



Human Resources Policies

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Welcome to CanWaCH

Dear CanWaCH Team,

As an organization that serves to advance the health and rights of women and children around the world, CanWaCH is equally committed to creating a workplace that uplifts and upholds kindness, equity, collaboration, and excellence. Since incorporating in 2015, a 'can-do' attitude has been built into our DNA. As a virtual and young organization, we have been restless in both the pursuit of being cutting-edge in how we work and in striving towards our vision and mission, seeking to align our internal operations with our external work.

Each member of the CanWaCH team is an important contributor to the culture, expression of values and success of the organization. We are all culture builders, guiding and helping to move the organization forward in productive and meaningful ways. I look around me and see the many hands, ideas, and conversations which have informed changes to our policies and procedures and have formed the building blocks of our organization.

As staff join CanWaCH, I often share that I welcome staff to contribute to a workplace where:

- We can share, collaborate and rumble with ideas, projects and activities. Our conversation are based respect and on building mutual understanding;
- We can show up as our full selves in a constructive and productive workplace, deeply committed to our vision and mission while recognizing the duality of professional and personal lives. We take a human-centered approach to build trust and respect among one another;
- We can do our best work, with the support needed to get there. We strive for excellence, to flex professional muscles, to grow in our roles, and to seek out opportunities.

I encourage you to engage with these policies and associated procedures, to be a builder, to provide constructive feedback, and to grow with us.

I look forward to working with you!

In solidarity,



Julia Anderson
CanWaCH CEO

1. Introduction to the Manual

1.1 Objectives

The Human Resource Policy Manual contains all of the human resource related policies for the Canadian Network for Maternal, Newborn and Child Health, operating as the Canadian Partnership for Women and Children's Health (CanWaCH) / Partenariat canadien pour la santé des femmes et des enfants (CanSFE). The objectives of this manual are to:

- To ensure a positive working environment through fair, equitable, well-defined guidelines.
- Provide a standard reference for the Board of Directors and Chief Executive Officer (CEO) in understanding their rights and responsibilities.
- Encourage continuity and consistency in the administration and application of human resource policies and procedures.
- Provide direction and authority in the day-to-day administration of human resources.

1.2 Governance and Administration

These policies are approved by the CanWaCH Board of Directors, and the Board of Directors provide oversight over all policies. The policy manual will be reviewed bi-annually by the Board of Directors, with additional reviews based on need. The Chief Executive Officer will have oversight and be responsible for the implementation and monitoring of the human resource policies and procedures.

The policies apply to all CanWaCH employees. Staff are requested to assist in keeping the human resource policies up-to-date by notifying the Operations Team if they have any suggested improvements, or to report if problems are encountered, during the administration of the policies and procedures.

Complimentary Standard Operating Procedures will be maintained and linked within this document to facilitate ease of use by employees, specifying in greater detail how policies are implemented within the organization. Procedures are subject to change due to changes in workflow. In the case where there are discrepancies between policies and procedures, the policy will take precedence. Procedures will be reviewed by the Operations team on a regular basis and may be requested to be reviewed by the Board from time-to-time. Should staff notice a difference between policies and procedures, they are encouraged to bring it forward to the Operations Team to be addressed.

The HR Policy Manual was last reviewed on: March 22, 2016; September 2017, September 2019, February 2024.

- **September 2017:** the entire document was updated to distinguish between HR policy and operational procedures.
- **September 2019:** updated with revised management structure, revised travel policy, revised maternity leave policy, addition of diversity and inclusion
- **January 2024:** added letter from CEO; aligned values with CanWaCH's strategic plan and expanded on anti-racism, accessibility, gender equality, and DEI; updated policies to meet Ontario legislative changes including disconnecting from work, using AI in hiring, and electronic monitoring; reorganized the content of the policies to cover (1) code of conduct, (2) general employment policies and (3) working at CanWaCH; addressed feedback from the 2021 DEI policy review.

It is recognized that the policies do not replace the roles that professional bodies play in regulating ethical conduct. All parts of this document are supplementary to applicable legislation. In the event of a conflict between a policy/procedure and governing legislation, legislation will prevail.

2. Code of Conduct

2.1 Organizational Values

CanWaCH must meet high ethical standards to merit the trust of its partners and clients, as well as donors, governments and the public. The integrity of CanWaCH depends on ethical behaviour throughout the organization and, in particular, on fair, well-informed decision-making.

CanWaCH board members and employees shall act in the best interest of CanWaCH in fulfilling its mission, demonstrating competence, honesty, integrity, respect and fairness while carrying out their obligations for CanWaCH. Grounded in our strategic plan, we value:

- **Human Rights:** we are committed to a human rights based approach that upholds the inherent right to the highest attainable standard of health through participatory, inclusive, transparent, and responsive processes.
 - **Equal Opportunity:** CanWaCH is committed to a policy of non-discrimination. As an organization which provides equal employment opportunities, we evaluate candidates and employees based on merit, competence and qualifications. Applicants and employees have the right to equal treatment without discrimination based on race, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status or handicap.
 - **Diversity:** It is CanWaCH's objective to develop and maintain a positive work environment conducive to learning, innovation, flexibility, inclusion, opportunity and growth for all employees. It is our goal to ensure that we cultivate a workforce that values diversity, appreciates the contributions of all team members, and enhances organizational capabilities through the utilization of diverse perspectives
 - **Anti-racism:** CanWaCH denounces all forms of racism, racial discrimination and oppression, which limits opportunities, causes harm to individuals and communities, and limits individuals ability to survive and thrive in full health and well-being. As signatories to the Anti-Racism Framework for Canada's International Cooperation Sector, CanWaCH is committed to leading a continuous anti-oppressive, anti-racist approach.
 - CanWaCH will use an intersectional lens and put into practice our belief and commitment to eliminate internalized individual and collective biases that contribute to all forms of oppression and systemic racism. Across all of our work, we are committed to justice and respect of all peoples, ensuring equitable, inclusive, diverse and accessible practices and processes.
 - We recognize that anti-racism work requires dedicated time and commitment from all staff and that the process will be iterative, long-term and non-linear. CanWaCH will support individual and collective learning among employees and Board members and will continuously grow and refine how we work.
- **Partnership:** we are committed to placing inclusive partnerships at the heart of all that we do and to harnessing our collective ability to achieve stronger results together than any individual or organization can achieve alone.
- **Accountability and Transparency:** we are committed to openness and transparency and to linking resources to results, outcomes and impact.
 - In carrying out activities, CanWaCH board members and staff act within the letter and the spirit of the law. CanWaCH embraces public interest, takes full responsibility for its actions, communicates truthfully, and ensures public records are easily available, while maintaining

appropriate privacy and confidentiality requirements. CanWaCH will manage its resources carefully and frugally, actively avoiding excessive expense.

- **Gender Equality:** we acknowledge that women, in all their diversity, face barriers that hinder a successful and straightforward career path. To reduce such barriers, CanWaCH will develop strategies to recognize and promote the leadership of women across all career levels within CanWaCH, ensuring that a gender lens is incorporated across all pillars of work, work-plans and respective strategies. Further, we believe that gender equality is essential and foundational to improving health outcomes and that a rights-based approach to development is foundational in creating a world based on equity, equality, and justice. This belief is integral to achieving our mission and vision and underpins our approach to partnerships, which are founded on collaboration and trust and place women as equal partners.
 - [Please click here for more information on CanWaCH's Gender Policy.](#)

2.3 Accessibility

CanWaCH is committed to improving accessibility and providing a positive experience for everyone, despite any physical limitations, mental health, cognitive or intellectual development, learning, hearing, or vision disabilities. The following policies outline the practices that CanWaCH will follow in order to comply with the Accessibility of Ontarians with Disabilities Act (AODA) and the Human Rights Code, and other related legislation.

CanWaCH will maintain a system to gather feedback regarding the manner in which accessible services are provided to those with disabilities – both external stakeholders and employees. Complaints received will be investigated and addressed. If contact information is included, a follow-up will be provided within ten (10) business days.

CanWaCH will provide accessibility training to all employees. This includes training on these policies and procedures, responsibilities and rights under the AODA and Human Rights Code, and how to provide accessible customer service, as required by the AODA. Training will also be provided when there are changes made to Accessibility policies.

2.4 Workplace Accommodations

CanWaCH is committed to providing a workplace that is free of discrimination and allows for equal opportunity despite disabilities or perceived disabilities. If an employee requires a permanent or indefinite accommodation in order to successfully fulfill their job requirements in a healthy and safe manner, CanWaCH will make every reasonable effort to accommodate their needs.

Substance Use Accommodations: Should an illness or disability related to drugs or alcohol be present, CanWaCH will work with the employee towards a goal of rehabilitation and the duty to accommodate under the Human Rights Code. CanWaCH will make every reasonable effort, short of undue hardship to the organization, in order to accommodate and support employees. This could include providing unpaid time off, changing job roles to one with less responsibility, or modifying work schedules.

Religious Accommodations: CanWaCH respects and welcomes the diversity of staff, and this extends to individual religious creed or religion of employees. Under the Ontario Human Rights Commission's Policy on Creed and the Accommodation of Religious Observances, and other related legislation, it is against the law to discriminate based on religion or creed. CanWaCH will work with employees to ensure that everyone has access to the same opportunities, and are treated with equality, dignity, and respect.

Religion includes the practices, beliefs, and observances that are part of a faith or religion. It does not include personal moral, ethical, or political views.

