bereavement			
C- Community Service Please attach Volunteer Activity Form #25			
D - Court /Jury Duty			
F - Maternity/Parental Leave			
G - Management Leave			
J - Banked Sick Leave			
K - Leave of Absence/Unpaid leave			
L - Military Reservist Leave			
M – Meeting			
O – Overtime			
S/P - Sick <input type="checkbox"/> Personal <input type="checkbox"/> Please Check sick or personal			
T – Training (Please attach training request form)			
W - Inclement Weather			
V - Voting Leave			
Z - Compassionate Care Leave			

Employee’s Signature		Date Submitted	
Comments/Reason:			

Supervisor’s Signature (Approved)		Date	
Supervisor Signature (Denied)		Date	

Form Title: REQUEST FOR LEAVE	
Form Number: 011	Effective Date: 01/04/2015
Policy Number: <u>D-2.4</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Vacation Request

Employee Name: **Position:**

Manager: **Date:**

Date(s) requested:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Employee Name	Signature	Date
----------------------	------------------	-------------

Supervisor's Name	Signature	Date
--------------------------	------------------	-------------

Form Title: EMPLOYEE PERFORMANCE EVALUATION	
Form Number: 012	Effective Date: 01/04/2015
Policy Number: <u>B-2.2</u>	Revision Date: 29/11/2018
Page: 1 of 7	

Employee Performance Evaluation

POSITION: _____

SECTION A: ADMINISTRATIVE INFORMATION

Employee Name: _____ Position: _____

Evaluator Name: _____ Position: _____

Type of Evaluation: **Employee or Management**

Review Period from: _____

Date of Evaluation: _____ Date of Last Evaluation: _____

SECTION B: INTRODUCTION TO PERFORMANCE EVALUATION

Instructions: Both the evaluator and employee fills out this form prior to the performance interview. During the interview the goal is to come to an agreement on the ratings and shall be inputted into the HRSQL database. If an agreement cannot be reached the matter can be handled through the dispute resolution procedure.

The performance evaluation process consists of:

- Section A - Administrative Information
- Section B - Introduction to Performance Evaluation
- Section C - Rating Identification
- Section D - Employee Evaluation
- Section E - Summary of Overall Performance
- Section F - Professional Development
- Section G - Employment Enhancement Plan
- Section H - Goals for next Evaluation Period
- Section I - Recommendations



SECTION C: RATING IDENTIFICATION

Instructions: Carefully evaluate employee’s work performance. Identify rating value to indicate the employee’s performance. Indicate N/A if not applicable. Explain in narrative section why it is not applicable. Outstanding, below average, and unsatisfactory ratings require justification in “supporting detail or narrative” section of the form.

- 10 Outstanding performance: Is exceptional and consistent in all areas and is recognizable as being far superior to position requirements.
- 8 Excellent results: Clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- 6 Average: Competent and dependable level of performance. Meets the performance standards of the position.
- 4 Below Average: Performance is deficient in certain specific areas as identified.
- 2 Unsatisfactory: Results are unacceptable and require immediate improvement.

SECTION D: EMPLOYEE EVALUATION

This section is designed to give a complete picture of the employee through the use of rating factors. The rating factors are divided into four sections: i) individual character, ii) major job description roles and responsibilities, iii) leadership (for those in supervisory or management positions), iv) previous year’s goals and objectives.

General Rating Factors	Rating/Maximum of 10 for each	Supporting Detail or Narrative
<p>Communication: The extent to which the employee can effectively and clearly communicate thoughts and ideas to management, co-workers, staff, customers and the general public. Both verbally and written communication skills are important.</p>		



