

The Corporation of the Township of South Algonquin
By-Law #21-662

Being A By-Law To Establish A Human Resource Policy

Whereas, Section 5 (3) of the Municipal Act, S.O. 2001, c.25 provides that municipal power shall be exercised by By-Law; and

Whereas, Council of the Corporation of the Township of South Algonquin deems it expedient and necessary to adopt a Human Resource Policy;

The Council of The Corporation of the Township of South Algonquin enacts as follows:

1. That the Human Resource Policy, attached hereto as Schedule A and forming part of this By-Law, is hereby established and adopted.

2. That this By-Law shall come into force and take effect upon being passed by Council.

READ A FIRST & SECOND TIME THIS 1ST DAY SEPTEMBER 2021

Jane A E Dumas, Mayor

Bryan Martin, CAO Clerk /Treasurer

READ A THIRD TIME AND PASSED THIS 1ST DAY SEPTEMBER 2021

Jane A E Dumas, Mayor

Bryan Martin, CAO Clerk /Treasurer



Township of South Algonquin

Township of South Algonquin HR Policies

2021

Contents

[Introduction](#)

[Employment](#)

[Employment Categories Policy](#)

[Recruitment Plan Policy](#)

[Performance Management Policy](#)

[Pre-Employment Screening Policy](#)

[Record Checks Policy](#)

[Human Rights Policy - Ontario](#)

[Compensation and Benefits](#)

[Personal Vehicle for Company Use Policy](#)

[Flexible Hours of Work Policy](#)

[Sick Days Policy](#)

[Group Benefits 2021 Summary](#)

[Payroll Administration Policy - General](#)

[Professional Development Policy](#)

[Bereavement Funeral Leave Policy](#)

[Hours of Work Policy](#)

[Overtime Policy](#)

[Vacation Policy](#)

[Public Holidays Policy](#)

[Protected Leaves Policy](#)

[Pay Equity Policy](#)

[Conduct](#)

[Company Dress Code](#)

[21-648 Staff Code of Conduct](#)

[Conflict Resolution Policy](#)

[Volunteer Policy](#)

[Health and Safety](#)

[Substance Abuse \(Drug and Alcohol\) Policy](#)

[Safe Driving Policy](#)

[Working Alone Policy](#)

[Personal Protective Equipment \(PPE\) Policy](#)

[Cold and Inclement Weather Policy](#)

[Lifting and Material Handling Policy](#)

[Contractor and Employee Distinction Policy](#)

[Ladder Safety Policy](#)

[Hand Washing Policy](#)

[Preventive Maintenance Policy](#)

[Health and Safety Policy](#)

[COVID-19 Policy](#)

[Smoke-Free Workplace Policy](#)

[Workplace Violence, Harassment, and Sexual Harassment Policy](#)

[Workplace Hazardous Materials Information System \(WHMIS\) 2015 Compliance Policy \(GHS\)](#)

[Reporting Workplace Injuries Policy - Ontario](#)

[Workplace Hazard Identification Policy](#)
[Workplace Accident Investigation Policy](#)
[Right to Refuse Unsafe Work Policy](#)
[Joint Health and Safety Committee Policy](#)

[Operations](#)

[Corporate Credit Card Policy](#)
[Financial Reporting Policy](#)
[Client Customer Code of Conduct and Complaint Procedure Policy](#)
[Cash Handling and Storage Policy \(Petty Funds\)](#)
[Corporate Social Responsibility Policy](#)
[Environmental Responsibility Policy](#)
[Media Relations Policy](#)
[Travel Policy](#)
[Record Retention Policy \(Human Resources\) - Ontario](#)
[AODA - Integrated Accessibility Standards Regulation \(IASR\) Customer Service Policy](#)
[AODA Employment Standards Policy](#)

[Technology](#)

[Information Technology \(IT\) Administrator Access Policy](#)
[Corporate Social Media Policy](#)
[Cellular Phones at Work Policy](#)
[Remote Access Policy](#)
[Printer Photocopier Policy \(Environmentally-Friendly\)](#)
[Local Backup Policy](#)
[Information Technology \(IT\) Disaster Recovery Planning Policy](#)
[On/Off Duty Employee Email & Voicemail Expectations Policy](#)
[Laptop Loan Policy](#)

[Acknowledgement & Agreement](#)



Township of South Algonquin

Introduction

Welcome Letter

Welcome to Township of South Algonquin!

We are fortunate to share a unique environment here at Township of South Algonquin with a dedicated, highly skilled workforce that has a solid foundation built on mutual respect. At Township of South Algonquin, we have always valued our employees as our most important resource. Each of us brings unique skills and has a measurable and essential contribution to make to help achieve our common goals. Our team is dynamic and enthusiastic, and we know you will enjoy working and growing with us.

Our strength is based on open communication and cooperation, and you are encouraged to bring matters of concern forward to be addressed by your respective supervisor or manager. Above all, while working safely, we must focus on continually achieving quality standards in everything we do in order to meet and exceed our customers' expectations.

We trust you will experience both challenge and satisfaction in your work assignments, and we expect you will help us maintain a positive and productive working environment.

Sincerely,

Township of South Algonquin

Mission

While recognizing and celebrating its past, the Township of South Algonquin “manages with the future in mind” to ensure all permanent and seasonal residents, business owners and visitors have access to the best quality services that the Township is able to provide to ensure that everyone in South Algonquin can enjoy quality-of-life.

Administration

Force of Policies

The following statements establish the importance and contractual force of Township of South Algonquin policies, including those contained within this policy manual:

All Township of South Algonquin employees must review and abide by all the terms contained in this policy manual. While we have made every possible effort to make this manual comprehensive, it cannot address every possible application or exception. As such, Township of South Algonquin reserves the right to exercise its discretion in the interpretation and enforcement of its policies and to revise or add to its policies from time to time as Township of South Algonquin deems necessary.

If you have any questions about any of our policies or how to interpret them, please speak to your supervisor or manager.

In order to manage Township of South Algonquin effectively, we need to maintain flexibility. There will be times when we need to enforce our policies in a different way for different situations. By no means does this diminish the importance of our policies or the need for all employees to abide by them.

Please treat this policy manual as confidential. Employees are prohibited from publishing or disclosing any part of this manual except to provide its content to fellow employees of Township of South Algonquin or to fulfill a part of your job.

Employees who fail to abide by any of the policies contained in this manual may be subject to disciplinary action up to and including termination. If you feel an exception is warranted, you must obtain approval from your supervisor or manager.

Scope of Manual

Policies and procedures in this manual have an organization-wide application to provide a basis for consistent and appropriate decision-making, and to provide guidance for staff on many issues. This policy manual will help staff accomplish our mission, maintain accountability, and clarify how we conduct business.

The policies and procedures in this manual apply to all employees of the organization, including volunteers, contract employees, and students, unless otherwise indicated.

All staff members have the responsibility to familiarize themselves with the content of the policies and procedures and to conduct themselves accordingly. All supervisors have the responsibility to communicate with staff under their direction about the application of policies and procedures, to ensure compliance, and to take corrective action when necessary.

All policies contained in this manual will be:

- Presented in a common format;
- Formally approved by management;
- Distributed to all relevant parties in a timely manner;
- Located centrally and accessible to all parties; and
- Kept current at all times.

Township of South Algonquin reserves the right to revise or add to its policies from time to time as deemed necessary. Employees will receive periodic updates to these policies as our business continues to grow, and are expected to familiarize themselves with these changes.

The provisions of this policy manual are subject to any federal, provincial, or territorial laws that may prohibit or restrict their applicability.

Vision

Vision for the year 2026

The Township of South Algonquin is a vibrant, safe, inclusive and “connected” northern community with a small town feel that values its people, its unique history, its resources and pristine wilderness as its greatest assets. By focusing on “managing with the future in mind”, South Algonquin is:

- Attracting younger families back to the community through improved employment and recreational opportunities
- Improving services for seniors and making it possible for them to remain in the community throughout their lives
- Ensuring roads, fire services, emergency services, and other infrastructure are well maintained for the future
- Using creative approaches to providing waste diversion services in the community
- Now enjoying reliable and affordable improved high-speed internet throughout most of the Township
- Making “community beautification” a focus
- Attracting “green” non-polluting small industry and new eco-tourism businesses
- Growing the number of “home-based” and “tele-commuting” businesses
- Promoting and celebrating the existing sustainable forestry practices
- Branding itself to capture the competitive advantage of being located next door to internationally recognized Algonquin Provincial Park (e.g. tourism development)
- Working co-operatively with the Algonquin Nation on projects that are adding infrastructure and quality-of-life improvements for residents
- Working co-operatively with community volunteers to make new large special events and activities happen year-round to attract visitors and for the benefit of local residents
- Creating an environment that is attractive to, and supportive of, the business community
- Communicating effectively with permanent and seasonal residents and the business community

Employment

[Employment Categories Policy](#)

[Recruitment Plan Policy](#)

[Performance Management Policy](#)

[Pre-Employment Screening Policy](#)

[Record Checks Policy](#)

[Human Rights Policy - Ontario](#)

Employment

Employment Categories Policy

Intent

Township of South Algonquin believes that employees must be treated in a fair and equitable manner. Individuals holding similar positions in different groups within our organization must be treated as consistently as possible. Individuals holding similar positions in terms of qualifications, measurable responsibility and salaries will be classified in one category and personnel in each category will receive similar benefits. Salaries will be based on experience, qualifications, measurable responsibility and established budgets.

Guidelines

At Township of South Algonquin, employees may fall into the following categories:

Permanent Full-Time

Employees who work more than 24 hours per week on an on-going basis are determined to be full-time employees. Permanent full-time employees after completion of the probationary period, the employee shall be entitled to participate in the Township's group health care benefits plan in accordance with the terms and conditions thereof. Group insurance benefits include the following: Medical, Dental, Life (100% employer paid), and Long-Term Disability (100% employee paid)..

Permanent Part-Time

Part-time employees are individuals employed by the organization who work less than the full-time organizational commitment, which is 24 hours on an on-going basis. Part-time employees under Township of South Algonquin's employment contract who work less than 24 hours are not entitled to benefits.

Temporary Full-Time

Temporary full-time employees are those individuals who are hired for a limited duration of time to fulfill temporarily increased organizational staffing needs. Temporary full-time employees will work full time hours for the duration of time required by the organization.

Temporary Part-Time

Temporary part-time employees are those individuals who are hired for a limited duration of time to fulfill temporary increased organizational staffing needs. Temporary part-time employees will work hours that are less than the organizational commitment for the duration of time required by the organization.

Manager/ Management

"Manager" refers to individuals within the organization who have responsibility for overseeing, evaluating and leading the work of a group of people who have been assigned to them. This would include responsibility over the work of Supervisors within their area. Managers are responsible for leadership over a specific area of an organization related to the overall performance of that area. They make decisions on how their individual unit operates and provide performance coaching, mentoring and leadership over the employees within their area. They can be responsible for a functional area with or without reporting staff. Senior and Executive Management employees are responsible to lead a group of Managers and are often responsible for a larger group of people or business unit within the organization.

Supervisor

"Supervisor" refers to an individual who is in charge of a small group of people within the organization. Supervisors may be given the authority to hire, terminate, discipline, or schedule work and vacation time. They are responsible to decide on the work being performed by the team they supervise. The Supervisor discusses safety issues with his/her workers, provides safety training and discusses the details of the job with their employees. The Supervisor is the first point of contact when an employee has complaints or concerns they would like addressed.

Hourly

Hourly employees are paid on an hour-by hour basis at an established hourly rate. Pay for an hourly employee is calculated as hours worked times the hourly rate for which he/she is being paid. Hourly employees are eligible for overtime pay as established by the employer's overtime pay policy and/or legislative requirements.

Casual

Casual employees are those individuals who do not work for the organization on a regular and systematic basis and whose employment is not guaranteed to be on-going. The casual work schedule is characterized by informality and irregularity.

Seasonal

Seasonal employees are individuals who are employed on a seasonal basis. As seasonal employees are not considered to be permanent.

Student

An employee is considered to be of student employment status when the individual is currently enrolled in an educational institution and regularly attending classes while employed with the organization.