2.5 Privacy and Confidentiality

Due to the nature of our organization, employees may be privy to sensitive and confidential information. In order to maintain the trust and respect of our members and funders, confidentiality is a top priority. This includes information pertaining to members, employees, the board, finances, contracts, human resources, and program/service delivery. Maintaining confidentiality is both a legal requirement and respects the rights of members and employees.

Breach of the confidentiality agreement is when non-public information is disclosed (intentionally or unintentionally) to someone who is not entitled to that information. Disclosure of confidential information is a serious offence and may be considered cause for disciplinary action, up to and including termination and/or legal recourse. The provisions of this policy extend past when your employment ends.

It is recognized that in order to deliver our programs and services, collaboration among colleagues, as well as with external partners and groups, will occur. Be mindful of the information that you discuss, and never share any identifying information regarding our members without the member's permission. If you are unsure whether something is confidential, please talk to your Direct Supervisor. All staff of CanWaCH will treat information provided or gathered by CanWaCH with discretion. Any information received through involvement with CanWaCH will not be used for personal gain

2.6 Conflict of Interest

With the values of transparency and accountability, all Stakeholders who have a relationship with CanWaCH including board members, employees, contract staff, volunteers and students are expected to know and understand their obligations in disclosing any conflict of interest.

Where the conflict of interest is material, the Stakeholder must act in accordance with these guidelines.

To assist in determining whether a material conflict of interest exists, the following guidelines are provided.

CanWaCH will manage conflict of interest and anti-corruption situations fairly.

The ability to make a decision is sometimes affected by other interests (personal or professional) of individuals in the organization. Such conflict of interest situations are a regular part of organizational and personal life and cannot simply be eliminated.

Definitions:

- *'Conflict of Interest'* means any situation in which another interest or relationship impairs the ability of a Stakeholder to carry out their duties and responsibilities to CanWaCH. A conflict of interest may be real, potential or perceived.
- *A Real Conflict of Interest* exists when a Stakeholder or a Stakeholder's Associate has a private interest that is sufficiently connected to their duties and responsibilities to CanWaCH that it influences the exercise of these duties and responsibilities.
- *A Potential Conflict of Interest* exists when a Stakeholder or Stakeholder Associate has a private interest that could influence the performance of a Stakeholder's duties or responsibilities, if they

- have not yet exercised that duty or responsibility.
- *A Perceived Conflict of Interest* exists when reasonably well-informed persons could properly have a reasonable belief that a Stakeholder or a Stakeholder's Associate has a Real Conflict of Interest but upon review it is determined that there is no real conflict in fact.
- *Stakeholder Associate* includes immediate Family Members of a Stakeholder, Corporations (other than CanWaCH) of which a Stakeholder is a director or officer, and other legal entities to whom a Stakeholder owes a fiduciary duty.
 - Immediate family members of stakeholder include fathers, mothers, brothers, sisters, spouses (including a life partner), children, wards of employees or relatives permanently living in the employee's household such as grandparents.

Private/Personal Interest

Generally, pecuniary interests lead to conflict of interest when a Stakeholder or Stakeholder's Associate is in a position to:

- benefit financially or avoid financial loss as a result of a contract or other matter of monetary nature in which CanWaCH is involved; or
- use for personal benefit information that has been obtained as a result of being on the Board of Directors, a Committee or otherwise carrying out their duties and responsibilities to CanWaCH

Conflict of Interest should not be deemed to exist where:

- A pecuniary interest is so remote or insignificant in nature that it cannot reasonably be regarded as likely to influence the Stakeholder
- The pecuniary interest of the Stakeholder is in common with a broad group with which the Stakeholder is associated.

Other private interests lead to conflict of interest when a Stakeholder has non-economic interest such as religious, corporate, and institutional interests which supersede or compete with their duties and responsibilities to CanWaCH.

A Stakeholder's ability to place CanWaCH's interests first may come into question, particularly in situations where the Stakeholder holds a position of influence in another organization that has taken positions on issues related to ones under discussion by CanWaCH. In such situations, a Stakeholder's loyalties may be divided between serving the best interests of two different organizations. This being the case, a conflict of interest should be declared.

Careful consideration should be given as to whether other private interests place a Stakeholder in conflict of interest position, especially when there are matters before the Board/Committee which affect:

- a non-share capital corporation in which a Stakeholder is a director or officer; and
- any other organization in which a Stakeholder, by virtue of office, holds a position of influence.

Some Categories of Conflict of Interest Situations

- **Self-interested funding, contracting or hiring:** when an affected person uses a position in CanWaCH to influence a decision to provide funding or contracts to another organization in which they have an interest, or to go outside normal hiring processes to give a job to a friend or family member.
- **Improper influence:** when an affected person solicits or accepts some form of benefit in return for influencing CanWaCH activities or promoting someone else's interests in CanWaCH.
- **Misuse of information or property:** when an affected person uses information or property to which the person has access at work, and to which others would not have access, for some personal

benefit.

- Inappropriate outside activity: when an affected person's activities outside CanWaCH are in conflict with the interests of CanWaCH.

Gifts

Accepting undue benefits, such as significant gifts (exceeding \$500, the current CRA non-taxable income threshold) which place an affected person under obligation to the donor. People in partner organizations and communities frequently offer gifts that it would be impolite to refuse. It is important to distinguish gifts and favours that represent goodwill and friendship from those that are designed to create an indebtedness on the part of the recipient.

A conflict of interest may also arise when gifts are larger than a normal token in a given situation. Key ethical principles in resolving the situation are integrity (i.e. action in line with our policy and values), transparency (including honesty in discussing the issue), and respect (for the gift giver).

An action would be to explain that policy will only allow the gift to be accepted on behalf of the organization. If there is an appearance of indebtedness, it may be necessary to respectfully decline the gift.

Prevention of Conflicts

In order to prevent and minimize the potential for conflict of interest situations, CanWaCH will implement practical preventative measures such as:

- Providing education about what to do when gifts and hospitality are offered;
- Providing meeting agendas in advance to enable participants to foresee possible conflicts;
- Ensuring that people are clearly told when information must be protected from improper use;
- Declining involvement in an action (such as supporting a questionable outside activity).
- Explain the policy to all new Stakeholders. All Stakeholders must agree in writing, at the outset of becoming a Stakeholder that they will abide by this policy and will reaffirm this request from time to time at the request of CanWaCH.
- Review the policy with board members and staff on an annual basis.

Outside Commitments and Employment

CanWaCH recognizes the right of its employees to privacy and to make use of personal time outside of working hours as they see fit. However, outside commitments and employment opportunities should be carefully considered to ensure the employee's ability to perform their responsibilities at CanWaCH are not adversely affected. If employees maintain outside employment, it is expected that:

- Employees are prohibited from using time, tools, equipment, materials, personnel, or information obtained through CanWaCH for outside activities.
- All outside employment and associated activities must be kept separate from the employee's CanWaCH responsibilities.
- Outside employment should not embarrass or discredit CanWaCH.
- Disclose outside employment or commitments to your supervisor.

2.7 Anti-Corruption

The use of CanWaCH funds, assets, or personnel for any unlawful, improper, or unethical purpose is strictly prohibited.

Definitions:

- *Corruption* means ‘the abuse of entrusted power for private gain’. This definition captures three elements of corruption. One, corruption occurs in both the public and private sectors (and media and civil society actors are not exempt). Two, it involves abusing power held in a state institution or a private organization. Three, the bribe-taker (or a third party or, for example, an organization such as a political party) as well as the bribe-giver benefit, whether it be in terms of money or an undue advantage. Sometimes the ‘advantage’ gained by the bribe-giver may not be ‘undue’ or clear cut but is nonetheless an advantage.
- A *bribe* is a payment or gift of any value (or promise thereof) made to secure or reward the improper performance of an activity or an improper commercial advantage.
- *Bribery and kickback* takes place when a person with authority accepts or solicits a bribe to exercise a function in a particular way.
- A *kickback* is similar to a bribe but usually refers to a payment given in return for receiving a contract, which is ‘kicked back’ to someone involved in awarding the contract.

Responsibilities

No representative of CanWaCH will, either directly, or indirectly, make or accept offers, gifts or payments, considerations or benefits of any kind, which constitutes an illegal practice, to anyone as an inducement or reward for employment, grant, contract or agreement. Any such practice is grounds for terminating the employment or contract of said individual or taking any other corrective action as required.

A Stakeholder shall not:

- Offer or give or promise anything of value to a government official with the intent to obtain or retain any business or any other advantage.
- Offer, promise or give directly or indirectly any commercial bribe to any person.
- Retain a consultant, agent, or intermediary who has contact with, deals with, or does business with a government official until sufficient due diligence has been performed to enable CanWaCH to conclude with reasonable assurance that the consultant, agent, or intermediary understands and will fully abide by applicable Anti-Corruption Laws and this Policy.
- Make any payments to government officials, including low-level government employees, to expedite or secure performance of a routine governmental action (sometimes referred to as “facilitation payments”)

Declarations for subcontractors

CanWaCH will include in all agreements with Stakeholders, including consultants, agents and intermediaries, specific anti-corruption declarations prescribed by this Policy. CanWaCH requires such party to affirmatively certify compliance each year with CanWaCH's Conflict of Interest and Anti-Corruption Policy.

CanWaCH shall require its Stakeholders to declare to CanWaCH in writing if they or any of their officers, employees or independent contractors:

- were convicted by a court of law in Canada or in any other jurisdiction for an offence involving bribery or corruption within the three-year period preceding the signing of a contract with CanWaCH (or otherwise accepting a position with CanWaCH), or
- are under sanction for an offence involving bribery or corruption, imposed by a government, a governmental organization or an organization providing development assistance.