<p>Customer Service: The extent to which the employee recognizes the importance of customer satisfaction by providing customers, other staff, and the community members with prompt and accurate information in a respectful and helpful manner.</p>		
<p>Goal Development: Does the employee develop plans and goals for her team that advances the organizational mission? (note: make reference to work plans).</p>		
<p>Initiative: Does the employee voluntarily start projects? Does the employee attempt non-routine jobs and tasks? Does the employee take action or wait for instructions?</p>		
<p>Problem Solving: Does the employee have the ability recognize problems, analyze them and discover solutions on his own?</p>		
<p>Productiveness: How much work does the employee get done?</p>		
<p>Punctuality/Attendance: The extent to which the employee can be depended upon to report to work, meetings, and other functions promptly each day. Please see TimeKron for complete employee timesheet and time punch records.</p>		
<p>Reliability/Independence: Can be relied upon to complete tasks and follow up with little or no supervision.</p>		



Team work: The extent to which the employee successfully collaborates with others to accomplish departmental and organizational goals.		
Time Management: Effectively plans, organizes and utilizes all available time, uses available resources, and meets all deadlines.		

MANAGEMENT EVALUATION

General Rating Factors	Rating/Maximum of 10 for each	Supportive Detail or Narrative
Conflict Resolution: Does the employee resolve problems in a constructive manner?		
Critical Thinking: Gathering, evaluating information, analyzing information towards making unbiased decisions based on facts.		
Decision Making: The extent to which the employee can be relied upon to make sound, logical decisions.		
Employee Development: the extent to which the employee engages in appropriate training, development, and personal growth opportunities to enrich himself personally and professionally.		
Fiscal Resources: Does the employee use fiscal resources at her discretion in a responsible manner?		
Hiring Decisions: Does the employee make appropriate hiring decisions?		



Leadership: Does the employee produce team movement in the long-term best interests of the group through non-coercive means? Lead by setting the example.		
Management Skills: Does the employee possess and enact the skills to get the most out of his team? (eg. Organization, motivation, communication, follow-up, training, delegation, use of technical systems, financial understanding, effective meetings etc.)		
Problem Solving: Does the employee have the ability to recognize problems, analyze them, and discover solutions on his own?		
Time Management: Effectively plans, organizes and utilizes all available time, uses available resources, and meets all deadlines.		

IV) RESULTS OF GOALS ESTABLISHED AT LAST YEAR’S PERFORMANCE EVALUATION INTERVIEW

Goal Previously Established	Achieved – Yes /No – Comments

SECTION E: SUMMARY OF OVERALL PERFORMANCE

In the space below, provide a narrative of the employee’s overall performance commenting on employee’s strengths, skills, abilities and areas requiring improvement. The remarks provided in this section must be justified by ratings given in section D. Using a bullet format is acceptable and encouraged.

-



SECTION F: PROFESSIONAL DEVELOPMENT

In the space below, list training seminars or classes attended since last performance evaluation.

-

Provide recommendations for training seminars or classes which would aid in the professional development of the employee.

-

SECTION G: EMPLOYEE ENHANCEMENT PLAN

1. To improve employee’s effectiveness
2. To increase employee’s satisfaction on the job

SECTION H: GOALS FOR NEXT EVALUATION PERIOD

Use the space provided below to record the goals for the next evaluation period. In the space below specify the goal(s) and describe how the goal(s) will be measured to indicate achievement of the goal(s).

Goal:

Measurement of Goal

Goal:

Measurement of Goal

Goal:

Measurement of Goal

Goal:



Measurement of Goal

Goal:

Measurement of Goal

SECTION I: RECOMMENDATIONS

Full Time Status: Yes _____ No _____

If yes and upon approval, you will be awarded full time status effective

Date: _____

Extended Probation Period: From _____ to _____

Merit Increase: Yes _____ No _____

In order for a supervisor to recommend an employee for consideration to receive a merit increase, if funds are available, the employee must have no marks of below average or unsatisfactory.

Contract Extension Yes _____ No _____

SIGNATURES

Evaluator: I have discussed this performance evaluation with the employee.

Evaluator's Signature Date

Employee: I have read this performance evaluation.

Employee Name **Signature** **Date**

*Signature acknowledges receipt and discussion of evaluation, but does not necessarily imply agreement.