Employment

Recruitment Plan Policy

Intent

Township of South Algonquin follows equal opportunity and fair hiring practices when filling positions, and to ensure the success of our business we hire only the most qualified individuals. Township of South Algonquin has adopted this policy so that all employees and potential candidates are fairly and consistently considered for employment opportunities.

Guidelines

Approval to Hire

Appropriate approval from the CAO must be obtained in writing before recruitment. Details included in the approval are title, level, salary, essential functions and responsibilities, and the bona fide qualifications and background experience.

Internal Job Postings

Ideally, open positions should be posted internally for one week to provide current Township of South Algonquin employees first priority in consideration for new employment opportunities, and to promote qualified employees whenever possible. If timelines do not allow a full week, employees should be notified when the posting will be made public.

Qualified applicants under the employ of Township of South Algonquin shall remain subject to the normal hiring processes, including interviews, etc.

External Job Postings

- External job postings shall be on appropriate and recognized job boards and sites that will reach a wide scope of diverse qualified candidates.
- The CAO or Department Head in consultation with the CAO shall be responsible for managing the postings and screening candidates.

Application Process

- All applicants, both internal and external, must complete the application process and provide the required resume.
- Township of South Algonquin will review and screen all applications, and interview the most qualified candidates.
- Candidates who for any reason do not meet the requirements for the posted position shall remain classified as applicants and may re-apply as appropriate.

Interviews

- Interviews shall be scheduled and conducted by the one member of council the CAO or Department Head and a member of council in consultation with the CAO.
- Interview questions will be compiled and reviewed by the CAO or the Department Head in consultation with the CAO and council representative to ensure their efficacy. Questions asked during interviews must be consistent across all candidates to ensure an equitable and unbiased process.
- Upon completion of all scheduled interviews, the Department Head shall review the results.
- The Department Head will make hiring decisions at their discretion, ensuring bias has not entered the process.
- The CAO is responsible for the appropriate retention of information of applicants who are not selected.
- The Department Head responsible for the hiring will notify applicants not selected for employment regarding the closure of the position.
- All hiring practices will abide by any applicable accessibility legislation.

Internal Transfers

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications and potential for success in the position.
- Internal applicants who are not selected for the position shall be notified by the Department Head responsible for the hiring.
- If an employee is selected for an internal job posting, they will begin a new probationary period following the transfer to the new position.

References and Background Checks

- The Department Head responsible for the hiring in consultation with the CAO shall conduct reference and background checks on all potential candidates for employment at Township of South Algonquin.
- Background checks are designed to validate the candidate's fulfilment of bona fide job requirements.
- All references shall be checked to ensure a candidate's qualification for the position.

Offer of Employment

- Township of South Algonquin shall give a conditional offer of employment to applicants who have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, and any other conditions applicable to the position.
- If the applicant accepts an offer of employment from Township of South Algonquin, they will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job-specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed during this period of orientation.

Special Circumstances

Family Members

- Township of South Algonquin shall accept and consider applications from a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment where employment of that family member might create a direct or indirect manager-subordinate relationship with the family member, or if their employment could create a real or perceived conflict of interest
- For the purposes of this policy, immediate family members shall be defined as: spouse, partner, mother, father, brother, sister, son, daughter, grandparents, or any in-laws or step-relations.

Former Employees

- A former employee who left Township of South Algonquin on amicable terms may be eligible for reemployment.
- Former employees who left Township of South Algonquin without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

Employment

Performance Management Policy

Intent

Township of South Algonquin has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By utilizing a performance management system Township of South Algonquin will work with its employees to ensure organizational objectives are met through the achievement of individual performance goals and objectives.

All employees and management staff will be subject to annual performance reviews. Performance reviews will be benchmarked against previously determined goals and objectives for the position.

Township of South Algonquin values its workforce and will endeavour to aid in employee achievement of professional goals and objectives. Performance management will be utilized as a tool to help ensure the alignment of individual performance goals with that of the strategic direction of the organization through the use of collaborative performance planning, coaching and feedback, and yearly performance reviews.

Township of South Algonquin requires that all employees and supervisors take part in the performance management process with records of individual performance plans and reviews to be discussed and kept on file for each staff member.

The Performance Management Process

Performance management is on-going and cyclical in nature with the process being broken down into three interrelated phases of planning, coaching/feedback and review.

Planning

Township of South Algonquin supervisors will review each of their employee's job duties and requirements in order to identify key areas of responsibility. Areas of responsibility will be utilized to aid the supervisor in creating individual performance plans for each employee.

Each employee will have a performance plan created for them within designated timeframes based upon prior performance, length of time with the organization, length of time with the department, and recent promotions or significant changes in duties and responsibilities.

Each Performance Plan will include the following information:

- A set of specific goals and objectives for achieving the requirements of the job.
- An action plan or outline of how these goals or objectives will be met; this may include plans for training and development.
- A time-frame for when goals or objectives should be met by the employee.
- Additional comments and areas of concern or anticipated restraints.

The performance plan will be reviewed by the employee with their supervisor to discuss the goals and objectives that have been established. The performance plan will be utilized to not only establish performance objectives but will also act as a tool for which actual performance can be measured against.

The performance plan must be signed by both the supervisor and the employee following a discussion of its contents with a copy of the plan being kept on the employee's file. These plans are changeable and can be amended throughout the course of the performance review period.

Coaching and Feedback

Coaching will be continually utilized by supervisors throughout the performance review period. The coaching period will consist of informal and formal feedback being provided to the employee directly pertaining to the progress of the individual towards their established goals and objectives.

Formal feedback sessions will be scheduled for each employee at the mid-point range of the performance review period, or as required based upon the individual's performance and length of time with the organization and within the department. The formal feedback session is conducted to allow for discussion of the employee's progression towards the established goals and objectives. At this point performance concerns may be formally addressed and documented and the performance plan may be formally altered.

Review

At the conclusion of the performance review period all supervisors will be required to schedule time with each of their employees to conduct a year end or period ending performance review. Prior to the scheduled performance review meeting

supervisors will complete a performance review for each employee based upon the individual's established goals and objectives. The employee will be given the opportunity to review the performance review and add any additional comments they feel necessary.

The performance review meeting will consist of:

- A full review and discussion of the individual's performance in the review period based upon the goals and objectives established in the performance plan.
- A full review and discussion of the individual's performance review.
- The establishment or amendment of the employee's performance plan for the upcoming performance review period.

Both the employee and the supervisor will be required to sign and date the newly created performance plan with a copy being kept on the employee's file.

Timelines for Performance Management Administration

The following timelines should be adhered to when administering employee performance plans and feedback meetings:

- Performance plans should be created or updated yearly and at the end of the performance review period for each employee who is no longer considered probationary and is not exhibiting any performance problems. Employees in this category must also have at least one formal feedback meeting with their supervisor, or as deemed necessary by the incumbent's supervisor.
- New, probationary employees should have a performance plan created for them within their first week of employment. A formal review should be held at the end of the probationary period or earlier if the employee is exhibiting performance problems.
- Employees who have been promoted, have changed departments, or have had their duties or responsibilities significantly changed should have a performance plan created within the first week of their new position. A formal feedback meeting should be scheduled within the first three months so that performance and progression towards established goals and objectives may be assessed within the new role.

Township of South Algonquin

- Will provide a performance management process that is fair and transparent.
- In conjunction with Human Resources, provide the tools and forms necessary to facilitate the performance management process.
- Provide training and guidance to supervisors and employees on the performance management process.

Supervisors

- Will work with their employees to ensure fair and attainable performance goals and objectives are established.
- Must create performance plans for their employees within the specified timeframes.
- Provide ongoing feedback to employees in the form of coaching and formal feedback meetings.
- Accurately report and document performance observations.
- Conduct performance reviews utilizing performance review forms and conducting review meetings.
- Will utilize the proper forms and documentation provided by Township of South Algonquin in order to facilitate the performance management process.
- Attend performance management training as required.

Employees

- Work with direct supervisors to provide input in the creation of individual employee performance plans and reviews.
- Complete and submit required performance review forms within the specified time period and to the appropriate party.
- Attend performance management training as required.

Grievance Process

Employees who feel they have been subject to an unfair performance review or who believe their performance plans to be out of the scope of their normal duties and responsibilities should forward a request for review to the CAO.

Upon receiving a request, the issue will be looked into and if necessary, a formal investigation will be conducted which could include a formal review of any performance management forms submitted, review of previous performance plans and reviews,

interviews with the employee and the supervisor and an investigation into current and past performance.

Confidentiality

All information including performance management forms and discussions in performance management meetings will be kept strictly confidential. All forms utilized for the performance management process will be signed and kept on the employee's file.

Employment

Pre-Employment Screening Policy

Intent

This policy has been created to provide information to current and potential employees of Township of South Algonquin's use of pre-employment screening.

Scope

This policy applies to the Township of South Algonquin, its employees and potential employees at all times and without exception.

General Guidelines

The Township of South Algonquin has deemed pre-employment background checks for all levels of employment within the organization to be necessary to ensure candidates for employment are fully qualified and to allow for verification of information that has been provided by the candidate.

Background Checks are also used by Township of South Algonquin to ensure the safety and security of employees within the organization and will allow us to provide a safe work environment for current and prospective employees.

Information collected as part of the background check can include but is not limited to:

- Previous employment information.
- Education verification.
- Criminal Record checks.

Employment with Township of South Algonquin will be conditional upon the pre-employment screening. Township of South Algonquin will ensure to receive consent from each candidate via written authorization prior to collecting any personal data and information.

Information Collection

At the offer of employment all candidates will be subject to a criminal background check and education verification no matter the position applied for. In upholding the individual's human rights and right to privacy, the Township of South Algonquin will ensure that any further information collected is deemed to be necessary and appropriate for the position to which the candidate is applying.

All pre-employment background checks will be conducted in accordance with applicable federal and provincial legislation, and will only be conducted on candidates who have been offered employment with the organization.

Results

Pre-employment screening results will not be used as a basis for denying any candidate employment unless the denial of employment is determined to be due to job-related issues or workplace safety and security. However, if an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the company due to falsification of an application.

The Township of South Algonquin will adhere to the Human Rights Code and will not deny any individual employment based upon a pardoned conviction. Alternatively, all pre-employment screenings with positive criminal record checks will be reviewed on a case-by-case basis, and individuals with a history of convictions on their records will be considered based upon the nature of the crime to the position, the length of time since the conviction, the number of convictions and any potential threats posed to the business and workforce.

Appeals

Should employment be denied to a candidate based upon the results of the pre-employment screening, the candidate may appeal the decision to the CAO of the Township of South Algonquin on the grounds of procedural fairness or that the decision or recommendation was unreasonable. The CAO will hear the appeal on an expedited basis.

Confidentiality

The Township of South Algonquin guarantees that all information attained from references and the criminal background check process will only be used as part of the employment process and kept strictly confidential. The CAO will maintain a log that includes the position you are applying for, your name, and the date of the background check. Be aware, only the appropriate Department Head and CAO at the Township of South Algonquin will have access to this information.

Administration



This document was created on July 2nd, 2021 and is to be used as the Pre-Employment Screening Policy for Township of South Algonquin, its employees and management team. This Policy will be reviewed on an annual basis or as deemed necessary.

Employment

Record Checks Policy

Intent

Township of South Algonquin will comply with all federal and provincial legislation regarding the protection of human rights for applicants when conducting any type of record check. Township of South Algonquin strives to hire the most qualified individuals to fill positions that will contribute to the overall success of the organization. Record checks act as an important part of the selection process at Township of South Algonquin.

Definitions

Criminal Record Check – This type of check will include the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders; and
- Absolute and Conditional Discharges.

Police Record Check – This type of check includes the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- Absolute and Conditional Discharges (One to three years);
- Family court restraining orders;
- Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices; and
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour.

Vulnerable Sector Check - The vulnerable sector screening was established to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as all individuals who are less than 18 years of age and/or because of their age, a disability or other circumstance, whether temporary or permanent, are in a position of dependence or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust. A vulnerable sector check will include the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- Absolute and Conditional Discharges;
- Family court restraining orders;
- Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour, which may or may not have involved a mental health incident where no charges were laid; and
- Pardoned criminal convictions as per the Schedule of the Criminal Records Act.

Guidelines

Bona Fide Occupational Requirement

Township of South Algonquin shall establish that a position has a bona fide occupational requirement where a record check serves a legitimate purpose prior to requesting a record check from any applicants.