When CanWaCH receives declarations, the CEO and Board will be provided each with a copy of such

declarations.

CanWaCH may terminate any contract/agreement forthwith where it is found that any Stakeholder has made a false declaration.

2.8 Whistleblower Policy

The Board, CEO, and Senior Management must adequately manage risk and workplace culture within CanWaCH.

As representatives of CanWaCH, individuals must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. CanWaCH's aim is to encourage staff to report any wrongdoings in good faith and in an environment free from victimization.

CanWaCH is committed to encouraging all stakeholders to report Wrongdoing. All staff should feel confident and comfortable to report Wrongdoing. CanWaCH is committed to protecting and supporting the dignity, wellbeing, career and reputation of anyone reporting Wrongdoing.

Definitions:

- *Wrongdoing* includes, but is not limited to:
 - a breach of regulations or laws or a breach of CanWaCH's Policies and Codes;
 - dishonest or corrupt behavior, including soliciting, accepting or offering a bribe, facilitation payments or other such benefits;
 - fraudulent activity;
 - illegal activity (including theft, drug sale / use, violence or threatened violence and property damage);
 - impeding internal or external audit processes;
 - improper behavior relating to accounting, internal accounting controls, actuarial, or audit matters;
 - an activity that poses a substantial risk to the environment;
 - a serious impropriety;
 - conduct endangering health or safety;
 - a substantial mismanagement of CanWaCH's resources;
 - conduct that is detrimental to CanWaCH's financial position or reputation; and
 - concealment of Wrongdoing.

2.9 Health and Safety

CanWaCH is committed to the health and safety of its employees. CanWaCH will make every effort to facilitate, foster and provide a safe, healthy workplace environment for our employees. Everyone at CanWaCH must jointly and co-operatively be dedicated on an ongoing basis to minimizing and reducing the risk of injury in the workplace. It is in the best interests of everyone to continue to be mindful of health and safety in every activity in our workplace. Commitment to health and safety must form an integral part of this organization, for every employee of CanWaCH.

Protection of employees from workplace-related injury or occupational disease is an important, ongoing objective of CanWaCH. CanWaCH aims to ensure that all possible sources of health and physical hazards are identified and reduced or eliminated in the workplace and at CanWaCH sponsored events. This is achieved through having trained and competent staff, performing regular inspections, and providing training and education to promote a culture of health and safety. As an employer, CanWaCH is:

- responsible for taking steps to protect and facilitate employees' health and safety.
- committed to providing information, assistance and training from time to time and competent supervision in specific employment duties to promote, raise awareness for and protect employee health and safety.
- committed to maintaining all Statutory Health and Safety practices and implement such others as are consistent with our needs and position as a nonprofit.
- committed to adhering to and complying with any duties it may have arising under the Employment Standards Act, 2000, the Occupational Health and Safety Act, and other relevant legislation, such as taking reasonable precautions to promote, raise awareness of and protect the health and safety of employees in the workplace.
- committed to ensuring that equipment and facilities are safe and that employees perform their own duties and responsibilities in compliance with established or required safe work practices and procedures.

CanWaCH employees will be held responsible and accountable for the health and safety of themselves and their co-workers. Employees are expected to:

- refrain from any activity which may jeopardize the health and safety of themselves and others.
- protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by CanWaCH.
- Bring forward any questions, concerns or issues arising that may relate to the health or safety of any employee of CanWaCH should be promptly brought to the attention of the Operations Team.

Employee Rights

Employees have three basic rights under the joint responsibility health and safety model:

- The right to know about workplace safety hazards.
- The right to refuse unsafe work if they have reasonable cause to believe the work is dangerous.
- The right to participate in the occupational health and safety process.

Employee Obligations

Maintaining a safe work environment requires the continuous cooperation of all employees.

All employees must recognize that it is their duty to comply with all Health and Safety rules, regulations and guidelines.

All persons are required to refrain from any unsafe practices or hazardous actions (including horseplay and practical jokes) and to exercise due care and diligence while performing duties.

Any unsafe conditions, materials or equipment and all accidents or injuries must be reported.

Fitness for Duty

For the health and safety of all CanWaCH employees, the use of illegal drugs is strictly prohibited during working hours. If alcohol is being served at a CanWaCH event or other function where employees are representing CanWaCH, consumption should be conservative and responsible.

Accident Reporting and Investigation

All employees must report accidents, incidents, close calls, and "near-misses," regardless of how insignificant the injury or damage may appear, to their Direct Supervisor and the Director, Programs and Operations. This policy ensures that incidents are investigated in accordance with CanWaCH policy, the Occupational Health and Safety Act and other relevant legislation, and that steps are taken to identify and correct unsafe acts and conditions to reduce the potential for future incidents.

Some incidents are immediately reportable to the Ministry of Labour. Incident sites should not be disturbed unless the safety of workers is at risk.

Action items from incidents will be documented and tracked for completion and follow-up, and procedures will be reviewed to ensure that changes required by the investigation findings are implemented and that they meet or exceed jurisdictional requirements.

Investigations of close calls and near misses provide CanWaCH the opportunity to address the issue and make changes in order to prevent a future accident or incident from occurring.

Critical Injury or Fatality

The Occupational Health and Safety Act establishes additional requirements where a person is critically injured or killed from any cause at the workplace.

Definition:

- *Critical Injury:* An injury of serious nature that places life in jeopardy; produces unconsciousness; results in a substantial loss of blood; involves a fracture of a leg or arm but not a finger or toe; involves the amputation of a leg, arm, hand or foot but not of a finger or toe; consists of burns to a major portion of the body; causes the loss of sight in an eye; or results in the loss of life.

Responsibilities

CanWaCH will comply with the legislative requirements surrounding the investigation and reporting of a critical injury or fatality, as prescribed by the Occupational Health and Safety Act and other relevant legislation.

CanWaCH will follow procedures for investigating critical injuries/fatalities; arrange for training in critical injury/fatality investigation, as needed, for supervisory staff; and establish a process for review of critical injury/fatality reports to prevent similar injuries.

2.10 Workplace Harassment

CanWaCH is committed to facilitating, promoting and providing a workplace environment in which all individuals are treated with respect and dignity.

CanWaCH will continue to follow and adhere to not only the specific requirements of, but also the spirit and intent of, all applicable law in Canada governing workplace harassment, including the Ontario Human Rights Code and the Occupational Health and Safety Act.

Workplace harassment will not be tolerated by CanWaCH from any person in the workplace, including any full-time, part-time, probationary, temporary and casual employees, volunteers, interns and students. Everyone in the workplace must be dedicated to preventing workplace harassment. Employees are expected to uphold this Policy and will be held accountable by CanWaCH if they do not do so.

This Policy also protects, and is intended to protect, employees of CanWaCH from workplace harassment by or from any other individuals who those employees may contact, or have dealings with, in the course of their employment duties. These may include, for example, clients, members of the public and those who supply goods or services to CanWaCH during the course of business.

Definitions:

- *Reprisal* refers to a negative action or omission against an employee who:
 - invokes this Policy, whether on behalf of oneself or another individual;
 - participates or co-operates in any enquiry under this Policy;
 - associates with a person who has invoked this Policy or participated in its procedures; and/or
 - performs a legitimate role under this Policy.
- *Workplace harassment* means engaging in a course of vexatious comment or conduct towards or against an employee in a workplace that is known, or ought reasonably to be known, to be unwelcome or inappropriate. This includes comments or actions in the workplace that may negatively impact working relationships or productivity or create a poisoned work environment. Harassment may also relate to a form of discrimination, as set out in the Ontario Human Rights Code, but it does not have to.
- *Workplace harassment* includes psychological or personal harassment and bullying, as well as comments and conduct prohibited under the grounds stipulated in the Ontario Human Rights Code.

Harassment may occur as one incident, or a series of incidents, involving unwelcome or inappropriate comments or conduct.

Examples of harassing behaviour may include, but are not limited to:

- verbal abuse or inappropriate displays of anger;
- bullying behaviour;
- comments or actions constituting harassment or discrimination under the Ontario Human Rights Code including, but not limited to, sexual harassment and harassment based on race, religion, sexual orientation, ethnic background, or disability, including mental health-related issues;
- the display, circulation, or electronic transmission of pornographic, racist or other offensive or derogatory text or pictures;
- conduct that may interfere with a person's work performance or creates an intimidating, hostile or offensive work environment;
- unfounded complaints made in bad faith, in reprisal, frivolously or with malicious intent;
- interfering with a workplace violence or harassment investigation; intimidating a complainant, respondent or witness; or influencing a person to give false or misleading information;
- reprisal as defined in this Policy;
- any other inappropriate, negative, disrespectful or unprofessional treatment of others; and/or
- failure of employees, to respond in accordance with this Policy to interpersonal misconduct or allegations of discrimination or harassment, which failure may be considered as condoning such behaviour and, therefore, a potential violation of this Policy.

This Policy is not intended to limit or constrain CanWaCH's role as employer or the reasonable exercise of any employee's role and function in the workplace. This Policy does not prohibit any employee from carrying out duties that may fall within their responsibilities, provided this is done in an appropriate, professional manner, which does not constitute an abuse of power or authority. Such duties may include, but are not limited to, conducting performance appraisals, addressing performance and conduct issues, delegating work assignments and determining work locations and schedules for employees.