Form Title: PERFORMANCE IMPROVEMENT PLAN	
Form Number: 013	Effective Date: 01/04/2015
Policy Number: <u>B-2.2</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Performance Improvement Plan

As discussed with you, we have a number of concerns about your current level of performance and we need to see some improvement. This plan outlines the areas in which we would like you to concentrate and set related goals for you to reach.

Description of Performance Concerns

We encourage you to take this matter seriously and to make every effort to bring your performance within acceptable standards.

The following is a summary of the concerns we have with respect to your performance:

Improvement Targets

The following is an outline of the targets we expect you to meet and the timeline for completing them. We remain willing to discuss these targets with you throughout the performance improvement period.

Description	Improvement Target	Timeline for Completion

Manager's signature:	Date signed:
Employee's acknowledgment of receipt:	Date signed:

Form Title: WORKPLACE RESPECT COMPLAINT: INVESTIGATION PLAN	
Form Number: 014	Effective Date: 01/04/2015
Policy Number: <u>B-4.2</u>	Revision Date: 29/11/2018
Page: 1 of 3	

**Workplace Respect Complaint change form or reflect policy title:
Investigation Plan (for HR/JHSC)**

Date:

Name of Complainant:

Name of Respondent:

Summary of the Complaint:

Notification of Parties

	Date Letter Sent	Date of Initial Meeting
Complainant:		
Respondent:		
Witness:		
Witness:		
Witness:		
Witness:		

Interview Schedule

	Date and Time	Location
Complainant:		
Respondent:		
Witness:		
Witness:		
Witness:		



Form Title: **WORKPLACE RESPECT COMPLAINT: INVESTIGATION PLAN**

Form Number: **014**

Effective Date: **01/04/2015**

Policy Number: **B-4.2**

Revision Date: **29/11/2018**

Page: 2 of 3

Estimated Timeline for Completing Investigation

The investigation should be completed by: _____.

Questions for the Complainant:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Questions for the Respondent

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Form Title: WORKPLACE RESPECT COMPLAINT: INVESTIGATION PLAN	
Form Number: 014	Effective Date: 01/04/2015
Policy Number: B-4.2	Revision Date: 29/11/2018
Page: 3 of 3	

Questions for Witnesses:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Relevant Documents:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Form Title: CRITICAL INCIDENT REPORT	
Form Number: 015	Effective Date: 10/08/2011
Policy Number: C-2.4	Revision Date: 29/11/2018
Page: 1 of 2	

Critical Incident Report

Date of Incident:
Time of Incident:
Location of Incident:
Were staff involved in the incident (provide names):
To whom was incident reported:
Method of contact (eg. Phone):

Who was present or witnessed the incident?

Description of incident (please provide as much detail as possible, attach additional sheets dated and initial if required)

Action Taken:

Condition/State of those involved in the incident:

Recommendation action or follow up:



EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DIRECTOR NAME: _____

DIRECTOR SIGNATURE: _____ **DATE:** _____

PAYROLL AND BENEFITS OFFICE: _____ **DATE RECEIVED:** _____

Form Title: EMPLOYEE MEDICAL REPORT	
Form Number: 016	Effective Date: 01/04/2015
Policy Number: <u>B-4.3</u>	Revision Date: 29/11/2018
Page: 1 of 3	

CONFIDENTIAL

Employee Medical Report

Employee's Name:	Date:
Physician's Name:	
Address:	
Physician's Phone No.	Fax No.

Date(s) on which employee was assessed:

Estimated date for:

Return to Modified Duties: _____

Return to Regular Duties; _____

Reassessment: _____

Please check all that apply:

- Employee may immediately return to work with no restrictions.
- Employee is unable to return to work at this time. He or she will be reassessed on:
- Employee can work at his or her (regular modified) job for:
 - 2 hours for _____ weeks
 - 4 hours for _____ weeks
 - 6 hours for _____ weeks
 - 8 hours for _____ weeks
- Other schedule (specify):



Form Title: EMPLOYEE MEDICAL REPORT	
Form Number: 016	Effective Date: 01/04/2015
Policy Number: <u>B-4.3</u>	Revision Date: 29/11/2018
Page: 2 of 3	

Following this time period the employee:

- Can return to regular hours Will be reassessed
- Employee has limitations that affect his or her ability to perform all or part of the duties of the job (please complete "Accommodation Requirements" on next page).
- Employee's current accommodation plan needs to continue until:
- Employee will not be able to return to work in any capacity.