The Supreme Court of Canada has set out a three-step test for justifying a discriminatory standard, factor, requirement or rule as a bona fide occupational requirement. In general the requirement should be:

- For a purpose or goal that is rationally connected to performing the job;
- Adopted in the belief that it is necessary to fulfill a legitimate work-related purpose; and
- Reasonably necessary to accomplish the work-related purpose.

As a result of this test, the rule or standard must be inclusive and must accommodate individual differences up to the point of undue hardship. An example of undue hardship is when the health and safety of others is put at risk.

Township of South Algonquin shall only request record checks should there be a legitimate purpose for the position. The type of record check which Township of South Algonquin shall request will be determined based on the type of position being hired for.

Before Requesting a Record Check

Township of South Algonquin shall only request that a candidate consent to a record check following standard hiring procedures, and after providing the candidate with a written job offer, conditional upon a satisfactory outcome.

Requesting a Record Check

Should a record check be a requirement for a position, Township of South Algonquin will explain to the applicant what type of record check is required, and why it is needed.

Township of South Algonquin will carefully review all the information before making a conditional offer. When the offer is made, the individual must be asked for his/her consent where a record check is required.

Results of a Record Check

Although disqualification from Township of South Algonquin employment is possible, a previous conviction does not automatically disqualify an applicant from consideration for employment with Township of South Algonquin. Based on a variety of factors (e.g., the nature of the position, the nature of the conviction, when the conviction occurred), the candidate may retain eligibility for employment with Township of South Algonquin. Township of South Algonquin shall review the results of the record check to see if it is relevant to the job. In the event that the results of a record check are not satisfactory for the position, Township of South Algonquin will withdraw any conditional offers made.

If an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the company due to falsification of an application.

Township of South Algonquin shall ensure that all applicant information is kept confidential.

Employment

Human Rights Policy - Ontario

Intent

The Township of South Algonquin is committed to providing equal treatment with respect to employment according to the protected grounds established under the Ontario Human Rights Code. The Township of South Algonquin has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

Definitions

Discrimination: any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their race, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, then it is a violation of this Policy.

Guidelines

Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that Township of South Algonquin's practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

Prohibited Grounds of Discrimination

The following is a list of the prohibited grounds of discrimination in Ontario:

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour
- Record of offences
- Sex
- Sexual orientation

Accessibility in Employment

The Township of South Algonquin is committed to providing accessibility across all stages of the employment cycle, by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to Township of South Algonquin that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

Accommodation

The Township of South Algonquin will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of

barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for the Township of South Algonquin. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code. The Township of South Algonquin shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, healthcare professionals, and other third parties that are required to assist in the accommodation process. The Township of South Algonquin will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The Township of South Algonquin encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue. Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodation Plans

Any employee requesting accommodation must make a request to their immediate supervisor. The Department Head is responsible for ensuring that a written description of the accommodation plan is prepared for any employee. The Township of South Algonquin shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners. In the creation of an accommodation plan, The Township of South Algonquin shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

Investment in Materials

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to the CAO.

Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Complaint

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to CAO.

Religious Accommodation

The Township of South Algonquin is committed to respecting the religious beliefs and practices of all employees. The Township of South Algonquin will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation. Township of South Algonquin employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

Dress Code

Township of South Algonquin shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Break Policy

The Township of South Algonquin recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, the Township of South Algonquin shall work to accommodate the employee's needs, short of undue hardship. Where possible, the Township of South Algonquin shall allow for a modified schedule for breaks.

Inability to Accommodate

In the event an employee cannot be accommodated in their current position it will be reasonable to accommodate an individual in another position. Management will attempt to place the employee in another available position. This may require

the assistance of third parties with specialized expertise. Where an employee is placed in an alternate position, the Township of South Algonquin shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to the CAO.

Undue Hardship

The Township of South Algonquin shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard. Where the provision of accommodation is found to cause undue hardship on the organization, the Township of South Algonquin shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Reporting a Human Rights Issue

While the Township of South Algonquin will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the company is in violation of the Code, they may make a written complaint to CAO. The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and
- A full description of what occurred.

Investigation

Once a written complaint has been received, the Township of South Algonquin will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

Confidentiality

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

False or Frivolous Complaints

It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Compensation and Benefits

[Personal Vehicle for Company Use Policy](#)

[Flexible Hours of Work Policy](#)

[Sick Days Policy](#)

[Group Benefits 2021 Summary](#)

[Payroll Administration Policy - General](#)

[Professional Development Policy](#)

[Bereavement Funeral Leave Policy](#)

[Hours of Work Policy](#)

[Overtime Policy](#)

[Vacation Policy](#)

[Public Holidays Policy](#)

[Protected Leaves Policy](#)

[Pay Equity Policy](#)

Compensation and Benefits

Personal Vehicle for Company Use Policy

Intent

The Personal Vehicle for Company Use Policy outlines the regulations and guidelines surrounding the use of personal vehicles for business purposes.

Guidelines

Township of South Algonquin recognizes that employees may be required to use their own personal vehicle to complete company business. Employees who use their personal vehicle for company business will be reimbursed based on the number of kilometres travelled. Employees wishing to use their personal vehicles for business use must be authorized to do so by the CAO. Employees shall only be authorized to use personal vehicles for carrying out Township of South Algonquin business upon meeting the following conditions:

- Possess a valid driver's license;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds current minimum automobile insurance;

While using personal vehicles for business purposes, Township of South Algonquin employees are strictly prohibited from carrying passengers other than other members of staff or council unless approved by the CAO.

All employees driving a personal vehicle to carry out business on behalf of the Township of South Algonquin must follow all of the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting company business and are to abide by all traffic laws while operating a vehicle.

Drivers are required to wear their seatbelts at all times, with no exceptions.

In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.

Employees operating a motorized vehicle for business use are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoked or suspended shall notify the Township of South Algonquin immediately. In this event, the operator shall immediately cease any usage of personal vehicles for business use.

Driver's abstracts will be acquired for review for all employees driving personal vehicles for business purposes. This information will be used to confirm the operator's license, and any suspensions, convictions, and demerit points annually.

No vehicle operator shall drive a vehicle while under the influence of alcohol, including at or beyond the local legal blood alcohol limit. Illegal drugs are not to be used, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

Mileage Rates for Reimbursement

Township of South Algonquin will use the formula developed by the Canadian Revenue Agency (CRA) for reimbursing employees and will set the rate as suggested by the CRA. Employees will be reimbursed 0.59 cents per kilometre for the first 5,000 kilometres driven and 0.53 cents for any kilometres driven after that. This rate takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. (Note: Mileage subject to change annually. Confirm rates as per the CRA guidelines.)

In addition, any parking expenses or tolls an employee incurs will be reimbursed by the Township. However, Township of South Algonquin will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a personal vehicle for business purposes. Additionally, any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.

Employees who wish to be reimbursed for kilometers driven must document and submit their mileage on the Mileage Expense Form, recording the number of kilometers driven and submit it to their manager for approval. For any parking reimbursement, employees must also attach the original parking receipt to the form. Parking expenses without original receipts will not be reimbursed.

Employees may only claim miles driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating kilometers driven, claiming kilometers that were not related to regular company business or any other misreporting will be subject to disciplinary action up to and including termination.



Limit of Liability

Township of South Algonquin will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.

Compensation and Benefits

Flexible Hours of Work Policy

Intent

Township of South Algonquin understands that some employees may benefit from the availability of a flexible work schedule. Township of South Algonquin has adopted this Flexible Hours of Work Policy to enhance our employees' job satisfaction, boost productivity and creativity, and decrease the total amount of time spent commuting to and from work. Flexible work schedules may be approved for employees who meet all eligibility requirements, while ensuring operational requirements are met and allowing the business to meet its demands. The Township of South Algonquin is committed to providing employees with flexible work hours, in accordance with all applicable employment standards legislation.

Definitions

Core hours: work hours in which all employees are expected to work.

Normal hours: regular work hours of employees without variability or flexible arrangements.

Guidelines

Flexible work arrangements are recognized as temporary agreements that may be terminated by either the employer or the employee with reasonable notice.

Hours of Work

- The normal hours of work for all Administrative staff is from 08:30 a.m. to 4:00 p.m., each work day. Work days may range from Monday to Friday.
- The normal hours of work for all Public Works staff is from winter (06:00 a.m. to 2:30 p.m.) summer (7:00-3:30 p.m.), each work day. Work days may range from Monday to Sunday.
- Employees who are employed with Township of South Algonquin may submit, in writing, a request to work flexible hours using the Change to Working Hours Request Form.
- The CAO will discuss the request with the employee and notify them of the decision to approve or deny the request in writing, including the flexible schedule, the date the change will take place and the duration, if applicable.
- Requests for schedule changes made for reasons covered under the relevant provincial human rights legislation or due to workplace injury will be handled as per the the Ontario Human rights Code
- Some departments may be unable to offer flexible hours for some positions or during certain times of the year.

All agreements pertaining to flex time or compressed workweek schedules must respect and adhere to the following:

- The work schedule is approved in advance by the Department Head in consultation with the CAO.
- The Department Head coordinates employee schedules to ensure a balanced staffing level appropriate for the department.
- The individual selecting an alternative schedule must ensure that another qualified employee shall be present to handle any issues that arise during their absence.
- Over a two-week period, the standard hours of work will not exceed an average of 35 hours per week for Administrative Staff and 40 hours for public Works.
- At least one full day off work per week will be provided.
- In the case of a compressed workweek schedule, (four 10-hour days public works) (four 8.75 days for Administration) may be allowed.
- Township of South Algonquin shall reserve the right to return an employee on a flexible hours of work agreement or compressed workweek agreement to normal hours at any time if the flexible schedule has adversely affected the employee's ability to perform normal job functions, or if Townships circumstances change such that a return to the normal schedule is necessitated. Appropriate notice of the change will be provided.

Breaks and Rest Periods

- In accordance with the relevant provincial employment legislation, each full-time employee will be allowed a half hour unpaid lunch period after working five (5) consecutive hours each workday.

Eligibility

- This policy is only applicable to employees in the position of Administration, Management, Supervisors
- Regardless of an employee's ability to meet all eligibility requirements, it may not be possible to accommodate all requests for flex time or compressed workweek schedules.

Overtime

Township of South Algonquin overtime policy applies to employees on flexible work agreements. Please refer to the overtime policy for details.

Abuse of Flexible Work Hours

- Employees are responsible for ensuring average weekly hours are met while working flexible work hours.
- Employees who do not gain approval before working flexible work hours may be subject to discipline in accordance with Township of South Algonquin progressive discipline policy. Subsequent offences may result in disciplinary action up to and including termination.

Recordkeeping

Township of South Algonquin will ensure that appropriate records of hours worked, pay, and other essential employment information are maintained in accordance with all applicable employment standards legislation.

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Flexible Hours of Work Policy of Township of South Algonquin. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Compensation and Benefits

Sick Days Policy

The Township of South Algonquin shall provide the following program to assist employees who are absent from the workplace due to illness or injury. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.

Guidelines

Sick Leave Accrual

Employees are provided with 6 paid sick days per calendar year. Employees may accumulate up to 16 sick days.

Employees are provided with 4 paid health days per calendar year. Employees may not carry over health days.

Call-In Procedure

An employee who does not intend to report to work, or who will be late for their scheduled start time must personally call-in and report the lateness/absence. As soon as is reasonably possible/at least thirty (30) minutes prior to their regularly scheduled start time. In all instances, employees should attempt to provide as much advance notification as possible when they are going to be absent in order to allow us to arrange appropriate coverage.

Medical Notes

The Township of South Algonquin may require that an employee who is absent for three (3) or more consecutive working days to provide evidence that is reasonable under the circumstances (including a medical note). This note should include a return to work date if applicable.

Compensation and Benefits

Group Benefits 2021 Summary

The benefits summary is bundles as a separate document.(4 page summary)

A complete copy of the employee benefit details is also bundled as a separate document(106 pages)

Compensation and Benefits

Payroll Administration Policy - General

Intent

The intent of this policy is to communicate the Township of South Algonquin's payroll processes and procedures.

Guidelines

The Township of South Algonquin utilizes consistent and comprehensive payroll processes and procedures in order to ensure that its employees are paid appropriately and on time.