Employees are encouraged and requested to report any incidents of workplace harassment to their supervisor or Operations Team promptly, without prejudice or fear of reprisal.

Nothing in this Policy prevents or discourages any employee from filing a claim or complaint with the

Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code in accordance with the requirements of the Code. Every employee also has the right to exercise any other legal mechanism available. This Policy, and the procedures that will be taken by CanWaCH under this Policy, are not the only steps that may be taken by any employee who feels they have been subject to conduct or behaviour that would constitute violence or harassment in the workplace, or be contrary to this Policy.

Every employee should ask CanWaCH for more information about this Policy, if desired. In addition, more information is available online, as follows:

- Employment Standards Act, 2000 – www.e-laws.gov.on.ca
- Occupational Health and Safety Act – www.e-laws.gov.on.ca
- Ministry of Labour (Ontario) - <http://www.labour.gov.on.ca/english>
- Human Rights Tribunal of Ontario - <http://www.hrto.ca>
- Ontario Human Rights Code - www.e-laws.gov.on.ca

CanWaCH will also provide any employee, who may request it, copies of any of this law or legislation.

2.11 Workplace Violence

CanWaCH is committed to providing an environment that is safe and healthy for employees, members, and other guests. Any act of workplace violence committed by or against any individual in the workplace or during workplace business is unacceptable and will not be tolerated.

This policy applies to all business-related activities that take place, including social events. Any report of an incident is taken very seriously and a thorough investigation will be conducted. CanWaCH will ensure every reasonable measure is taken to secure the workplace from violence. Incidences of workplace violence may result in the involvement of local police and, in some cases, charges under the Criminal Code of Canada or other statutes.

Reports can be made regarding situations that occur outside of the workplace if there is a concern that it could lead to a potential threat to workplace safety.

If an employee has a personal issue that may lead to acts of violence in the workplace, CanWaCH encourages them to seek help. These options include obtaining advice from a professional or reporting an incident to the authorities.

All concerns should be reported directly to the Operations Team, who will provide support and safety measures as required.

CanWaCH encourages all employees to play an active role in maintaining a workplace that is safe and free of violence and abuse. Those who witness an incident, are a victim of workplace violence, or feel that someone may be in a dangerous or threatening situation, the following procedure shall be followed. Anyone who reports an incident in good faith will not be reprimanded or face negative consequences.

The Chief Executive Officer or designate is responsible for investigating all workplace violence reports, and assessing non-emergency situations. In the case where the CEO is implicated in the incident, a designate will be responsible for the investigation. They must make a judgement on what the reasonable response is to deal with the case at hand and be sure that appropriate steps are carried out,

including disciplinary action or contacting local authorities.

Definition:

- *Workplace Violence*: defined by the Occupational Health and Safety Act as any act in which a person is abused, threatened, intimidated or assaulted in the course of employment. Workplace violence includes threatening behavior, behaviour that could reasonably be interpreted as threatening, verbal or written threats, verbal abuse and physical attacks, including the attempted use of physical force.

2.12 Reporting Violations

It is each employee's personal responsibility to bring violations or suspected violations of CanWaCH's Human Resources Policies & Procedures to the attention of their supervisor, Director of Programs and Operations, Director of Finance and Operations or Chief Executive Officer. CanWaCH's policy prohibits any retribution against employees who come forward to make such reports. All reports will be investigated.

In addition, under the Occupational Health and Safety Act, workers have a responsibility to report health and safety violations and/or concerns without fear of reprisal.

It is a misapplication of CanWaCH's policies to make a false report against another employee. False, distressing, or malicious complaints may result in disciplinary action, up to and including termination of employment with CanWaCH.

CanWaCH is committed to fostering and sustaining a safe environment through proactive, accessible and effective approaches that seek to respond to sexual exploitation and abuse (SEA). [Please click here for CanWaCH's Prevention of Exploitation and Sexual Abuse Code of Conduct.](#)

2.13 Dispute Resolution

CanWaCH is committed to a safe work environment characterized by healthy, positive, respectful, supportive relationships among all employees, members, management and others. CanWaCH aims to foster and maintain a culture of understanding and mutual respect when addressing workplace conflicts. The purpose of this policy is to increase the available options for addressing workplace conflict and disputes and encourage the use of the informal dispute resolution process when at all possible.

Workplace conflict includes general disagreements due to conflicting opinions, ideas, or personalities; perceived unfair treatment by management or others; and disrespectful conduct, unless deemed as Harassment, which would be covered by the Policy 5.5 Workplace Harassment.

All complaints will be addressed immediately and with the highest level of confidentiality as the situation allows, and management will provide direction and support until resolution is attained. Based on the nature and severity of the complaint, CanWaCH reserves the right to conduct an investigation regardless of whether or not a formal complaint has been filed.

3. General Employment Policies

Definitions:

- *Full-time employee*: employed on a permanent basis and are scheduled for an average of 25 hours or more per week (up to 37.5 hours).
- *Part-time employee*: employed on a permanent basis and are scheduled fewer than 48 hours biweekly.
- *Term employee*: individuals hired to work on a program or project, which has a definite term (ie. End date) and/or is operated on a special funding grant.
- *Consultants*: individuals who work on a fee-for-service basis. Consultants are not CanWaCH employees.

3.1 Diversity and Equity

CanWaCH is strongly committed to principles of equity, diversity and inclusion in the workplace. Recognising and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported.

Employment equity involves hiring the best-qualified candidate while ensuring a fair and equitable hiring process for all persons. CanWaCH shall hire and make employment and promotion decisions on the basis of qualifications and merit.

CanWaCH shall make efforts to create a workplace culture that enables increased participation from the four groups designated for employment equity under the Employment Equity Act: women, visible minorities, persons with disabilities and Indigenous people, and that work arrangement do not have unlawful discriminatory effects on individuals or groups protected under the Canadian Human Rights Act.

3.2 Compensation Package

Salaries and Wages

CanWaCH's compensation philosophy is a total rewards package and salary administration which attracts and retains qualified, high performing staff, while ensuring fiscal responsibility, sound financial decisions and management of funds to support the overall goals of the organization.

CanWaCH's salary administration is based on a comprehensive review and evaluation of job descriptions and organizational needs, compensation philosophy, review of market data and salary structure.

CanWaCH's salary schedule is based on a comprehensive review of market data. Compensation for employees falls under the purview of the Chief Executive Officer. Compensation for the CEO falls under the purview of the Board.

Further information regarding CanWaCH's compensation review and salary transparency process can be found here.

Wage garnishment

Wage garnishment occurs when CanWaCH receives a Notice of Garnishment indicating that an employee

has outstanding debts that require payments to be deducted directly from a paycheque. Money owing could be in the form of child/family support, taxes or unpaid court fees. CanWaCH will comply with a Notice of Garnish.

Other Benefits

Retirement and pension plan

As there is no mandatory retirement age in Canada, employees are welcome to maintain employment with CanWaCH for as long as they wish, provided that they are able to meet the agreed upon job requirements.

CanWaCH provides 10% pay in lieu of pension. Funds are meant to replace a group pension plan and employees are highly encouraged to meet with a financial advisor to discuss the best use of these funds through RRSPs, mutual funds or other retirement savings tools.

Health benefits

Employees who reside in Canada, work a minimum of 20 hours per week for CanWaCH, are actively at work and have completed a 3-month waiting period are eligible for a comprehensive Group Employee Medical Benefits Plan.

Information regarding CanWaCH's benefits package may be shared during the hiring process and all staff will have access to their benefits package.

Professional Development

CanWaCH values professional development for its employees and will budget annually for such opportunities. CanWaCH supports their staff to gain and enhance relevant and related skills to ensure that staff enjoy continued professional development (PD) and growth and towards organizational excellence, innovation and collaboration. In the event that CanWaCH requests a specific conference, course or training experience, the employee shall be able to enroll and pursue training during regular working hours.

Each request will be judged on its own merit and will be subject to the availability of funds.

Wellness Flex Day and Wellness Benefit

On an annual basis, CanWaCH will review and approve its Wellness Flex Day procedure and provision of a Wellness Benefit, pending financial, funding, and workplan considerations.

Vacation

CanWaCH provides vacation time to full-time employees. Vacation should be taken in full during the calendar year. Cash payments will not be made in lieu of vacation except upon termination of employment.

Vacation allotment is negotiated along with salary as part of offers of employment and terms of employment. The below chart represents the minimum vacation offered to employees.

Up to 1 year of service ¹	2 weeks
2 to 5 years of service	3 weeks

5 to 10 years of service	4 weeks
More than 10 years of service	5 weeks

For part-time employees, CanWaCH provides vacation pay with the biweekly payroll. A total of 4% vacation pay will be added to the regular wages. Part-time employees can opt to accrue vacation days at a rate of 4% per month, equivalent to the normal number of hours regularly worked by the employee. In this case, vacation pay will be paid out when the time is taken.

Statutory Holidays

CanWaCH observes the seven (7) paid national statutory holidays:

- New Year’s Day
- Good Friday
- Canada Day
- Labour Day
- Thanksgiving Monday
- Christmas Day
- Boxing Day

Three (3) additional Ontario provincial public holidays will be observed as follows:

- Family Day
- Victoria Day
- Civic Holiday

In the case where an employee’s home office is located in a province with alternative provincial public holidays, employees may request to take their provincial holiday in lieu of the above mentioned Ontario provincial public holidays to a maximum of three (3) days annually.