ACCOMMODATION REQUIREMENTS

A. Physical Restrictions (if applicable)

	No Restrictions	Frequency (max. # of hrs.)	Limitations (e.g., max. kg)
Lifting – floor to waist			
Lifting –waist to shoulder			
Carrying			
Bending			
Reaching			
Twisting			
Sitting			
Walking			
Standing			
Stair climbing			
Crouching/kneeling			
Hand/wrist limitations			
Vision			
Pushing/pulling			

Other (specify)				
-----------------	--	--	--	--

Form Title: EMPLOYEE MEDICAL REPORT	
Form Number: 016	Effective Date: 01/04/2015
Policy Number: B-4.3	Revision Date: 29/11/2018
Page: 3 of 3	

B. Functional Limitations (if applicable)

- Physical stamina mild moderate severe none
- Concentration mild moderate severe none
- Mental stamina mild moderate severe none
- Managing time pressures/deadlines mild moderate severe none
- Interpersonal contact mild moderate severe none
- Focusing on multiple tasks simultaneously mild moderate severe none
- Possible side effects of medication mild moderate severe none
- Learning and memory mild moderate severe none
- Decision-making mild moderate severe none
- Ability to communicate mild moderate severe none

Does employee have any limitations related to environmental exposure (e.g., heat, cold, noise or scents)? Please specify.

Are there any other functional limitations or factors that might cause or contribute to a relapse? Please specify.

Signature of physician:

Date:



Form Title: EVALUATION OF TRAINING PROGRAM	
Form Number: 017	Effective Date: 01/04/2015
Policy Number: <u>B-2.3</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Evaluation of Training Program

Your Name:

Your Position:

Department:

Manager:

Name of course:

Date Taken:

1. Description of course, including topic, where taken and number of days/weeks:

2. Why did you take the course?

3. Was it beneficial to you?

- Yes. If so, how?
- No. If so why not?

4. Would you

recommend the course to other employees? If so, whom?

Date of availability to present information at Lunch & Learn for staff:

Form Title: PEER RECOGNITION AWARD NOMINATION	
Form Number: 018	Effective Date: 01/04/2015
Policy Number: B-3.2	Revision Date: 29/11/2018
Page: 1 of 1	

Peer Recognition Award Nomination Form

Your Name: _____ **Your Position:** _____
Name of Nominee: _____ **Position:** _____
Department: _____ **Date:** _____

I wish to nominate the above employee for a Peer Recognition Award for the following reasons (please provide specific information about the reason for nominating this employee).

I am submitting this nomination in the good faith belief that the candidate should receive the award.

Signature

APPROVAL OF NOMINATION FOR CONSIDERATION BY SUPERVISOR:

NOTE: If not approving nomination, please explain:

Form Title: CONFIDENTIALITY AGREEMENT	
Form Number: 019	Effective Date: 01/04/2015
Policy Number: C-3.10	Revision Date: 29/11/2018
Page: 1 of 2	

Confidentiality Agreement

As an employee with privileges at Sagamok Anishnawbek you may have access to confidential information. The purpose of this agreement is to help you understand your duty regarding confidential information. Confidential information includes information pertaining to program delivery, personnel, financial, and other information internal to Sagamok Anishnawbek. You may learn of or have access to some or all of this confidential information through your employment activities. Confidential information is valuable and sensitive and is protected by law and by strict policies governed by Sagamok Anishnawbek.

As an employee you are required to conduct yourself in strict compliance to all laws and policies governing confidential information. The principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline which might include, but is not limited to, termination of employment and to legal liability.