The Township of South Algonquin employees will be paid on a bi-weekly basis with remuneration to be directly deposited into the employee's bank account every other Wednesday.

Legal Compliance

The Township of South Algonquin shall ensure its payroll processes and procedures comply with all relevant legislation and adhere to all reporting and tax withholding requirements.

Furthermore, Township of South Algonquin shall ensure all payroll and compensation information obtained is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

Workplace Responsibilities

Employees

- Upon hire, employees must immediately complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the organization in order to calculate statutory deductions as required by law such as CPP, IE and Income Tax.
- Upon hire employees must submit to their manager their current banking information and email address in order to facilitate the direct deposit process.
- Must promptly inform management of any changes to banking information during employment with the organization.
- Accurately document and report all hours worked.
- Immediately inform management of any identified discrepancies in payment.
- Comply with all departmental procedures for the collection of information pertaining to the company's payroll processes.

Management

- Ensure all new hire payroll information is collected and submitted to the payroll coordinator in a timely and accurate manner.
- Ensure all collected and retained employee information pertaining to remuneration remains confidential and is only disclosed to authorized personnel.
- Accurately maintain record of all sick, vacation, and personal days as all other time away from work taken by direct reports.
- Ensure bi-weekly payroll information is submitted to the payroll coordinator in a timely and accurate manner.
- Provide assistance or forward inquiries to the payroll coordinator pertaining to remuneration concerns.

Payroll/Finance Department

- Update and maintain the company's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- Process payroll information in a timely and accurate manner to ensure staff are paid accurately and according to schedule.
- Accurately calculate all required statutory deductions.
- Provide accurate and timely report to relevant departments and government agencies as required.
- Accurately process TD1s and all other relevant documentation.
- Respond to inquiries from employees, management, government agencies and all other relevant parties.
- Maintain confidentiality concerning employee payroll information and remuneration.

The Township of South Algonquin

- Comply with all provincial, federal and legal payroll requirements, duties and responsibilities pertaining to taxation and reporting.
- Create, maintain and update as required consistent and comprehensive payroll processes and procedures.

Compensation and Benefits

Professional Development Policy

Intent

The intent of Township of South Algonquin's Professional Training & Development Policy is to demonstrate its support of employee participation in Professional Development activities, either on behalf of the Company or for personal growth.

Guidelines

In an effort to promote career growth and continuous education among employees, the Township of South Algonquin supports Professional Development activities, both inside and outside of their regular duties. External Professional Development activities include, but are not strictly limited to:

- Professional Associations;
- Committees;
- Board of Directors.

Development

The Township of South Algonquin employees who are interested in the partaking of Professional Development activities on behalf of the Township of South Algonquin, are required to submit a written request to the Department head or CAO, which shall include the following information:

- Name of the Association, Committee, Board, etc.;
- Rationale for requesting to join, or participate on the Association, Committee or Board;
- Duties required of the employee, as relevant to their role at the Township of South Algonquin.

The Department Head will review the written request with the CAO to determine a decision.

Where the request is approved, the employee will be provided a written notification of approval; similarly, if the request is denied, the employee shall receive a written notification.

Professional Development Participation

Employees who have received approval to participate in Professional Development activities on behalf of the Township of South Algonquin, are required to conduct themselves in accordance with the Company's Code of Conduct at all times and without exception.

At their sole discretion, the Township of South Algonquin may approve Professional Development activities to further support career growth and continuous education to assist in sustaining our diverse workforce. Professional Development options available to employees representing Township of South Algonquin include, but are not restricted to: webinars, seminars, conferences, e-learning, courses provided by our professional associations and mentoring.

Where Township of South Algonquin approves an employee to participate in Professional Development on behalf of the Township, it shall be scheduled and attended during regular working hours and on an agreed timetable, in an effort to minimize the disturbance of regular job duties.

Compensation and Benefits

Bereavement / Funeral Leave Policy

Intent

Township of South Algonquin understands that employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is our intention to ensure that our employees are provided the time they need to properly take care of their family obligations, while maintaining their employment at Township of South Algonquin. A maximum of three working days per occurrence will be paid to an employee in the event of a death in the immediate family. Additional unpaid time may be requested where extensive travel outside the immediate area is required to attend the

funeral.

Definitions

For the purposes of the Bereavement / Funeral Leave Policy, immediate family members consist of:

- Spouse
- Domestic Partner
- Parent or step parent
- Child or step child
- Brother
- Sister
- Father-In-Law
- Mother-In-Law
- Brother-In-Law
- Sister-In-Law
- Son-In-Law
- Daughter-In-Law
- Grandparent or step-grandparent
- Grandchild
- Ward
- Guardian
- Same sex spouse.

Permanent full-time employees who would otherwise have been at work shall be allowed one (1) day leave with pay in the event of the death and to attend the funeral

- aunt
- uncle
- niece
- nephew.
- Employees are expected to notify their immediate supervisor and request Bereavement / Funeral Leave time off as soon as possible when a death occurs in their family.
- Bereavement / Funeral Leave time is granted such that an employee may have time to attend a funeral, grieve, and deal with family issues in the event of a death in the immediate family as defined above
- One day will also be granted with pay to attend a funeral as a pallbearer
- Use of Bereavement / Funeral Leave time for any purposes other than the reasons listed above, are inappropriate and non-

compensable.

Funeral Leave Benefits

- Only permanent, full-time employees are eligible for Bereavement / Funeral Leave benefits.
- A maximum of three working days per occurrence will be paid to an employee in the event of a death in the immediate family. Additional unpaid time may be requested where extensive travel outside the immediate area is required to attend the funeral.
- Bereavement / Funeral Leave pay shall be equal to the regular hourly rate of the employee.
- Bereavement / Funeral Leave pay will not be considered hours worked for purposes of calculating overtime.
- In the event that Bereavement / Funeral Leave pay is granted, the employee is expected to attend the funeral of the relative for which the Bereavement / Funeral Leave was requested.
- The Township of South Algonquin reserves the right to inquire as to the name, and nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements. Proof of relationship may be required.
- Bereavement / Funeral Leave pay will not be granted in the event that the Township of South Algonquin does not receive reasonable advance-notice of the required absence, and the intended return to work date of the employee.

Funeral Leave Without Pay:

- If an employee does not qualify for Bereavement / Funeral Leave benefits, approved time off may still be awarded without pay.
- Time off without pay may be granted to attend a funeral in the event of the death of a close friend.
- Days required off for Bereavement / Funeral Leave Without Pay shall be counted as an absence without pay.

Compensation and Benefits

Hours of Work Policy – Ontario

Intent

The Township of South Algonquin believes it is important to establish work hours to set clear expectations and consistent administration of working hours. Hours of work are important to ensure that employees are paid properly, entitlements are calculated accurately, and work is done consistently. This policy addresses the company's expectations around when work will be completed by employees.

Guidelines

What Is Considered Work

Work is generally considered to be performed when an employee is performing labour or providing a service to The Township of South Algonquin, or the employee is not working but is required to stay at the workplace.

Hours of Operation

Full-Time Employees

At The Township of South Algonquin, a regular workweek is 35 hours in Administration and 40 hours in Public Works. Hours of work for all full-time employees are 7 hours per day for Administration and 8 hours per day for Public Works, Monday to Friday, from 8:30 a.m. to 4:00 pm (administration) and 6:30am - 3:30 pm (summer) and 6:00am to 2:30pm (winter) for public works

At the request of an employee, the company may grant flexible hours of work. This is subject to operational requirements and prior written approval from the employee's manager.

Part-Time and Casual Employees

The hours of work for all part-time and casual employees depend upon the operational requirements of the Township. Part-time and casual employees are not guaranteed a set number of hours per week.

Work Schedule

Three-Hour Rule

If an employee who regularly works more than three hours a day reports to work but works for less than three hours despite being available to work longer, they will be paid for three hours at their regular wage or the amount earned for the time worked and wages equal to their regular wage for the remainder of the three hours, whichever is greater. The three-hour rule does not apply if work is suspended due to circumstances beyond the Township's control, including fire, lightning, power failures, or other similar situations.

Work hours will not exceed eight hours per day or 48 in a workweek. Employee may be required to work beyond the daily and weekly maximum hours in exceptional circumstances.

Breaks and Rest Periods

In accordance with the Employment Standards Act, 2000, employees are entitled to a 30-minute unpaid eating period for every five consecutive hours of work. An employee and their manager may agree that the employee can take two eating periods that total at least 30 minutes within every five consecutive hours.

Business Closure

The workplace may close under special circumstances, such as:

- Extreme weather conditions (for example, heavy snowfall, freezing rain); or
- Unforeseen circumstances (for example, power outage, heater malfunction).

The decision to close the workplace shall be at the discretion of the Department Head in consultation with the CAO, and in such cases notification will be provided to all employees by e-mail or phone call. Notice may also be posted on the company website to advise employees and clients of the closure and anticipated return to business.

Compensation and Benefits

Overtime Policy

Intent

Township of South Algonquin believes it is important to establish clear expectations for overtime. Overtime may be requested to ensure that work is completed. This policy outlines the company's expectations and employee entitlements around overtime.

Guidelines

At times, employees may be asked to work overtime to help maintain workflow or to meet business demands. Managers will schedule overtime with as much advance notice as possible. Employees should inform their manager as soon as reasonably possible if they are unavailable to work.

At Township of South Algonquin, a regular workweek consists of between 35 and 40 hours worked and runs from Saturday to Friday. Overtime is paid at a rate of 1.5 times the employee's regular wages for hours worked over 7 hours in a day for Administrative Staff and above 8 hours in a work day for Public Works Staff.

Paid leave, such as holiday, vacation, or sick time, may not be used towards overtime. If an employee receives holiday pay for working on a public holiday, hours worked that day are not considered when calculating overtime pay.

b) **Overtime:**

The CAO/Clerk-Treasurer, and Works Superintendent, as Senior Management employees, shall be paid one hour of pay for each hour worked in excess of their normal work day.

Attendance at Council /Committee meetings, as specified and deemed necessary by Council, for each of the above named employees, shall be paid at the straight time rate for a minimum of three (3) hours or a maximum of four (4) hours.

The CAO/Clerk-Treasurer and Works Superintendent shall have the option to take their excess hours worked off as Compensatory Time Off.

The Deputy Treasurer, Deputy Clerk, Planning and Building Administrator and Works Department employees shall be paid at the rate of one and one half (1 ½) times their rate of pay of each hour worked, when required to do so, in excess of their normal work day.

This group of employees shall be entitled to take their accumulated overtime hours off as Compensatory Time Off at the rate of one and one half (1 ½) hours off for each hour worked in excess of their normal work day. Accumulated overtime or compensatory time can be banked and taken in time in lieu to a maximum of;

Administrative Staff- 35 hours maximum

Public Works Staff-40 hours maximum

All accumulated overtime or compensatory time exceeding the maximum listed above shall be paid in the pay period in which it was earned.

All accumulated overtime or compensatory time will be paid out by December 31 of each fiscal year unless approved by Council.

Eligibility

At Township of South Algonquin, employees are eligible for overtime compensation.

Overtime Approval Process

All overtime hours must be authorized by management in advance of overtime hours worked unless an emergency or other unforeseen event prevents them from doing so.

Employees may recognize a need for overtime to complete tasks or meet deadlines. To request overtime authorization, an employee must submit a written request to their Department Head stating the reason for and amount of overtime necessary. The employee should specify whether they would like to receive overtime pay or paid time off in lieu. If agreeable, the Department Head will sign and forward the authorization to payroll for appropriate action and provide the employee with a copy of the approval.

If overtime pay was indicated on the approval, it will be included with the employee's next pay once the additional hours have been verified by their Department Head. Otherwise, the overtime will be credited to the employee's time bank as requested.

Using Time Off in Lieu

To use banked time, an employee must submit a written request to their Department Head stating the time they wish to take off. If agreeable, the Department Head will sign and forward the authorization to payroll for appropriate action and provide the employee with a copy of the approval. If the manager does not agree, they may propose an alternate time and reach out to the employee to come to an agreeable time. Operational requirements will be considered when making decisions regarding time off.

If the employment relationship ends before the banked lieu time is used, the employee will receive the equivalent overtime pay. This will be paid no later than the employee's last pay.