Should employees require an accommodation to statutory holidays based on religion or self-identification (ex. if an Indigenous employee would prefer to work on Canada Day and observe Indigenous People’s Day instead), requests will be reviewed and approved on a case-by-base basis. Requests will not be unreasonably denied.

Leaves

CanWaCH provides the following paid and unpaid leaves.

<p>Sick Leave</p> <p>10 paid days per year for full-time employees.</p>	<p>Sick leave is accrued based on a staff member’s regularly scheduled hours of work. A full-time employee accrues sick leave at the rate of ten paid days per calendar year. A regular part-time employee accrues sick leave on a pro-rata basis, starting from the first full payroll period worked – however, Employees will not accrue sick leave when absent from work for more than ten (10) work days (except for absences due to holidays, vacation and personal days). Sick leave may not be taken in advance of accrual.</p> <p>Applies to bona fide non-occupational illnesses and injuries. The accumulation of sick leave allows continuation of full base pay when an eligible employee is required to be absent from work because of a non-occupational illness or medical condition.</p>
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	<p>Sick leave may not be carried over into a subsequent calendar year and it cannot be cashed out as it has no intrinsic cash value. Sick leave balances are not earned compensation nor are they payable upon termination of employment. Sick leave is paid on a straight time basis, not to exceed the scheduled hours for the scheduled work hours missed. Sick leave is provided only for the reasons stated in this policy and may not be used for other purposes. Employees using more than 10 days of sick leave, Personal Leave provisions will apply.</p> <p>All information about an employee’s medical condition is confidential and must be kept by the Operations Team in a file separate from the employee’s human resources file. When an employee is absent for medical reasons, the employee’s regular human resources file will contain only the dates of the medical absence, not the medical reason(s) for the absence.</p>
<p>Bereavement Leave</p> <p>Full-time employees: Three (3) paid days for immediate family members. One (1) paid day for other relatives. When travel is required, an additional 2 paid days may be approved.</p> <p>For part-time staff, ESA standards apply.</p>	<p>When a death occurs in the Employee’s immediate family, the Employee is entitled to three (3) consecutive days paid leave of absence, including the day of the funeral. The time must be taken between the day of death to seven days after the funeral, unless otherwise approved by the managing supervisor or the Operations Team. Proof of death and relationship may be requested.</p> <ul style="list-style-type: none"> ● <i>Immediate family member definition:</i> spouse or partner, child, parent (including step-parent, foster parent), grandparent, grandchild, sibling, legal guardian (including in-law, foster and step relationships). ● Recognizing various types of family composition, full bereavement leave requests can be made, with decisions made by the Operations Team on a case-by-case basis. ● In addition to the paid time off outlined below, up to two (2) additional days may be provided where extended travel is required. ● In the event of death of any other relative who is not a member of the Employee’s immediate family (as defined above), the Employee is entitled to one (1) day off from work with pay to attend the funeral. ● In the event a death occurs during an Employee’s vacation, the Employee will be entitled to take the appropriate number of vacation days lost due to the bereavement leave, to be scheduled at a time convenient to the Organization and to the Employee.
<p>Pregnancy, Maternity and Parental Leave</p>	<p>Employees are eligible for pregnancy or parental leave after working for CanWaCH for at least 13 weeks, as defined by applicable legislation. Employees are expected to provide a minimum of two weeks’ written notice prior to the date the pregnancy or parental leave is to begin, except in the case that the birth occurs earlier than the expected date of birth.</p>

Notice must be accompanied by a certificate from a legally qualified medical practitioner, clearly indicating the expected delivery date, or legal forms that outline the official date of adoption.

If eligible, employees may receive employment insurance maternity, parental or paternity benefits, as offered by the Government of Canada.

Vacation time and years of service continue to accrue during pregnancy and parental leaves. An employee who takes a pregnancy or parental leave is entitled to the same job the employee had before the leave began or a comparable job if the employee's old job no longer exists.

As per the Government of Ontario's Pregnancy and Parental Leave ESA guidelines:

Pregnancy Leave

Pregnant employees have the right to take pregnancy leave of up to 17 weeks of unpaid time off work, which can be initiated within 17 weeks up to and including their due date. An employee that has started their pregnancy leave must take it all at once. Employees cannot use up part of the 17 weeks, return to work, and then go back on pregnancy leave for the unused portion.

Pregnancy leave taken in excess of 17 weeks for medical reasons related to the pregnancy will be treated as a Sick Leave in accordance with Policy 4.6 Sick Leave.

Parental Leave

Parental leave is available to employees who become a parent of a newborn child, or newly adopted child(ren). For those who have given birth, parental leave may commence once the pregnancy leave ends, and no later than 78-weeks after the delivery date, or the date that the child comes into custody.

Birth mothers who take pregnancy leave are entitled to take up to 61 weeks of unpaid time off work for parental leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to take up to 63 weeks of unpaid time off work for parental leave.

If an employee is unable to return to work because of illness associated with the birth of the child, CanWaCH requests that notification be provided to the Operations Team as soon as possible. Additional time off will be treated as a Sick Leave.

If an employee does not anticipate returning to work following a parental leave, CanWaCH requests that they provide at least four weeks' written notice of the decision to resign.

	<p>Salary top-up</p> <p>The supplemental salary top-up benefit is payable to permanent full-time employees who qualify for maternity or parental leave, in accordance with the Government of Canada’s Employment Insurance criteria. CanWaCH will pay a supplemental benefit equal to the difference between 75% of regular weekly earnings and the sum of the weekly Employment Insurance (EI) benefit and any other earnings. The amount payable under CanWaCH is limited to 75% of a maximum salary of \$100,000. Employees must provide proof of employment insurance payment to the Operations Team.</p> <p>This top-up benefit is payable for up to thirteen (13) weeks after the standard EI one (1) week waiting period and following receipt by CanWaCH of proof of payment of EI maternity benefits.</p> <p>The basic rate used to calculate maternity and standard parental benefits, according to the Government of Canada, is 55% of average insurable weekly earnings, up to a maximum amount. Similar to these provisions, CanWaCH calculates the salary top-up based on 55% of average insurable weekly earnings, up to a maximum amount, for 13 weeks. Should the employee wish to extend the top-up over a longer period of time, CanWaCH will negotiate with the employee, however the total amount of top-up available will remain consistent with 55% of average insurable weekly earnings.</p>
<p>Jury and Court Witness Leave</p> <p>Case-by-case, as needed</p>	<p>In the event that an employee has been summoned for jury selection or jury duty, their regular wages will be provided in order to attend the event. Part time employees will be paid for the hours that they would have been scheduled to work while away on jury or witness duty.</p> <p>This time off will not impact vacation accrual or years of service.</p>
<p>Compassionate Care Leave</p>	<p>Compassionate Care Leave is available to an employee for compassionate reasons when they are facing a time of crisis. This is when an employee chooses to work less than the standard hours required for the position with a proportional reduction in salary.</p>
<p>Personal leave of absence (unpaid)</p> <p>10 days per year</p>	<p>CanWaCH grants employees 10 (ten) unpaid personal emergency days off per year, as prescribed by the Employment Standards Act. These days can be used for medical appointments, family emergencies, or other personal reasons.</p>

3.3 Hiring

The success of CanWaCH in achieving its vision depends on having the right staff, properly trained and motivated, applying their skills and talents to all assigned responsibilities outlined in job descriptions. CanWaCH will follow consistent hiring guidelines in order to maximize the chances for success in fulfilling its mission by hiring the most qualified and competent applicants for all employment vacancies.

CanWaCH is an equal opportunity employer and adheres to all related legislation, including but not limited to the Ontario Human Rights Code and Charter of Rights and Freedoms. CanWaCH will include a statement on all job postings that CanWaCH is an equal opportunity employer.

CanWaCH will note on all job postings that accommodations are available upon request and workplace accommodation upon hire will be provided (see Workplace Accommodation policy).

CanWaCH does not use artificial intelligence throughout the hiring process.

Throughout the hiring process, CanWaCH will:

- recruit the most competent individuals to fill all positions.
- conduct a screening process that is fair and equitable.
- make offers of employment in keeping with CanWaCH's salary scale and job evaluation framework,
- have all employees sign an employment contract outlining the conditions of employment

Employee Human Resource Files

Each employee is required to have an employee human resources file on record. These files are the property of CanWaCH, and will be kept in strict confidence, with access being restricted to management only. For more information on Personal Information Protection and privacy.

Changes to the personal information contained in employee human resources files is the responsibility of the employee. This includes changes to contact information, banking information, dependent and spouse information (for Group medical benefits purposes), and emergency contacts.

3.4 Orientation

CanWaCH recognizes the importance of providing essential information to newly hired employees. All new employees will be provided with an orientation session during the first week of employment with CanWaCH. Contract employees will be provided with the necessary information to carry out the responsibilities of their contract.

Accessibility

The following online training is mandatory during the onboarding process:

<http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

3.5 Probation

The probationary period for regular full-time and regular part-time employees is three (3) months from the date of hire, unless otherwise determined.

During this time, employees are provided with the opportunity to evaluate CanWaCH as an employer, and for the organization to assess the employee's competence and fit with CanWaCH's mission and vision. During this probationary period, both the employee and CanWaCH have the right to terminate employment without advance notice.

Current employees who are promoted or who win a competition for another similar position within CanWaCH will not have to serve the probationary period; however, if the position is different than the employee's current role, the employee shall serve a three (3) month probationary period in the new position.