As an employee I understand that I may have access to confidential information which may include, but is not limited to, information relating to:

- Clients/Patients (such as files, records, medical reports, conversations)
- Employees (such as salaries, performance evaluations, employment records, disciplinary actions)
- Financial (such as finance statements, budgets, garnishees)
- Sagamok information (such statistical records, internal reports, memos, contracts)

As a condition of my employment I promise that:

I will use confidential information only as needed to perform my legitimate duties as an employee. This means that: I will only access confidential information for which I need to know; I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential

Form Title: EXIT INTERVIEW	
Form Number: 020	Effective Date: 01/04/2015
Policy Number: <u>B-5.6</u>	Revision Date: 29/11/2018
Page: 1 of 2	

Exit Interview

EMPLOYEE NAME:

POSITION:

DEPARTMENT:

MANAGER:

DATE OF HIRE:

END DATE:

1. Why are you leaving Sagamok Anishnawbek?(Check all that apply)

- career advancement
- retirement
- to obtain a higher salary/better benefits
- dissatisfied with working environment
- family/personal
- relocating
- returning to school
- other

2. What circumstances would have prevented you from leaving?

3. Would you ever consider working for us again? If yes, under what circumstances?



Form Title: EXIT INTERVIEW	
Form Number: 020	Effective Date: 01/04/2015
Policy Number: <u>B-5.6</u>	Revision Date: 29/11/2018
Page: 2 of 2	

4. How would you rate the following?

	EXCELLENT	GOOD	FAIR	POOR	N/A
Management of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition for your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours/schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure/stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments here:

Thank you for your assistance. We wish you well in your future endeavours.

PRINT NAME **SIGNATURE:** **DATE:**

HUMAN RESOURCES: **DATE:**



Form Title: INTERNET AND EMAIL USAGE AGREEMENT	
Form Number: 021	Effective Date: 01/04/2015
Policy Number: <u>C-3.12</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Internet and Email Usage Agreement

EMPLOYEE NAME:

POSITION:

DEPARTMENT:

MANAGER:

1. I have read the policy on email and Internet use and agree to abide by it.
2. I understand that my email and Internet use is subject to being monitored by Sagamok Anishnawbek IT department with or without notice to me.
3. I understand that I can have no expectation of privacy in my use of Sagamok Anishnawbek’s email and Internet access.
4. I understand that my email and Internet privileges may be revoked if I violate this agreement or Sagamok Anishnawbek’s email and Internet policy.
5. I agree to keep my passwords confidential and not to allow other individuals to use my email or Internet account.

SIGNATURE:

DATE:

HUMAN RESOURCES:

DATE:

Form Title: NOTICE OF RESIGNATION	
Form Number: 022	Effective Date: 01/04/2015
Policy Number: <u>B-5.6</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Notice of Resignation

Employee Name: _____ Position: _____
 Department: Supervisor: _____

Effective Date of Voluntary Resignation: _____

Reason for Resignation: (It is our understanding that this resignation is voluntary. If you believe that it is not, please state your reasons why below.)

(Option: It is our policy that employees must cease active employment immediately after resigning from their employment. We will pay you to the end of the notice period you have provided to us. Your benefits will cease on _____. You will not need to report for work after today.)

Your exit interview has been scheduled for _____. This will provide both of us with an opportunity to explore any outstanding issues and will enable us to obtain important feedback from you about the working conditions at Sagamok Anishnawbek .

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



Form Title: NOTICE OF LATENESS	
Form Number: 023	Effective Date: 01/04/2015
Policy Number: <u>C-2.1</u>	Revision Date: 29/11/2018
Page: 1 of 1	

Notice of Lateness

Employee Name:Position:

Department:Supervisor:

Date of Occurrence:

Expected Arrival Time:

Actual Arrival Time:

Pursuant to Policy C-2.1, you are required to be at work and ready to commence your shift at the scheduled start time. This notice records your lateness on the above date.

If you continue to be late for work, you may be subject to discipline, up to and including termination.