Exceptions

Employees who perform work at two or more regular rates in the same workweek receive overtime pay for each hour of worked over 7hrs for administrative staff and 8 hours for Public Works staff in a week. Overtime hours are paid at 1.5 times the regular wage rate that applied to the work performed during overtime hours.

An employee who performs more than one type of work where one job would be exempt from overtime pay is eligible for overtime pay if at least 50 percent of the hours worked are performed by the position that qualifies for overtime pay.

Where there are unforeseeable or unpreventable circumstances, urgent repair work is necessary, or to deal with an emergency, an employee's weekly hours of work may result in overtime hours. Employees will only be required to work to the extent necessary to avoid serious interference with the ordinary operations of the business within the limitations established by MTO for driving hours.

Abuse of Overtime

Employees who do not obtain approval before working overtime hours may be subject to discipline. Subsequent offences may result in disciplinary action up to and including termination of employment.

Compensation and Benefits

Vacation Policy

Intent

Township of South Algonquin understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Township of South Algonquin recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all employees.

Guidelines

All employees are encouraged to use their allotted vacation time in full every year. The following policy statements are intended to guide paid vacation procedures for employees.

- For vacation purposes, the vacation entitlement year spans the Township's fiscal year, running from 01 January to 31 December. Vacation days earned by an employee during a reference year will be granted to the employee at the beginning of that reference year and will be prorated for any part year of employment.
- Employees with one or more years of service are entitled to vacation every vacation entitlement year in accordance with the following schedule:

Service with Company

Time Allowed

After one year of service

Two weeks paid vacation

Five years of service

Three weeks of paid vacation

10 years of Service

Four weeks of paid vacation

15 years of service

Five weeks of paid vacation

25 years of service

Six weeks of paid vacation

- Employees will receive vacation pay at the rate of four percent of their earnings during their stub period (if applicable) and their first four vacation entitlement years. From year 5 to year 9 they will receive vacation pay at the rate of six percent of their earnings. From year 10 to year 14 they will receive vacation pay at a rate of eight percent of their earnings. From year 15-24 they will receive vacation pay at a rate of ten percent of their earnings. From year 25 onward they will receive vacation pay at a rate of twelve percent of their earnings.
- An employee may carry over an equivalent of one years annual leave entitlements from one year to another.
- Employees must submit a written notification of their vacation request at least two weeks in advance. Time off requests must be submitted by March 31st of each year. Any requests made after this time will be approved by the department head or CAO based on staffing requirements. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Vacation may only be taken once approval is received from the Department Head or CAO.
- Any conflict among employee vacation requests will be decided based on employee seniority, company needs, and the judgement of the Department Head or CAO.
- If a mutually acceptable time for vacation cannot be found, the company reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is used before year-end. The employee will receive at least two weeks' written notice of the start date of their vacation.
- Vacation days may be rolled over into the following year to a maximum of one years annual entitlement.
- Vacation scheduling is the responsibility of department head or CAO, who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department .

- Vacation time may be divided into more than two periods if desired by the employee, provided that their Department Head or CAO can effectively allocate tasks to remaining employees.
- If an employee's services are terminated, vacation pay earned up to the date of termination will be paid to the employee no later than the day that would have been the employee's next pay day.
- Employees are not entitled to accrued vacation during periods of sabbatical or suspension from the Township.
- If a public holiday occurs during an employee's vacation period, the employee will be granted one additional day of vacation. Brief illnesses that occur during a vacation period may be counted towards sick pay.

Compensation and Benefits

Public Holidays Policy

Intent

Employees who qualify for public holiday pay will receive holidays with pay per the following procedures.

Guidelines

The following procedures are in accordance with the Employment Standards Act, 2000. Employees who qualify for public holiday pay will receive the following public holidays off work with pay:

- New Year's Day;
- Family Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- August Civic Holiday;
- Labour Day;
- National Truth and Reconciliation Day;
- Thanksgiving Day;
- Remembrance Day;
- Christmas Day; and
- Boxing Day.

Eligibility

To qualify for public holiday pay, an employee must follow the "last and first rule," meaning they work their last regularly scheduled day before the public holiday and their first regularly scheduled day after the holiday to qualify for public holiday pay, unless they had reasonable cause to miss the scheduled time. If an employee has agreed to work on the public holiday and fails to report and work their scheduled shift, they will not be eligible for public holiday pay unless reasonable cause is provided. An employee is generally considered to have reasonable cause when something beyond their control prevents them from working. It is the employee's responsibility to show that they had reasonable cause for staying away from work.

Public holiday pay is calculated by taking the total amount of regular wages earned in the four work weeks preceding the work week of the public holiday, or preceding the start of a leave or vacation, divided by 20.

Holiday Not a Normal Workday

If a public holiday falls on a day that would not ordinarily be a working day for an employee, the Township of South Algonquin will substitute another day for the employee to take off work, and for which the employee will be paid public holiday pay as if the substitute day were a public holiday.

Where requested, the company and an employee may agree that the employee will receive public holiday pay instead of a substitute day off. In this case, the "last and first rule" still applies.

Work Performed on a Public Holiday

At times, Township of South Algonquin may require employees to work on a public holiday. In this case, the employee will be paid at a premium rate of 1.5 times their regular rate for each hour worked on the holiday, or be paid at their regular rate for the hours worked and provided a substitute day off.

If an employee does not perform the work agreed to on the holiday and cannot provide reasonable cause, they may not be entitled to holiday pay and will only receive premium pay for the hours actually worked. These situations will be dealt with as needed, and determined based on the legislative requirements.

Substitute Public Holiday

In situations where a day is substituted for a public holiday, the substituted day must be within three months of the public

holiday or within 12 months if the employee and Township of South Algonquin are both in agreement.

Employees will also be provided with a written statement before the public holiday that outlines the public holiday being substituted (or worked where the case may be), the substitute date the holiday will be observed, and the date on which the statement is provided to the employee.

If an employee ceases employment with Township of South Algonquin before using a substitute holiday, the employee will receive holiday pay in addition to any other pay owed on their final pay.

Compensation and Benefits

Protected Leaves Policy

Intent

The Township of South Algonquin has adopted this policy to ensure that its employees receive authorized time off as per applicable legislation without fear of negative effect on their employment status or opportunities with the organization. The Township of South Algonquin is committed to providing a work-life balance for its employees and understands that situations can and will arise that call for immediate, emergency leave.

This policy covers instances where employees may need to take a leave of absence in order to attend to situations that directly affect their families or dependants.

Guidelines

Protected Leaves

- Pregnancy leave;
- Parental leave;
- Family medical leave;
- Sick leave;
- Family responsibility leave;
- Bereavement leave;
- Emergency leave: declared emergencies and infectious disease emergencies;
- Reservist leave;
- Organ donor leave;
- Family caregiver leave;
- Critical illness leave;
- Child death leave;
- Crime-related child disappearance leave;
- Domestic or sexual violence leave; and
- Jury duty leave.

Pregnancy and Parental Leave

Pregnancy and parental leave permit employees of The Township of South Algonquin to have authorized time off that coincides with the birth or adoption of a child. The leaves have been designed to allow employees to recover from childbirth and bond with and care for their newborn or adopted children without fear of a negative effect on their employment status or any opportunities with the Township of South Algonquin.

An employee who has become a new parent in the following regards shall be eligible for pregnancy or parental leave.

Pregnancy Leave

- Biological birth mother or surrogate.

Parental Leave

- Mother;
- Father;
- Adoptive parent; and
- Domestic partner.

Qualifying for Pregnancy or Parental Leave

A new parent or pregnant employee is entitled to pregnancy or parental leave whether they are a full-time, part-time, permanent, or contract employee. If they:

- Work for an employer that is covered by the Employment Standards Act, 2000 (ESA);
- Were hired at least 13 weeks before the date the baby is expected to be born (the “due date”); or
- Were hired at least 13 weeks before starting the parental leave.

Request for Pregnancy or Parental Leave Procedure

To ensure that the Township of South Algonquin can make the necessary arrangements to accommodate an employee taking pregnancy or parental leave, employees must provide at least two weeks’ notice before embarking on pregnancy or parental leave. This is to help the Township of South Algonquin procure staffing solutions and alleviate any additional work stress on other employees that may occur as a result of the employee’s absence.

Submission of a request for pregnancy or parental leave must be accompanied by the appropriate documentation.

Employees should give four weeks’ notice regarding their expected date of return to work or their letter of resignation if they choose not to return to work. The CAO should be contacted as soon as possible in the event of any changes to their leave.

Duration of Leave Parameters

Pregnancy Leave

- Pregnant employees have the right to take up to 17 consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work.
- Usually, the earliest a pregnancy leave can begin is 17 weeks before the employee’s due date. However, when an employee has a live birth more than 17 weeks before the due date, she can begin her pregnancy leave on the date of the birth.
- The latest a pregnancy leave can begin is on the baby’s due date. However, if the baby is born earlier than the due date, the latest the leave can begin is the day the baby is born.
- Pregnancy leave can last a maximum of 17 weeks for most employees. However, if an employee has taken a full 17 weeks of leave but is still pregnant, she may continue the pregnancy leave until the birth of the child.

Parental Leave

- New parents have the right to take parental leave when a child is born or first comes into their care.
- Birth mothers who took pregnancy leave are entitled to up to 61 weeks’ leave.
- Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 63 weeks of parental leave.
- Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave.
- The right to parental leave is independent of the right to pregnancy leave.
- New parents must begin their parental leave no later than 78 weeks after the date their baby is born; or the date their child first came into their care, custody, and control.
- The parental leave does not have to be completed within this 78-week period, but must begin within it.

A birth mother who takes pregnancy leave must ordinarily begin her parental leave as soon as her pregnancy leave ends. However, an employee’s baby may not yet have come into her care for the first time when the pregnancy leave ends. For example, perhaps her baby has been hospitalized since birth and is still in the hospital’s care when the pregnancy leave ends.

In this case, the employee can either commence her leave when the pregnancy leave ends or choose to return to work and start her parental leave later. If she chooses to return to work, she can start her parental leave anytime within 78 weeks of the birth or the date the baby first came home from the hospital.

Any employee who chooses not to use the maximum amount of leave available shall not have the option of taking any unused leave time later. Once the employee has started pregnancy or parental leave, the employee must take it all at one time and cannot split it up.

Miscarriages and Stillbirths

An employee who has a miscarriage or stillbirth more than 17 weeks before her due date is not entitled to a pregnancy leave. However, if an employee has a miscarriage or stillbirth within the 17-week period preceding the due date, she is eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth.

The pregnancy leave of an employee who has a miscarriage or stillbirth ends on the date that is the later of:

- 17 weeks after the leave began; or
- 12 weeks after the stillbirth or miscarriage.

This means that the pregnancy leave of an employee who has a stillbirth or miscarriage will be at least 17 weeks long. In some cases, it may be longer.

Use of Sick Leave Benefits, Vacation, or Family Medical Leave

If an employee requires use of sick leave benefits at any time before starting a pregnancy or parental leave period, the Township of South Algonquin sick leave policy shall apply.

After the pregnancy or parental leave has concluded, employees may use up any accrued vacation time or available sick days.

If a Township of South Algonquin employee requires an extension of leave following a pregnancy leave, the employee may use their family medical leave up to a maximum of 28 weeks where medically substantiated, or family caregiver leave up to eight weeks where medically substantiated.

Employees who choose to extend their leave with accrued vacation time must comply with the Township of South Algonquin vacation policy, and provide four weeks' notice, before the exhaustion of the pregnancy or parental leave.

Township of South Algonquin employees who choose to extend their leave with family medical leave or family caregiver leave, should provide the Township of South Algonquin with as much advance notice as possible before the exhaustion of pregnancy leave.

Family Medical Leave

Family medical leave is unpaid, job-protected time off work for up to 28 weeks. This leave to enable employees who have a family member (or person the employee considers to be like family members) with a serious risk of dying within a period of 26 weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

The 28 weeks of a family medical leave do not have to be taken at the same time but must be taken in full-week increments. Employees must inform CAO at the Township of South Algonquin before the start of the leave as soon as they are aware of the need.