CanWaCH members or volunteers that later enter into an employment agreement will still be required to fulfill the probationary period, in order to ensure fair and equitable practices for all employees. All employees, regardless of position or length of service, are expected to maintain standards for job performance and behavior, as outlined in this Human Resources Policies Manual.

A probationary review will be conducted for all new employees at the end of the third month of employment.

3.6 Performance Management, Appraisals and Career Development

CanWaCH recognizes that the success of the organization is only possible with the success of each individual team member's contributions to CanWaCH's vision, mission and strategic priorities. As a result, CanWaCH will leverage an integrated performance development approach based on the WHAT (objectives) and - equally important - the HOW (values & competencies). Overall, this approach is supported by a coaching culture, with ongoing performance support and enablement, and with Staff taking an active role in their professional development.

CanWaCH's goal for all employees is that they:

- have clearly defined goals and objectives
- feel great work and performance is recognized on a regular basis
- have a supervisor who is engaged in coaching towards organizational priorities and who plays an active role in their professional development.

Annual performance reviews for full-time employees are conducted at the end of the organizational year, with performance objectives set for the year ahead. Performance is monitored throughout the year in quarterly enablement meetings.

3.7 Progressive Discipline

CanWaCH's workplace is supported by a coaching culture, with Staff taking an active role in their professional development. The majority of performance concerns are addressed between employees and their direct supervisor.

When substantive performance issues arise, CanWaCH uses progressive development for all employees. The purpose of the process is to correct, not punish, those employees who have not followed CanWaCH guiding principles, policies and procedures. Consistent and fair procedures for progressive development give employees ample opportunity to improve.

Definitions:

- *Progressive discipline*: emphasizes correction and establishes clear goals to help employees change from delivering poor performance to satisfactory performance; and focuses on the performance rather than the person.

3.8 Offboarding and Change of Employment Status

All terminations, whether initiated by CanWaCH or by the employee, are to be completed in a confidential, respectful and professional manner, and adhere to the relevant legislative requirements, including but not limited to the Employment Standards Act.

Both CanWaCH and the employee have the right to sever an employment relationship. Where termination occurs for reasons other than cause, individuals must be treated fairly and appropriate arrangements must be made. Where termination is for cause, employment may be terminated without notice or severance.

Voluntary Termination

Voluntary Termination occurs when an employee resigns from their position, fails to report to work for three consecutive days without notifying their direct supervisor or the Operations Team or providing a reasonable explanation, or when a contract is completed.

Involuntary Termination

Involuntary Termination includes permanent lay-offs, constructive dismissal (significant changes to the terms of employment such as a change in position, pay or hours) and termination with cause, either as the final step of Progressive Discipline or an immediate termination for a gross misconduct.

- Discharge for Willful Misconduct: Willful misconduct implies an act of such gravity and seriousness that it constitutes a breach of the employee's fundamental obligations to the employer, and is therefore grounds for immediate dismissal.
- Termination for Reasons of Performance: While performance issues are typically related to the employee's responsibility to carry out job duties proficiently, satisfactory performance also comprises such expectations as regular attendance and adherence to work schedules, and on-the-job behaviour with co-workers that supports and enhances the effectiveness of the work unit, department and/or organization.
- Notice and/or termination pay in lieu: Notice and/or termination pay in lieu will be provided to eligible employees. Immediate termination without notice or termination pay can occur when someone is still on probation or if they have committed an infraction that is serious enough to warrant immediate dismissal. Serious offenses that can result in immediate dismissal include: gross misconduct or insubordination, sexual harassment, theft, abuse of equipment or materials, falsification of records, misrepresentation of personal information, illegal/violent/unsafe actions, and abusive behaviour.
- CanWaCH will abide by the required notice and/or termination pay in lieu of notice [as per ESA standards](#).

Termination pay is a lump sum payment of all regular wages based on a regular work week, including vacation pay. It will be included on the last regularly scheduled pay cheque.

Employees will be entitled to notice of termination of employment in accordance with the Employment Standards Act, and other relevant legislation, or be paid in lieu of such notice, except in the case of dismissal for just cause.

3.9 Issuing References

It is the policy of CanWaCH to respect the confidentiality of employee records and therefore discretion and sensitivity are used when issuing references and employee verification.

4. Working at CanWaCH

4.1 Virtual Workplace and Home Office

CanWaCH operates as a fully virtual organization, with all staff working from home offices. We celebrate the flexibility, work-life integration, geographic diversity, reduced environmental footprint, and freed up time and resources that result from our virtual workplace.

Simultaneously, CanWaCH recognizes that a virtual workplace requires a commitment from every staff person on behalf of individual employees and the employer to ensure productivity and connectedness. An essential building block for the success of the virtual workplace is trust, trust will be built through transparency and mutual accountability between employees and managers.

Daily operations of CanWaCH take place in a virtual workplace and require employees to work from individual home offices in Canada. This policy outlines the special features of this employment relationship and lays out the guiding principles that inform day-to-day interaction with the virtual workplace from individual home offices.

Definitions:

Virtual Workplace: is a workplace that is not located in any one physical space. It is usually in a network of several workplaces (ie. Home offices) that are technologically connected (via a private network or internet) without regard to geographic boundaries. Employees are thus able to interact in a collaborative working environment regardless of where they are located. A virtual workplace integrates hardware, people, and online processes.

RingCentral (formerly known as Glip): Glip is the internet based system CanWaCH currently uses as its virtual office, the system is a central place for internal communication and task management.

Google Suite: is the internet based system CanWaCH uses for file storage and management (Google Drive) and external communication (Gmail).

Home Office: the physical location where an employee spends most of their working day, for which the CanWaCH reimburses certain expenses as outlined in Section 3.6 Personal Equipment & Usage Reimbursement. All CanWaCH employees are expected to have a home office with a secure internet connection and privacy.

Telecommute location: a physical location, determined by the employer, where employees are required to work together for a period of time.

4.2 In-person Meetings

Pending any budgetary restrictions or general travel restrictions, CanWaCH prioritizes bringing staff together for in-person staff meetings on a regular basis, approximately twice a year. As per CanWaCH's travel policy, all travel is voluntary, and CanWaCH will do its best to accommodate virtual participation to the extent possible.

CanWaCH will, to the point of undue hardship, meet the Accessibility Standards for the Design of Public Spaces when choosing locations for in-person meetings and events. This includes accessible parking, exterior paths of travel, service counters, and waiting areas.

CanWaCH welcomes service animals in the workplace, including at in-person events.

When required, CanWaCH will provide customized emergency information to employees and volunteers who have a disability.

4.3 Hours of Work

It is expected that Employees will maintain and maximize productivity and meet operational requirements with a regular 37.5 hour work week.

A virtual workplace provides the opportunity to consider employee preferences and external obligations with regard to hours of work. Additional flexibility within the work day and work week is earned and maintained through setting clear expectations and maintaining productivity with good quality work. Hours of work, work schedules, lunch breaks, and other related work time decisions fall within the discretionary authority of the employee's direct supervisor. Decisions regarding these matters shall be governed by the operational requirements of CanWaCH. CanWaCH reserves the right to alter work-time arrangements as necessary, but shall exercise this right in a fair and reasonable manner.

Punctuality and reliability are significant factors that impact an employee's personal success and the overall success of CanWaCH. If an employee will be late or is unable to work their regular work day, they are to notify their direct supervisor as soon as possible.

To ensure accountability, all CanWaCH staff are required to submit monthly timesheets. To comply with auditing requirements, hours worked must correspond with hours recorded in Employee's calendars.

Overtime/Compensatory Time

Employees must have explicit written permission from their Direct Supervisor to accrue overtime. As a general practice, overtime permission is only granted in extenuating circumstances. Prior to approving overtime, Employees and supervisors are expected to plan ahead where possible, manage workflow within the week, and utilize other available resources (ie. other team members, consultants, etc).

Overtime is calculated on a weekly basis, considered to be hours worked in excess of 37.5 hours in a 5-day work week for full-time employees and regularly scheduled hours for part-time employees.

In accordance with the Employment Standards Act's overtime provisions, CanWaCH grants equivalent time off for hours worked beyond what would be considered a standard workweek. Compensatory time for any hours worked in excess of 40 hours in a standard week is calculated at a rate of 1-1. The time off will be taken at a time mutually agreeable between the Direct Supervisor and the Employee; generally overtime should be used within the week it has been accrued to minimize the impact of extended hours. In general, and in keeping with ESA guidelines, those in supervisory roles are exempt from accruing overtime.

4.4 Productivity, Project Management and Collaboration

Consistent, clear, and effective implementation of projects is central to CanWaCH achieving its vision, mission and mandate. All staff are encouraged to prioritize clear communication between project team members and to use project management tools at their disposal to organize tasks, meet deadlines, achieve work objectives, and ensure high quality of work.

All CanWaCH resources should be used for the benefit of CanWaCH and not for personal use or financial gain.

4.5 Environment and climate change

CanWaCH recognizes that climate change and environmental degradation are real and are interconnected with health outcomes and gender inequities. Across all activities and operations, CanWaCH will consider the impacts of and contributors to environmental concerns and climate change.

Where possible, CanWaCH will:

- Seek out ways to reduce the environmental impact of organizational operations and project activities (ie. reducing commutes; environmental catering, vegetarian options, carbon offsetting);
- Include climate change and environmental considerations when selecting venues, contractors, consultants, etc.;
- Support the integration of health, gender and climate change considerations in programmatic areas and sector engagement.