Employee Comments:

Employee's Acknowledgement of Receipt:

Employee Signature:

Date:

Supervisor's Signature:

Date:



Form Title: INTERNAL DISCLOSURE REPORT	
Form Number: 024	Effective Date: 01/04/2015
Policy Number: C-3.17	Revision Date: 29/11/2018
Page: 1 of 1	

CONFIDENTIAL

Internal Disclosure Report

EMPLOYEE NAME:
(optional)

POSITION:
(optional)

DEPARTMENT:
(optional)

DATE:

Description of Suspected Wrongdoing

Include details about the suspected wrongdoing for which you are filing this report, such as dates, times, places, and individuals involved. Attach additional sheets if necessary.

Action Taken

List any steps you may have taken prior to filing this report (*e.g.*, notified supervisor).



Form Title: Bring Your Own Device Acknowledgement Form	
Form Number: 026	Effective Date: 01/04/2020
Policy Number: C-3.15; C-3.16; C-3.17	Revision Date: 20/02/2020
Page: 1 of 1	

Bring Your Own Device Acknowledgement Form

- I agree that prior to obtaining support from a third-party service provider (e.g. when returning, repairing, upgrading my device), to contact the IT so that my device can be disconnected from the Services and Sagamok- related data removed. I agree to not allow third-party service providers control of or access to my device until it has been disconnected and Sagamok data removed;
- I agree to safeguard the security and confidentiality of the Sagamok-related data on my device at all times, to the best of my ability;
- I agree to maintain a password on my device at all times to prevent unauthorized access;
- I agree to immediately report any loss or theft of my device to my Department Director or Manager and the IT department.
- I agree that I will only be reimbursed at the rate plan as Sagamok employees in exchange for us of my personal phone regardless of the personal plan that I may have in place.

I agree that I have read all of Sagamok’s policy in sub-section C-3.15, C-3.16 and C-3.17 on Bring Your Own Device and agree to abide by them.

Employee’s name Employee Signature Date

Manager’s name Manager’s signature Date

Form Title: MEDICAL CANNABIS ACCOMODATION FORM	
Form Number: 027	Effective Date: 01/04/2020
Policy Number: C-3.4	Revision Date: 20/02/2020
Page: 1 of 2	

Medical Cannabis Accommodation Form

Note to physician: This form will be used only to address and outline an individual's restrictions while using cannabis for medical purposes.

1. The information shared on this form will be kept private and confidential.
2. Please do not provide a diagnosis or any other related medical information.

Employee name: _____

I have reviewed this form and give you permission to supply Sagamok Anishnawbek with information related to my prescription here.

Employee Name	Signature	Date



Medical Assessment

Name of physician:

Based upon my diagnosis, this individual has been prescribed the use of medical cannabis to alleviate one or more of their symptoms. The use of the prescribed medication is required.

Job duty restrictions or limitations while using required medical cannabis:

Comments:

Signature of physician: _____

Date: _____

Name of physician: _____
(please print)

Medical office stamp



Form Title: VOLUNTEER APPLICATION FORM	
Form Number: 028	Effective Date: 01/04/2020
Policy Number: B-5.7	Revision Date: 20/02/2020
Page: 1 of 1	

Volunteer Application Form

VOLUNTEER APPLICATION FORM (Page 1 of 2)	
Name:	Address:
Telephone Number:	e-Mail Address:
Alternate Telephone:	
How did you hear about the Volunteer Program at Sagamok?	
Why do you want to volunteer at Sagamok?	
Please check those areas you are interested in providing volunteer services:	
<input type="checkbox"/> Telephones	<input type="checkbox"/> Reception
<input type="checkbox"/> Special Events	<input type="checkbox"/> Fund Raising
<input type="checkbox"/> Cleaning/Repairs	<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Library
<input type="checkbox"/> Youth services	<input type="checkbox"/> Transportation
<input type="checkbox"/> Assist Staff	<input type="checkbox"/> Committee Work
	<input type="checkbox"/> Newsletter