Family medical leave is normally authorized to cover the duration of the initial situation. However, the Township of South Algonquin understands that some situations may require greater time to remedy. Generally, it is up to the Department Heads discretion to determine the length of the extended leave. In certain circumstances, the employee may use a combination of paid leave, unpaid leave, annual vacation time, or parental leave (if applicable).

If the amount of leave taken in the initial leave period is less than 28 weeks, it is not necessary for a qualified health practitioner to issue an additional certificate in order for more leave (starting after the end of the initial leave period) to be taken.

Family medical leave shall have no effect on an employee's current salary or benefits. Performance objectives and goals for the employee will be adjusted so that they will not be penalized for being absent during peak hours. Employees are legally protected from dismissal, termination, selection for redundancy, or any other detriment or reprisal for making appropriate and authorized use of this policy.

If two or more employees qualify to take the leave in order to provide care for the same person, the leave must be divided among those taking the leave.

If an employee takes family medical leave and the family member or other individual does not die within the 52-week period beginning when the medical certificate is issued, the employee may take another leave, in accordance with the ESA.

Sick Leave

Sick leave is job-protected time off work for up to six days per calendar year. Employees must have been employed with the Township of South Algonquin for at least two consecutive weeks to qualify for this leave. This leave may be taken for personal illness, injury, or medical emergency.

For sick leave, the employee must inform the Township of South Algonquin that they require a leave before it begins, or as soon as possible. There may be circumstances where the employee contacts their supervisor on extremely short notice to explain that they cannot attend work that day because of the defined reasons. Supervisors will approve requests that fall under the provisions listed in the ESA. Situations that do not meet the required provisions will be determined on a case-by-case basis. Employees may need to provide reasonable evidence to entitlement of the leave.

Family Responsibility Leave

Family responsibility leave is job-protected time off work for up to three unpaid days per calendar year. Employees may take family responsibility leave due to the illness, injury, medical emergency, or urgent matter relating to a dependent or family member as defined by the ESA. Employees must have been employed with the Township of South Algonquin for at least two

consecutive weeks to qualify for this leave. The three days do not have to be taken all at once; however, the Township of South Algonquin counts any part of a day taken off as a full day of family responsibility leave.

For family responsibility leave, the employee must inform the Township of South Algonquin that they require a leave before it begins, or as soon as possible. There may be circumstances where the employee contacts their supervisor on extremely short notice to explain that they cannot attend work that day because of the defined reasons. Supervisors will approve requests that fall under the provisions listed in the ESA. Situations that do not meet the required provisions will be determined on a case-by-case basis. Employees may need to provide reasonable evidence of entitlement to the leave.

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies

Declared Emergencies

Declared emergency leave is a leave of absence without pay for employees who cannot perform their job duties because of an emergency declared under the Emergency Management and Civil Protection Act and because:

- Of an order that applies to them made under the Emergency Management and Civil Protection Act or the Health Protection and Promotion Act;
- The employee must provide care or assistance to a specified individual outlined in the Employment Standards Act, 2000; or
- Of other reasons as may be prescribed.

An employee is entitled to take declared emergency leave for as long as they are not performing the duties of their position as determined by the provisions above. Entitlement will end on the day the emergency is terminated or disallowed.

Infectious Disease Emergencies

Infectious disease emergency leave is a job-protected leave without pay for employees who cannot perform their job duties for any of the following reasons:

- The employee is under individual medical investigation, supervision, or treatment (including receiving a vaccination or recovering from any side effects) for the designated infectious disease;
- The employee is acting in accordance with an order under section 22 or 35 of the Health Protection and Promotion Act;
- The employee is in quarantine, isolation, or subject to a control measure, such as self-isolation, as a result of information or directions issued to all or some of the public or one or more individuals, by an authority designated by the legislation;
- The company directed the employee not to work in response to a concern that the employee may expose other individuals in the workplace to the designated infectious disease;
- The employee is providing care or support to a specified individual because of a matter related to the designated infectious disease that concerns that individual, such as school or day care closures;
- The employee is directly affected by travel restrictions and, under the circumstances, cannot reasonably be expected to travel back to Ontario; or
- Other reasons that may be prescribed.

An employee is entitled to take infectious disease emergency leave starting on the prescribed date for as long as they are not performing the duties of their position as determined by the provisions above and the infectious disease is designated by the regulations.

Infectious disease emergency leave with pay

Retroactive to April 19, 2021, employees on infectious disease emergency leave may be entitled to receive up to three days of pay and at their regular rate up to \$200 a day. These days must be taken as full days and employees are not entitled to overtime or premium pay for this time off.

Employees on infectious disease emergency leave due to travel restrictions or other prescribed reasons may not be eligible for leave with pay.

Conditions

Declared emergency leave may be extended beyond the initial period of absence due to an order made under the Emergency Management and Civil Protection Act.

Employees who take emergency leave must advise the Township of South Algonquin that they plan to do so as soon as possible. If an employee must begin the leave before advising the company, they must communicate it as soon as possible.

The Township of South Algonquin may require an employee taking emergency leave to provide evidence reasonable in the circumstances that the employee is entitled to the leave. However, an employee who takes infectious disease emergency

leave is not required to provide a certificate from a qualified health practitioner as evidence.

Reservist Leave

Employees who are military reservists and who are deployed to an international operation, or to an operation within Canada that provides or will provide assistance in dealing with an emergency or its aftermath (including search and rescue operations), are entitled under the ESA to unpaid leave for the time necessary to engage in that operation. To be eligible for reservist leave, the employee must have worked for the Township of South Algonquin for at least six consecutive months.

Employees on a reservist leave are entitled to be reinstated to the same position if it still exists or to a comparable position if it does not. Seniority and length of service credits continue to accumulate during the leave. The Township of South Algonquin is not required to continue any benefit plans during the employee's leave; however, employees can provide payment in advance of the leave to cover the cost of the benefits so that they may continue while on the leave.

Organ Donor Leave

Employees continuously employed by the Township of South Algonquin for 13 weeks are entitled to take unpaid job-protected leave from work for organ donation.

The organ donor leave must begin on the date of the surgery, although it may begin earlier where a medical practitioner specifies an earlier date in a written certificate. The employee may take leave for up to 13 weeks, although in cases where the doctor declares that the employee cannot resume their work, additional time will be granted. The maximum period of the extended leave is 13 weeks.

Employees taking organ donor leave must provide the Township of South Algonquin with a minimum of two weeks' notice of their intention to take the leave. Employees must provide a medical certificate confirming the reasons for and the expected duration of the leave.

Family Caregiver Leave

All employees, regardless of their length of service with the Township of South Algonquin, are entitled to eight weeks of unpaid job-protected leave per calendar year, taken in entire weeks, and for each family member requiring care, as specified in the legislation.

The employee can take the time for the family members described below in order to care for or support a family member if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition. A serious medical condition may include a condition that is chronic or episodic.

For the purpose of this leave, a family member includes:

- The employee's spouse;
- A parent, stepparent, or foster parent of the employee or the employee's spouse;
- A child, stepchild, or foster child of the employee or the employee's spouse;
- A grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse;
- The spouse of a child of the employee;
- The employee's brother or sister;
- A relative of the employee who is dependent on the employee for care or assistance; or
- Any individual prescribed as a family member for the purpose of this section.

Medical Certificate

The Township of South Algonquin requires that employees provide a medical certificate from a qualified health practitioner (could include a physician, registered nurse, or psychologist) stating that the individual has a serious medical condition. This should be provided to the Township of South Algonquin before the start of a family caregiver leave unless an emergency occurs. The medical certificate must be from the qualified health practitioner who is caring for the ill individual and must state that the family member is suffering from a serious medical condition.

Notice

Employees must give notice in writing to the Township of South Algonquin, along with the medical certificate, before the start of a family caregiver leave. If an employee must begin a family caregiver leave before notifying the Township of South Algonquin due to an emergency, the employee must notify the Township of South Algonquin in writing about the leave as soon as possible after its start.

Critical Illness Leave

All employees employed with the Township of South Algonquin for at least six consecutive months are entitled to up to 37 weeks of unpaid job-protected leave to provide care or support to a critically ill minor child (as certified by a qualified health practitioner). A “critically ill minor child” refers to a minor child whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

All employees employed with the Township of South Algonquin for at least six consecutive months are entitled to up to 17 weeks of unpaid job-protected leave to provide care or support to a critically ill adult (must have been certified by a qualified health practitioner).

For the purpose of this leave, a minor child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and under the age of 18. An adult refers to an individual 18 years of age or older. The leave is restricted to instances where family members of the employee as defined by the act are critically ill.

Length of Leave

If the qualified health practitioner sets out a period of less than the prescribed weeks of leave, the employee is entitled to take the leave only for the number of weeks in the period specified in the medical certificate. If the qualified health practitioner sets out a period of 52 weeks or longer, the employee’s leave must end no later than the last day of the 52-week period.

If a critically ill minor child or adult dies while an employee is on leave, the employee’s entitlement to be on leave ends on the last day of the week in which the minor child or adult dies.

Further Leave

If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the 52-week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the proper requirements. If the minor child or adult remains ill after the 52-week period expires, the employee is entitled to take another leave if the leave requirements are once again met.

Medical Certificate

The Township of South Algonquin requires that employees provide a medical certificate from a qualified health practitioner (could include a physician, registered nurse, or psychologist) before starting a critically ill child leave, unless an emergency occurs. The medical certificate must state that the child is critically ill and requires the care or support of one or more parents and it must also set out the time period during which the child requires the care or support of the employee.

Notice

Employees must give notice in writing to the Township of South Algonquin, along with the medical certificate, before the start of a critical illness leave. The employee must also provide a written plan that indicates the weeks in which he or she will take the leave.

If the employee must begin a critical illness leave before notifying the Township of South Algonquin due to an emergency situation, the employee must notify the Township of South Algonquin in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which they will take the leave.

Child Death Leave

For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age. “Crime” means an offence under the Criminal Code of Canada, other than an offence prescribed by the regulations made under paragraph 209.4(f) of the Canada Labour Code.

Length of Leave

All employees employed with the Township of South Algonquin for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child dies. Employees may take their leave only during the 105-week period that begins in the week the child dies.

Please note that an employee is not entitled to this leave of absence if the employee is charged with a crime in relation to the death or if it is probable that the child was a party to a crime in relation to their death.

Notice

Employees must give written notice to the Township of South Algonquin before starting the leave. The employee must also provide a written plan that indicates the weeks when they will take the leave.

If an employee must begin a child death leave before notifying the Township of South Algonquin due to an emergency situation, the employee must notify the Township of South Algonquin in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which they will take the leave.

Crime-Related Child Disappearance Leave

All employees employed with the Township of South Algonquin for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child disappears and it is probable considering the circumstances that the child disappeared as the result of a crime.

Generally, an employee who takes a crime-related child disappearance leave must take the leave in a single time period, although limited exceptions do apply. For exceptions and unusual circumstances related to this leave, please consult your manager or refer to the ESA.

If an employee's child is found alive while the employee is on leave, the employee is entitled to stay on leave for an additional 14 days. If an employee's child is found dead, the employee's entitlement to be on leave ends at the end of the week in which the child is found.

If it becomes probable, considering the circumstances, that the disappearance of the child is not the result of a crime; the leave must end on the day on which it no longer seems probable.

Please note that an employee is not entitled to this leave of absence if the employee is charged with the crime or if it is probable that the child was party to the crime.

Evidence

The Township of South Algonquin may ask an employee to provide reasonable evidence to support the employee's entitlement to a crime-related child disappearance leave.

Notice

Employees must give written notice to the Township of South Algonquin before starting the leave. The employee must also provide a written plan that indicates the weeks when they will take the leave.

If an employee must begin a crime-related child disappearance leave before notifying the Township of South Algonquin due to an emergency situation, the employee must notify the Township of South Algonquin in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which they will take the leave.

Domestic or Sexual Violence Leave

All employees employed with the Township of South Algonquin for at least 13 consecutive weeks are entitled to up to 10 days and up to 15 weeks of protected leave if an employee or a child of an employee experiences domestic or sexual violence, or the threat of domestic or sexual violence. If an employee takes any part of a day as leave, the Township of South Algonquin may consider the employee to have taken one full day of leave. If an employee has taken part of a week as leave, the Township of South Algonquin may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to take the first five days as paid days of leave. The balance of the employee's entitlement are unpaid days. The Township of South Algonquin will pay the first five days of domestic or sexual violence leave at the amount prescribed by legislation.