4.6 Representation, Diversity, Equity and Inclusion

In keeping with CanWaCH's values of gender equality and human rights, CanWaCH will seek to build equitable partnerships, ensure representation, and remove barriers to participation. Across programmatic activities, we will make efforts to ensure that diverse voices, perspectives and lived experience are included. When selecting vendors, contractors, consultants and partners, CanWaCH will include principles of advancing diversity and inclusion as well as relevant lived experience as selection criteria.

4.7 Accessible Services

CanWaCH is committed to meeting the needs of persons with disabilities, and this includes the ability to communicate and accommodate participation despite barriers. Across CanWaCH's operations and programming, CanWaCH will:

- Be sensitive to the needs of those they are interacting with and will directly ask how they can communicate with or accommodate the needs of someone if they perceive a barrier.
- Select accessible venues and event locations.
- Welcome service animals at events and meetings.
- Provide information and communication in accessible formats or with communication supports when requested. This includes publicly available information about CanWaCH, services, applications and facilities, as well as publicly available emergency information.
- Post service disruptions, as appropriate, as soon as is practicable.
- Collect and accommodate accessibility needs and requirements (ie. Include accommodation needs on registration pages.
- Provide customized emergency information to project participants who have a disability.
- Include accessibility requirements in consultant agreements to ensure compliance with AODA and Human Rights Code legislation.

4.8 Intellectual Property and Ownership of Work

All intellectual property and materials produced or contributed to by an employee while performing their job is the property of CanWaCH.

To the extent allowed by applicable law, CanWaCH retains all rights, title and interest in any and all materials produced which relate to the business or work of CanWaCH or which result from any services performed for CanWaCH, whether or not made during or after working hours.

4.9 Media

Contact with Media

The Chief Executive Officer is the primary media contact. Both the Chair of the Board and Chief Executive Officer may speak on major announcements. The Chair of the Board is the official spokesperson on governance and policy issues.

Social Media

This policy applies to professional use of social media on behalf of CanWaCH as well as personal use of social media when referencing CanWaCH.

When using social media, Employees are expected to know and adhere to CanWaCH's Code of Conduct, and other related company policies and procedures. As such, it is prohibited to post social media content including posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Subject to applicable legislation, after-hours online activity that violates CanWaCH's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination. All Employees should be aware of the effect their actions may have on their images, as well as CanWaCH's image. The information that employees post or publish may be public information for a long time.

CanWaCH reserves the right to observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to CanWaCH, its employees, stakeholders, partners, or members.

4.10 Participation in Political Activity

CanWaCH neither encourages nor discourages discussion of political beliefs or participation in political activities among its employees. However, as a non-profit organization, CanWaCH will not engage in political activities including the participation in or intervention in any political campaign (including the publication or distribution of statements) on behalf of or in opposition to any candidate for public office.

4.11 Solicitation

CanWaCH employees must provide their full dedication during the performance of job responsibilities to ensure the fulfillment of the goals and objectives of CanWaCH. Where employees are participating in fundraisers or other such volunteering activities, they are welcome to share information with other employees during work breaks.

4.12 Information Technology

CanWaCH's goal for technology is to help employees by providing the right information and technology, at the right place, and the right time. To support the virtual office, CanWaCH makes use of online software for communication and storing data. All employees are responsible for ensuring that they maintain updated and accurate documentation, as it pertains to their job responsibilities and to follow procedural guidelines for naming and saving files.

We have a commitment to protect our information assets to respect our member's rights to privacy and confidentiality.

All employees that have access to CanWaCH IT systems must adhere to password procedures in order to

protect the security of CanWaCH, protect data integrity, and protect computer systems.

All computers that are used for business purposes must be password protected in case they are lost or stolen to protect client confidentiality and business information.

In addition, if the computer that you use for business purposes is also accessible by individuals who are not employed by CanWaCH, you must log out of all related business systems whenever you are not using your computer.

Accuracy of Records

CanWaCH's business transactions must be properly authorized and recorded fully and accurately in the company's books and records.

Maintaining Confidential Employee Records

CanWaCH will only request and collect personal information from employees, members, and job applicants if there is a clear and purposeful reason for obtaining such information. Any information provided will be kept in strict confidence. Employees have the ability to view their personal information on file and to challenge its accuracy if required. CanWaCH has the legal obligation to uphold Canada's Personal Information Protection and Electronic Documents Acts (PIPEDA) in the way that it collects, uses, and discloses personal information.

Use of Personal Equipment

Employees whose job duties include the use of their personal computer or cell phone may receive extra compensation, in the form of reimbursing the cost of cell phone and internet plans and a computer allowance, to cover business-related costs on their personal cell phone and computer. No further reimbursement for cell phone costs or computer use is available to employees who receive such an allowance.

Employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company. Devices may not be used at any time to:

- Store or transmit illicit materials
- Store or transmit proprietary information belong to another company
- Harass others
- Risks, Liabilities and Disclaimers

While CanWaCH will take every precaution to prevent the employee's personal data from being lost, in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification. The employee is personally liable for all costs associated with their device.

The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

CanWaCH reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Disconnecting from work

Disconnecting from work is vital for sustaining healthy work-life boundaries. As a virtual organization with staff working from home offices, there is a risk of “hyper-connectivity”. “Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, to be free from the performance of work.

It is important that personal time is respected. Where possible, it is agreed that employees should respond to communications during employees’ normal working hours. Employees should not feel the need to respond to communications received outside of their normal hours of work.

CanWaCH recognizes that every employee should be able to disconnect from work outside of their normal work hours, subject to certain exceptions, including:

- Where operational or business needs require such communications and the employee has been given advance notice, ie. project related timelines, or business travel
- Where communications are required due to the nature of the employee’s duties, ie. supervisory role where the individual is part of managing an HR issue
- Where other emergencies or unforeseeable circumstances may arise, for example, a colleague falling sick and needing to check staffing availability

Electronic Monitoring

CanWaCH electronically monitors employees in the following manner and in the following circumstances.

- Maintains an archive of employee activities in their use of employer-owned software, such as Gmail, Google Drive, electronic work product, and so on.
- May monitor the content of employee activities on employer-owned software. For example, CanWaCH may monitor review emails and google drive activity.
- May track the timing of employee access to employer networks.

"Electronic monitoring" includes the digital collection of information with respect to an individual covered by this Policy and including by not limited to:

- Virtual access to the CanWaCH workplace and software services
- Employee timesheets for payroll
- Accessing any electronic equipment, mobile devices or software installed on computers or mobile devices, or information system that is owned, operated, maintained, or contracted by CanWaCH.

CanWaCH may conduct electronic monitoring of employee activities at any time, without notice to the employee, to determine compliance with relevant policies. Information obtained may be used for the following purposes, but not limited to:

- Track employee working time to ensure accurate compensation and/or adherence to working time or attendance policies;
- Protect employee health and safety by tracking employee location or keeping a record of employee access to the workplace; and
- Ensure employee adherence to workplace policies, especially those related to use of IT systems.

Any employee personal information collected through electronic monitoring will be collected, used and disclosed for the purposes described here, and will be subject to security, retention and access as

described in CanWaCH's policies on record retention and any applicable privacy legislation.

4.13 Travel

CanWaCH employees, Board members and other stakeholders travel both domestically and internationally on behalf of CanWaCH from time-to-time. CanWaCH seeks to promote safety and to reduce risks across all travel opportunities.

Definitions:

- *Traveller*: staff, Board members and other approved individuals such as members of working groups, independent contractor, bursary recipients, CanWaCH delegation members in the course of their work with CanWaCH. A traveler may seek reimbursement for applicable travel costs, as per this policy
- *Frequent travelers*: those who take more than 10 trips (1+ night, domestic or international) per calendar year. Unless otherwise restricted by funding agreements, to maximize efficiencies, frequent travelers may preferentially book through a Canadian airline (Air Canada, West Jet) over others and at known hotels with corporate rates in regular cities, so long as the cost difference is reasonable. This allows for ease of travel, reduces the number of work hours spent coordinating travel, and supports any dispute resolution with travel plan changes.
- *International travel*: A CanWaCH organized or endorsed activity involving one or more CanWaCH Traveller(s), which takes place outside of Canada, such as: fieldwork, monitoring and evaluation trips, travel to attend conferences and CanWaCH business, or professional development activities.

Responsibilities

International travel is a voluntary undertaking. Under no circumstances will CanWaCH penalize or reprimand any staff who act in their own best judgment and decide to not participate in international travel. This is inclusive of Travellers who decide during trips to not participate in particular aspects of trips or to return early due to unreasonable safety risks.

CanWaCH operates in accordance with the Ontario Human Rights Code and Canadian Charter of Rights and Freedoms. While traveling, CanWaCH staff are expected to follow local laws and regulations, as well as act in accordance with Canadian laws and regulations.

The Traveler is ultimately responsible for all decisions made prior-to, during and upon return from traveling. The Traveler is expected to:

- Prior to international travel, complete basic travel safety training. CanWaCH may support and arrange additional safety training for the Traveller, as required.
- Register with the Government of Canada prior to international travel.
- Prepare themselves in advance of the International Travel in which they intend to participate
- Take into account risk mitigation strategies and conduct themselves in a safe and risk averse manner while traveling. The extent of advanced planning and preparation should be commensurate with the level of risk associated with International Travel.

CanWaCH will:

- Provide medical travel insurance via our benefits package. Upon request, CanWaCH will reimburse the Traveler for pre-departure expenses required for International travel that are not covered by extended health benefits. Pre-departure expenses include visa and visa-related expenses, medical consultation fees, immunizations and prescribed medications (up to a maximum of \$300), or generic malaria prevention medication.
 - For reimbursement, all expenses must be included in expense claims along with all original

receipts and appropriate price comparisons.