Please indicate your availability to provide volunteer services. Please check available days and show the times during which you are available on those days:

Times available

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

VOLUNTEER APPLICATION FORM (Page 2 of 2)

Please list any previous volunteer experience:

Organization	Date From/To	Type of Volunteer Work
_____	_____	_____
_____	_____	_____

Please list your most recent employment experience:

Company	Date From/To	Type of Work
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any other special skills, experience or interests that you have:



Please provide names and contact numbers of two references:

Referee Name

Contact Number

PLEASE READ CAREFULLY BEFORE SIGNING

I, of my own free will, hereby acknowledge and agree that I am offering my services to Sagamok as a volunteer and if selected, my services will be provided free of charge. I will not accept, nor will Sagamok offer, any remuneration for my volunteer services. Any volunteer services I provide to Sagamok will not be used for personal or business gain nor to grant special privileges to others. I hereby authorize [Company] to use my personal information herein for the purposes of establishing a volunteer relationship.

Volunteer's Signature

Date



Form Title: VOLUNTEER AGREEMENT	
Form Number: 029	Effective Date: 01/04/2020
Policy Number: B-5.7	Revision Date: 20/02/2020
Page: 1 of 1	

Volunteer Agreement

- I, _____, of my own free will, hereby acknowledge and agree that I am offering my services to Sagamok as a volunteer and not as an employee. If selected as a volunteer, my services will be provided free of charge and I will not accept, nor will Sagamok offer, any remuneration for my volunteer services.
- Sagamok acknowledges and agrees that I am free to terminate my volunteer services at any time, without notice to Sagamok. I also acknowledge and agree that Sagamok may terminate my volunteer services at any time without providing me with any notice.
- I acknowledge and agree that any volunteer services I provide to Sagamok will not be used for personal or business gain nor to grant special privileges to others.
- I have been advised and acknowledge that I am not, nor will I be covered by *Sagamok's* Workplace Health and Safety Insurance coverage or automobile insurance coverage.
- I acknowledge and agree that if I use my personal vehicle(s) for volunteer purposes, I shall ensure my personal vehicle(s) automobile insurance coverage is acceptable to Sagamok and adequately covers the volunteer activities I may perform. I agree to provide proof of such coverage to Sagamok, upon request. Sagamok has the sole discretion whether to reimburse me on a per kilometre basis when I use my personal vehicle in performing my volunteer duties. The per kilometre rate of reimbursement shall be consistent with Sagamok's per kilometre reimbursement rate.
- Sagamok agrees to provide me with orientation and training suitable for the volunteer tasks to be performed, including healthy and safe work practices and WHMIS, where applicable.
- I acknowledge that Sagamok has reviewed its policies with me related to Volunteers, Conduct and Behaviour, Confidentiality and Inventions, Conflicts of Interest Policy, Personal Information Protection, E-mail and Internet Use and Health and Safety. I agree to provide services in accordance with these policies to the best of my ability.

Volunteer's Signature

Date

Director of Operations **for**
Sagamok



FORM 030
Work from home – IT Equipment Loan Form

Employee Equipment Sign-Out Form – COVID-19 IT Policy

This form acknowledges receipt and return of Sagamok equipment for the purposes of working from home during Covid-19. According to the Information Technology Hardware Exception – COVID-19 policy, you may take your monitor(s), dock, keyboard, and mouse home for the purposes of doing your daily work. It is the responsibility of each employee to ensure equipment belonging to the Agency is kept in a secure place when outside of the office. It is also the responsibility of the employee to ensure that all equipment removed is returned in good working condition once the work from home mandate is over. Any damages, as determined by the IT Department, will be the fiscal responsibility of the employee

Employee Name: _____
(please print)

Date of Equipment Removal: _____

Organization Equipment Items	Sign-Out Date	Return Date	Initials for Return Equipment
Monitor(s)			
Dock			
Keyboard			
Mouse			

Position: _____

Employee Signature: _____

Supervisor Signature: _____

Information Technology: _____

Date: _____