For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

Please note that an employee is not entitled to this leave of absence if the domestic or sexual violence is committed by the employee.

Confidentiality

the Township of South Algonquin will ensure mechanisms are in place to protect confidentiality of records given to or produced by the Township of South Algonquin that relate to an employee taking domestic or sexual violence leave.

Notice

Employees should give notice in writing to the Township of South Algonquin before the start of a domestic or sexual violence leave. The employee must also provide a written plan that indicates the weeks in which they will take the leave.

If an employee must begin a domestic or sexual violence leave before notifying the Township of South Algonquin due to an emergency situation, the employee must notify the Township of South Algonquin in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which he or she will take the leave.

Jury Duty Leave

the Township of South Algonquin recognizes and respects the need for employees to complete jury duty and will make accommodations for employees who have been selected to participate on a jury.

Procedure

- Employees selected for jury duty must provide as much advance notice as possible of the start of their jury duty.
- Employees should include in their advance notice a copy of their summons to jury duty.

- Employees will be granted leave with pay to serve as jurors.
- Where the jury duty lasts for only part of a day, the employee must return to work (where possible) for the remainder of the day.
- Once the jury leave has concluded, the employee must provide evidence of the jury leave in the form of documentation from the court clerk confirming the days that the employee participated on the jury.
- Any employee who must appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time or request an unpaid leave of absence.

Compensation and Benefits

Pay Equity Policy

Intent

Township of South Algonquin has adopted this policy to ensure that all compensation is equitable and that equal pay is provided for equal work. The Township of South Algonquin will comply with Ontario's Pay Equity Act, and shall take factors of skill, effort, responsibility, and working conditions into consideration when determining whether work is equal or of equal value. Documentation will be maintained throughout the process to ensure the appropriate implementation and enforcement of this policy.

Definitions

The following definitions are taken from Ontario's Pay Equity Act:

Pay equity: Equal pay for work of equal value.

Job class: One or more positions which have similar duties and responsibilities; require similar qualifications; are filled by similar recruiting procedures; and have the same compensation schedule, salary grade, or range of salary rates.

Female job class:

1. A job class in which 60 percent or more of the members are female,
2. A job class that a review officer or the Hearings Tribunal decides is a female job class or a job class that the employer, decides is a female job class.

Male job class: Except where there has been a decision that a job class is a female job class as described in clause (b) of the definition of "female job class," a job class in which 70 percent or more of the members are male, or a job class that a review officer or the Hearings Tribunal decides is a male job class or a job class that the employer, decides is a male job class.

Job-to-job method of comparison: The method of determining whether pay equity exists that is set out in section 6 of the Pay Equity Act.

Salary grade: A grouping of job classes to be paid the same or similar rates of pay.

Pay range: The minimum and maximum pay rates (in dollars) for jobs in a particular salary grade.

Skill: A required general factor to be considered in developing a gender-neutral comparison system that measures the degree or amount of knowledge, education, experience, or special skills needed to perform the job.

Effort: A required general factor to be considered in developing a gender-neutral comparison system that measures the physical or mental exertion needed to perform a job.

Responsibility: A required general factor to be considered in developing a gender-neutral comparison system that measures the number and nature of a worker's job obligations, the degree of accountability, and the degree of authority required to perform a job.

Working conditions: A required general factor to be considered in developing a gender-neutral comparison system that measures such things as exposure to the elements, health and safety hazards, workplace environment, hours of work, and any other terms or conditions of employment.

Guidelines

The Township of South Algonquin is committed to maintaining pay that is competitive with wages paid by similar employers and pays employees in jobs of comparable value equitably in compliance with all applicable legislation. The value of positions will be assessed under the four factors used by the Pay Equity Commission: skills, effort, responsibility, and working conditions.

Procedures

Each position within the Township of South Algonquin will be evaluated regularly (at least every three years) or when significant changes occur or a new job is introduced. The jobs will be evaluated using a gender-neutral factor comparison system that uses the four factors identified by the Pay Equity Commission.

- Job positions will be grouped into job classes.
- Female, male, and neutral job classes will be determined.
- Using the gender-neutral job evaluation system, a point value will be assigned that measures the value of each of these job classes.

- Job classes of similar point value will be grouped into common bands.
- Female job classes will be compared to male job classes within the same point band.
- Using either the job-to-job comparison method or the proportional method, a determination will be made whether the female job class requires a pay equity adjustment.
- The Township of South Algonquin will adjust pay rates in accordance with the required pay equity amounts.

Exceptions

Township of South Algonquin recognizes that the Pay Equity Act permits differences in pay due to seniority, merit, piecework, or differences not due to gender. If Township of South Algonquin deems that there is a difference in pay due to these accepted exceptions, then there will be no need for pay equity adjustments to be applied.

Conduct

[Company Dress Code](#)

[21-648 Staff Code of Conduct](#)

[Conflict Resolution Policy](#)

[Volunteer Policy](#)

Conduct

Company Dress Code

1.0 Policy

Employees of the Township of South Algonquin (“the Township”) are expected to adhere to standards of dress and appearance that are compatible with an effective working environment and respectful of the community we serve. Employees, who display grooming habits, wear apparel or display tattoo(s) which are disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which may endanger the health and safety of themselves or others, is prohibited. A copy of this policy will be provided to employees upon hiring.

2.0 Purpose

The purpose of this policy is to ensure that the staff members are dressed appropriately, respectfully and safely for the jobs they are employed to perform.

3.0 Clothing

Employees should wear clothing appropriate to the tasks that are inherent to their job assignments and must be dressed in a manner that is suitable for both the job and weather conditions. All clothing must be clean and in good repair.

Staff members represent the Township of South Algonquin during all scheduled hours of work and must dress accordingly.

Examples of clothing that are reflective of this policy include:

- Shorts: Only longer length walking shorts are acceptable. Short and/or tight fitting, clinging shorts and exercise apparel are not appropriate work wear.
- Skirts and dresses: Knee length or longer skirts are acceptable.
- Pants: Casual pants, dress pants or jeans may be worn. Low rise pants which reveal undergarments, jogging pants, exercise pants leisure pants are inappropriate for the workplace.
- Tops: Collared shirts and t-shirts in good repair are acceptable in the workplace. Examples of inappropriate tops include muscle shirts, tube tops, spaghetti straps tops, belly baring tops, tops with low cut necklines and see through tops. T-shirts and tops bearing controversial logos, messages or pictures may not be worn by employees while on duty.

4.0 Footwear

Works Department Employees must wear CSA approved footwear. Office staff when required to work outside of their normal working environment must wear appropriate footwear.

5.0 Jewellery

Employees may not wear watches, rings, chains, bracelets, visible body piercing jewellery or earrings that present a safety hazard to themselves or to others. The Township of South Algonquin will not be responsible to replace or to repair damaged or lost jewellery.

6.0 Personal Protective Equipment

Employees must wear, use and properly maintain personal protective equipment as required by the Occupational Health and Safety Act, its Regulations, all Township of South Algonquin Health & Safety Policies, and as directed by their supervisor.

7.0 Consequences

Consequences will result if an employee’s apparel or appearance is such that:

- it constitutes a threat to the health or safety of others in the workplace,
- it distracts the attention of other employees from their work, or
- it is otherwise in contravention of any part of this dress code policy.

Where a staff member reports to work wearing inappropriate attire or projecting an inappropriate appearance, the manager will provide a warning to the individual that they are expected to change their apparel or appearance. At the time of the initial warning and for the remainder of the scheduled shift, the extent and the mechanism of change required will be directed by the manager.

Should a member of staff report for work on a second occasion, dressed inappropriately, he or she may be asked to go home and to change into appropriate attire. The time off of working hours required to return home to change into appropriate clothing will be deducted from the employee’s accumulated overtime, stat time or from his or her regular hours of work and it

will be noted in his or her supervision file.

Repeated failure to comply with this policy will result in progressive disciplinary action, up to and including termination.

Conduct

21-648 Staff Code of Conduct

THE CORPORATION OF

THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 21-648

BEING A BY-LAW TO ADOPT A STAFF CODE OF CONDUCT

WHEREAS the Municipal Act S.O. 2001, c.25 provides for the Staff Codes of Conduct

AND WHEREAS the Council of The Corporation of the Township of South Algonquin is authorizing a Staff Code of Conduct in accordance with the Municipal Act S.O. 2001, c.25

NOW THEREFORE the Council of The Corporation of the Township of South Algonquin hereby enacts the following as a by-law;

1. THAT the Council for the Township of South Algonquin hereby adopts the Staff Code of Conduct attached hereto as Schedule "A" and forming part of this by-law;
2. THAT this By-law shall come into force and take effect on the date of its final passing.
3. THAT the CAO / Clerk-Treasurer for the Township of South Algonquin is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.
4. THAT any other by-law inconsistent with or antedating this by-law is hereby repealed.

READ A FIRST & SECOND TIME this 7th day of July, 2021.

Jane A.E Dumas, Mayor Bryan Martin, CAO Clerk-Treasurer

READ A THIRD TIME AND PASSED this 7th day of July, 2021

Jane A.E Dumas, Mayor Bryan Martin, CAO Clerk-Treasurer

POLICY MANUAL

POLICY NO. ADM 014-00

For Township of South Algonquin

EFFECTIVE DATE: July 7, 2021

Revised:

SUBJECT:

Code of Conduct Policy for Employees of the Township of South Algonquin

DEPARTMENT: Administration

POLICY STATEMENT:

All employees of the Township of South Algonquin will adhere to the Code of Conduct Policy to ensure that there is no conflict between their personal interests and official duties. Failure to comply with any of these procedures may expose an employee to disciplinary action and/or action through the Courts.

BACKGROUND:

The Township has implemented this Code of Conduct Policy in order to both promote professionalism and to ensure that the relationship of trust that exists between staff, Council and the public remains an integral part of local government in the Township. Since its inception, local government has been understood to be an open, accessible and accountable form of government.

The purpose of this Policy is to document and formalize standards of ethical conduct as they apply to municipal employees. This policy embodies the basic principles of honesty, impartiality and common sense and recognizes that a municipal employee has a responsibility to uphold these principles.

The proper operation of a municipal government requires that employees be independent, impartial, and responsible to the citizens; that their positions not be used for personal gain and that the public have confidence in the integrity of municipal employees.

METHOD OF UPDATING THIS POLICY:

As new issues arise, the Code will be reviewed and modified according to current situations. Any comments or suggested revisions should be directed to the Administration Committee through the Township Clerk's Office.

This Code of Conduct applies to all employees of the Township.

Each employee is responsible for understanding and complying with this Code, and should seek clarification from their immediate supervisor, or the Township Clerk, on any segment they do not understand.

Each supervisor is responsible to ensure that every employee under their direct supervision has received a copy of this Code, and any points of confusion have been clarified.

GENERAL:

- 1) Employees will promote the goals, objectives and policies of the Township of South Algonquin.
- 2) The Township expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances of their position within the Township of South Algonquin and in accordance to the Townships Dress Code Policy.
- 3) Employees will acknowledge and recognize the dignity and worth of every person they serve, and with whom they speak.
- 4) Employees must provide service in a manner which respects the dignity and independence of persons with disabilities, and adhere to the provisions of the Accessibility for Ontarians with Disabilities Act (AODA).
- 5) Employees will ensure, in the performance of official duties, equality of treatment to all persons and, shall refrain from showing preferential treatment to any person, group, or organization.
- 6) All Township of South Algonquin employees in the course of their assigned duties must refrain from physical or verbal abuse or threats towards fellow employees or members of the general public.
- 7) Employees will disclose in writing to their Department Head any business, commercial, or financial interest where such an interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment.
- 8) Employees will not engage in any business, dealing, or transaction or have a financial or other personal interest which is in conflict with the discharge of their official duties.
- 9) Employees shall not knowingly participate in any decision or promotion or make any recommendation, in which they or their family has any financial interest, except as a resident of the Municipality.
- 10) Employees may not knowingly sell goods, materials, or services to the municipality without the express permission of the CAO.
- 11) Township of South Algonquin employees may wish to report to their Department Head alleged breaches of conflict of interest committed by fellow Township of South Algonquin employees.
- 12) Employees will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties.
- 13) Employees shall safeguard and protect any confidential information which they are privy to as a result of their employment with the Township. Employees shall not disclose or otherwise release such confidential information to any person or agency other than authorized Township staff or officials, at any time during or following their employment, except as required by law in accordance with the Townships confidentiality policy.
- 14) Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere with the performance of their duties as a Township employee, without the prior approval of their Department Head and the CAO.
- 15) Employees may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality for activities or purposes not associated with the discharge of official duties.
- 16) Amenities such as electronic mail, voice mail, internal mail, cell phones and bulletin boards are provided only for Township business and sponsored activities, and must not be used for personal business unless otherwise authorized by Council

17) No employee shall sell, transfer, publish, disclose, display or otherwise make available computer programs, purchased software programs, technological innovations, or other tangible property or rights owned by the municipality.