- Adhere to all applicable requirements as per funding agreements when booking travel. At all times, employees will seek cost comparisons and establish reasonable costs for travel.

Hours worked and travel

CanWaCH will operate in accordance with ESA standards to accommodate travel time as time worked and travel time is subject to CanWaCH’s overtime policy.

Whenever possible, it is expected that staff will mitigate the impact of travel opportunities, such as traveling during work hours, or taking a rest day.

Travel and Expense Claims

Expense claims fall within the purview of the Operations Team, who is responsible for reviewing and approving all expense claims. Prior to booking or claiming travel, it is expected that staff receive approval to travel, attend events, and accrue expenses.

This policy is to provide information and assistance to employees claiming reimbursement for expenses incurred while traveling on approved CanWaCH business or when representing the interests of CanWaCH, including expenses for travel, meals, lodging, professional expense reimbursement, and relocation costs.

CanWaCH does not follow the National Joint Council policies for travel and reimbursement of expenses, however, CanWaCH does follow the rates and allowances as outlined in the National Joint Council “Appendix B, Kilometric Rates” for kilometric rates, and “Appendix C, Meal Allowances, Canada and USA” and “Appendix D, Meal Allowance, International” for per diems and incidentals in considering Expense Claims.

The following policy on travel reimbursements apply in the following situations:

- When a traveler is away from the workplace on CanWaCH travel without an overnight stay in Canada or the U.S.A;
- When a traveler is away from the workplace on CanWaCH travel overnight, in Canada or in the continental U.S.A;
- when an employee is away from the workplace on CanWaCH travel overnight, outside Canada or the continental U.S.A. or when the point of departure is outside of Canada or the continental U.S.A. This policy was developed utilizing the National Joint Council Travel Modules for kilometric rates and allowance rates.

In the case of an employee traveling outside of Canada or the U.S.A, a daily comprehensive allowance may be authorized in circumstances where established allowances are not practical, reasonable or equitable.

For employees traveling to work-related events or activities in their home city, in general, these costs are not reimbursed. Upon request, specific expenses may be reviewed for approval.

Item	Allowance and Reimbursements	Documentation required
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Additional Business Expenses	<ul style="list-style-type: none"> ● Business expenses not otherwise covered (business calls, photocopies, internet connections, renting necessary office equipment, etc). ● Entry documents as determined by the Department, and/or appropriate passport and photos, and/or visa as determined by GAC and any required inoculations, vaccinations, X-rays and certificates of health. ● Service charges/fees for actual and reasonable expenses for financial transactions such as: ATM use; credit/debit card use; financial institution foreign currency transaction commission; cheque-cashing fees, etc. ● A subscriber identification module (SIM) card to use in the local network when traveling outside of Canada or U.S.A. 	Receipts
Currency Exchange	<ul style="list-style-type: none"> ● The costs incurred to convert reasonable sums to foreign currencies and/or reconvert any unused balance to Canadian currency shall be reimbursed, based upon receipts from all transactions and sources. ● When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by CanWaCH, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country. 	Receipts
Dependent Care	<ul style="list-style-type: none"> ● An employee who is required to travel on CanWaCH business shall be reimbursed actual and reasonable dependent-care expenses up to a daily maximum of \$35 Canadian, per household, with a declaration, or up to a daily maximum of \$75 Canadian, per household, with a receipt when the employee is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability. ● The dependant-care allowance shall apply only for expenses that are incurred as a result of traveling and are additional to expenses the employee would incur when not traveling. 	No receipts needed
Meals	<ul style="list-style-type: none"> ● A traveler shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status. ● Meal allowances shall be reimbursed in accordance with the rates specified in National Joint Council's Appendix C or Appendix D, as applicable. ● A meal allowance shall not be paid to a traveler when a meal is provided (ex. lunch provided during a meeting; dinner paid for by CanWaCH at staff meeting). ● Where a traveler incurs meal costs that are higher than the established meal allowances in situations outside the traveler's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts. ● For international travelers outside of the USA: Where no meal allowance has been established in a given country or where sudden changes in currency exchange rates or high inflationary trends may 	No receipt needed, unless in incidences where the meal cost is higher than the allowance.

	invalidate the specified meal allowance, actual and reasonable expenses shall be reimbursed, based on receipts.	
Transportation	<ul style="list-style-type: none"> ● Air Travel: Economy class, with lowest available airfare to particular itineraries. <ul style="list-style-type: none"> ○ Booking should be made as far in advance as possible. ● Rail travel: next highest class after full economy class. VIA 1 (business class) travel is permitted within Montreal/Toronto/Windsor corridor. ● Taxis, shuttles and local transportation: expenses, including gratuities, shall be reimbursed. ● Vehicle rentals: standard rental is mid-size. Rentals beyond this standard may be approved based on safety, need of traveler, and transportation of goods. Standard insurance must be purchased with the rental. ● Private vehicles: kilometric rates will be paid, prescribed in the National Joint Council's Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on CanWaCH travel. An employee using their personal vehicle while on CanWaCH business must have their own Standard Automobile Policy in place. CanWaCH recommends employees have a minimum limit of \$1,000,000 for Third Party Liability. <ul style="list-style-type: none"> ○ Employees are expected to not drive more than: <ul style="list-style-type: none"> ■ 250 kms after having worked a full day; ■ 350 kms after having worked one-half day; or ■ 500 kms on any day when the employee has not worked ○ Pick-up/drop-off: kilometric rates based on round trip will be paid 	<p>Receipts, and 3 quotes.</p> <p>Receipts are not required in circumstances where a receipt is not available, ex: airport departure tax, mandatory transportation service charges such as road/bridge tolls, seat selection fees, etc.</p>
Parking	<ul style="list-style-type: none"> ● Reimburse when it is practical and economical to leave a private vehicle at a public carrier's terminal during the period of absence. ● Reimburse the actual cost of parking a vehicle during the period that an employee is authorized to use a private vehicle on CanWaCH travel. 	Receipts

The following travel expense reimbursements are additional items that apply only for travel with

overnight stays, both within Canada, the U.S.A and internationally.

Item	Allowance and Reimbursements	Documentation required
Accommodation	<ul style="list-style-type: none"> ● Single room, in a safe environment, conveniently located and comfortably equipped, including: hotel, motels, corporate residences, apartment, private non-commercial accommodation, and institutional accommodations. ● If attending institutional activities, the employee may stay in institutional accommodations. ● Although travelers generally stay in commercial accommodation, private non-commercial accommodation is encouraged. A traveler who chooses private non-commercial accommodation shall be reimbursed the rate as specified in the National Joint Council's Appendix C. In addition, ground transportation costs shall be authorized when it is cost effective. Cost effectiveness shall be determined by comparing the total cost of accommodation and transportation in the private non-commercial accommodation with available commercial and institutional accommodation and the associated transportation costs. 	Receipts and 3 quotes
Communication	<ul style="list-style-type: none"> ● Home communication is included in the incidental expense allowance. ● A roaming package (voice, text, data) from their cell phone service provider for the duration of travel. 	Receipt
Incidental Expenses	<ul style="list-style-type: none"> ● A traveler shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this directive for each day in travel status as per National Joint Council's Appendix C or Appendix D, as applicable. ● When a traveler visits locations in Canada and the USA on the same day, the incidental expense allowance paid shall be that for the location where the day commences. ● For international travel (outside USA) only: When a traveler visits locations in different countries on the same day, the incidental expense allowance paid shall be that for the location where the day commences. 	No documentation required
Rest Periods	<ul style="list-style-type: none"> ● Unless mutually agreed otherwise, itineraries shall be arranged to provide for: <ul style="list-style-type: none"> ○ a suitable rest period; and/or ○ an overnight stop after travel time of at least nine consecutive hours. ● Travel time is the time spent in any mode of transportation enroute to destination and/or awaiting immediate connections. This includes the time spent traveling to and from a carrier's terminal. ● A suitable rest period shall not be unreasonably denied. 	No documentation required

Travel and accessibility

All travel is voluntary and no employee will be reprimanded if unable to travel.

CanWaCH recognizes the duty to accommodation to the point of undue hardship; thus also supports reasonable accommodation requests where additional resources may be required for staff with disabilities such as, booking of specialized transportation during approved travel or accommodating virtual participation.

Where disability-related accommodation is needed, rest periods after shorter periods of continuous travel can be negotiated with the supervisor. Reasonable requests will not be denied provided that necessary documentation is presented.

As per the Treasury Board directive CanWaCH allows for alternative means of travel when staff indicate an aversion to air travel.

Employee Acknowledgement Agreement

This Human Resources Manual contains important information about The Canadian Partnership for Women and Children's Health / Le Partenariat canadien pour la santé des femmes et des enfants policies and procedures, and outlines employee responsibilities and rights in the workplace.

I understand that the contents of this Manual may be updated, and that revised information will supersede the policy as it previously existed.

By signing below, I agree to the following statements:

- I have had the opportunity to read the Human Resource Policy Manual thoroughly.
- I was provided the opportunity to ask the Operations Team questions for clarification to ensure my understanding of all the information provided.
- I accept the terms of the Manual.
- I understand that it is my responsibility to comply with CanWaCH policies and procedures, and any revisions made to it.
- I am aware that a copy of this form will be placed in my Employee HR File.

Signature of Employee

Date

Employee's Name (Printed)