18) Upon termination of employment, employees shall deliver to their supervisor all correspondence, images, drawings, documents, computer files, paper files, and all other property belonging to the Township which may be in the employee's possession or control. This includes property made or prepared by the employee and relating in any way to the affairs of the Township.

19) Nothing in the preceding conditions prevents the Township from implementing disciplinary measures for inappropriate activities not specifically listed.

20) Any employee, who is in doubt about the interpretation or application of this Code of Conduct, should seek clarification from their immediate supervisor, or the Township CAO.

21) Employees are expected to report to work in a fit condition to carry out their work duties. Employees reporting to work in an unfit condition will be sent home without pay. The Township considers as being unfit if an employee is under the influence of alcohol or other substance which may affect their ability to perform adequately in accordance with the Fit for Duty policy.

22) Employees shall work in accordance with the Occupational Health and Safety Act and shall ensure all applicable safety regulations and procedures are followed. They will not conduct their work activities in a manner that may cause injury to themselves or others, or damage equipment or property.

PROFESSIONAL BEHAVIOUR:

1) The Township's employees are ambassadors of the Township. Thus, each employee must be conscious of the Township's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behavior and integrity.

2) Employees, as representatives of the Township, are expected to reflect a professional image. As with external relations, employees must be professional and courteous with their coworkers. They should be aware of the effect that their workplace behavior has on others. Employees are expected to be reasonable and fair in their expectations of each other, and resolve any conflict in a mature and professional manner.

3) An employee of the Township may not be in arrears to the municipality for rates and service charges (i.e. personal purchases, rentals etc.) for a period longer than 3 months. A municipality may deduct any outstanding amounts from a staff member's salary after this period.

GIFTS, BENEFITS, AND ENTERTAINMENT:

1) Employees will not place themselves in a position where they could derive any benefit or gain from any Municipal contracts, persons, groups, companies, or organizations with which the Township does business.

2) Employees will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business dealings with the Township, a nominal gift, benefit, favour, discount hospitality, or gratuity for personal benefit.

POLITICAL ACTIVITY:

The Township recognizes the right of employees to engage in political activities for all levels of government consistent with the following:

1) Employees may engage in any political activity as long as it does not impair, or is not perceived as impairing, the employee's ability to perform their duties impartially.

2) Political activity may only occur outside of employee's working hours.

3) Political activity may not occur by the employee while representing, or being perceived to represent the Township.

4) The actions of employees involved in any political activity shall not result in a corporate conflict.

5) An employee may be a candidate in a municipal election provided the requirements of the Municipal Act and Municipal Elections Act are followed.

6) No employee is allowed to actively campaign, solicit or promote any political candidate at the municipal, provincial or federal levels of government in the course of their regularly scheduled duties during the workday. Any political activity must occur outside of regularly scheduled hours for all Township employees.

7) An employee seeking the nomination or candidacy of any elected provincial or federal political office must request an unpaid leave of absence from the time of declaration of intent until the cessation of the political candidacy.

8) Township employees may run for and serve in municipal elected offices provided no conflict of interest exists between the elected office and the employee's responsibility to the Township. Employees will disclose in writing to the CAO their intent to seek the role of elected official on a municipal government.

9) Employees will disclose in writing to the CAO their interest to seek appointment to an Advisory Board or any other appointed Board.

STAFF/COUNCIL RELATIONS:

- 1) Employees shall deal with all members of Council in an objective, respectful and impartial manner at all times.
- 2) Employees must recognize that elected officials are responsible for the establishment of policy and that employees are responsible for implementation of the directives originating from Council.

MANAGEMENT RESPONSIBILITY:

- 1) As part of effective management, each supervisor must ensure that employees reporting to them are aware of, and in compliance with, this Code of Conduct.
- 2) Prior to taking action on suspected breaches, advice should be sought from the Township CAO. It is the responsibility of Management to ensure that each suspected wrongdoing is investigated and acted upon.

VIOLATION OF CODE OF CONDUCT:

- 1) The preceding guidelines and expectations, as well as the related policies, re-affirm the Township's commitment to integrity, objectivity and professionalism in delivering services to the public.
- 2) Maintaining the taxpayer's confidence and trust in local government and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised. As such, every employee is expected to be fully aware of, and in compliance with, the Code and its related policies.
- 3) Violation of this Code is a serious matter and any employee in violation of this Code will be treated firmly, fairly and consistently. In addition, any employee who has contravened this Code shall be subject to such disciplinary actions (up to and including dismissal) as is deemed appropriate by Township Council under the circumstances.
- 4) If an employee is accused of violating this policy, the procedure will be as follows:
 - a) the employee will be encouraged to document their version of the alleged incident, including times, places, what happened and any witnesses.
 - b) the complainant will present their version of the alleged incident, in writing to the CAO, in similar fashion. The CAO will direct the matter to the appropriate Department/Committee.
 - c) the appropriate Department/Committee will deal with the issue as quickly as possible and make a judgment after reviewing, interviewing, investigating and confirming the details. Their recommendation for action will be presented 'in camera' for Council approval. If the complaint is unfounded and/or made in bad faith, this will surface and be dealt with during the investigative process.
- 5) Any employee under investigation for suspected fraud or other wrong doing may be removed from the workplace, with or without pay, or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the Township.
- 6) Nothing in this Code is intended to conflict with the Township's obligations to its employees under any other agreement or legislation, nor is this Code intended to undermine the firm commitment to the well-being and professional treatment of employees. However, public service is a public trust, and as an organization entrusted with public funds, it is critical that every employee re-affirm their commitment to the highest standards of ethical behaviour. It is in this spirit that the Code is implemented.

Conduct

Conflict Resolution Policy

Intent

Township of South Algonquin is committed to providing a workplace free of conflict, where employees are treated with fairness, dignity and respect. Township of South Algonquin has instituted this policy to provide employees with an outlet to raise concerns regarding any conflict in the workplace or dissatisfaction with respect to issues related to their employment in an open and fair manner with provisions made to ensure their prompt and reasonable resolution. Under no circumstance should any employee fear discrimination or reprisal in the workplace as a result of the filing of a complaint.

Guidelines

Conflicts

The following conflicts should be reported, and Township of South Algonquin shall strive to address them with reasonable resolutions.

- Disputes with co-workers or managerial staff with unwanted, and unresolved consequences.
- Perceived unfair or inequitable treatment.
- Harassment whether sexual, discriminatory, or personal in nature.
- Abuse of authority.
- Administration of company policies.

Conflict Reporting Procedure

Discussion

- Employees are encouraged to discuss the unwanted behaviour or actions with the offending party as the situation dictates.
- Under ideal circumstances, the two parties shall reach a reasonable resolution without the necessity of the filing of a formal complaint.
- In the event that a discussion is not feasible or fails to reach a reasonable resolution, a formal complaint may be filed.

Reporting

- Complainants should record the details of the unwanted circumstance(s), the names of any applicable witnesses, and any attempts made to resolve the issue heretofore.
- Formal complaints stemming from unresolved employee or managerial conflicts shall be submitted in writing with any pertinent documentation, to the CAO.
- Formal complaints regarding the CAO shall be forwarded to the Chair of the Human Resources committee and may be redirected to a third party of Council's choosing for investigation
- Formal complaints shall be reviewed and investigated.
- Formal complaints must be submitted within 14 days from the date of the alleged incident(s).
- In all cases where formal complaints have been lodged, it is important to maintain a policy of strict confidentiality between the complainant and the responder (manager / CAO). For investigative purposes, the offending party may be notified.
- Anonymous complaints shall not be reviewed.

Employee Expectations

Employees

- Employees are required to fully comply with the Conflict Resolution Policy.
- Shall be treated fairly throughout the process, as either a complainant, or alleged offending party.
- Shall be responsible for maintaining confidentiality regarding their involvement, and the complaint itself.
- Shall co-operate with any investigations in relation to complaints.

Management / CAO

- Management and the CAO shall be responsible for enacting preventative measures to ensure a workplace that is free from harassment, and for the communication of policy and procedures contained herein.
- Management and the CAO shall receive and address properly filed complaints in an appropriate fashion.
- In the event that the complainant and the offending party are engaged in a subordinate-supervisor relationship, they may be physically removed from each other on a temporary basis, and may require a change in their reporting relationship.
- Investigate, or co-investigate any complaints, claims and documentation therein.
- Attempt to reach a reasonable resolution to the conflict.
- Inform the complainant and the offending party of possible resolutions available.

Resolutions

- If an apology is made by the offending party, and the complainant accepts the apology, this may be viewed as a reasonable resolution.
- All attempts shall be made to reach a reasonable resolution through mediation of the complaint with both parties involvement.

Where the complaint is substantiated:

In the event that a complaint is substantiated and a reasonable solution to halt the unwanted behaviour or action through mediation is not possible, the following actions shall be taken for the offending party:

- Written warning/reprimand.
- Education and training.
- Suspension.
- Termination of Employment.

Where the complaint is not substantiated:

In the event that a complaint is not substantiated due to lack of evidence or other reasons, both parties shall be informed with the rationale used. The complainant shall be notified first.

Both parties should be reminded that an unsubstantiated complaint does not necessarily mean that it was filed under false or frivolous pretences.

A complainant may request that the investigation be re-opened in the event that pertinent new evidence can be provided, or a reprisal due to the allegation has occurred.

Records

Township of South Algonquin shall keep on file all formal complaints, and the accompanying documentation, and the findings of any investigation.

Information from a previous investigation resulting in a substantiated complaint may be used for review and consideration purposes in the event of a new allegation.

False or Frivolous Complaints

- Employees should be cognizant of the fact that a formal complaint against another employee is a serious allegation with repercussions.
- Where a complaint is found to be either false or frivolous, or where supporting documentation for a complaint has been falsified, the complainant or witness may be subject to disciplinary measures up to and including termination of employment.

Conduct

Volunteer Policy

Intent

Township of South Algonquin recognizes it is our responsibility as a municipality to help strengthen the communities in which we live and work. Consequently, we encourage our employees to become involved in their communities, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

The Township of South Algonquin will devote time and energy to programs, associations and organizations within the community, and require volunteer efforts.

Guidelines

Eligibility

- All full-time employees are eligible;
- Interested employees must have a fully competent performance rating or above;
- Interested employees should meet with their managers to discuss their volunteer choice, schedule, and to receive approval prior to making any commitments.

Standards for Volunteer Involvement

To ensure the safety of our employees, and to maximize the potential benefits of participation in volunteerism, The Township of South Algonquin requires that any organization, event or association that requires the volunteer efforts of the company, meet the following standards:

- The organization, association or event are categorized as having an alignment with the Township of South Algonquin's values and beliefs, and provides a benefit to the community.
- The organization, association or event has obtained appropriate levels of insurance for volunteers. All registered volunteers working with committees affiliated with the Township should be covered against general liability claims made by another person as a result of their volunteer work.
- A qualified person is responsible for the volunteer program.
- Any health and safety risks are clearly identified, and appropriate training is provided.
- A clearly communicated volunteer screening process is consistently applied.
- Volunteer assignments address the purpose of the organization, association or event and involve volunteers in meaningful ways - reflecting their various abilities, needs and backgrounds.
- Volunteers will receive orientation to the designated position, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members.
- The contributions of volunteers are regularly acknowledged with formal and informal recognition methods.

Volunteer Time

- Volunteer time should not conflict with the peak work schedule, other work related responsibilities, create a need for overtime, or cause conflicts with other employees' schedules.
- Time away from work for volunteering purposes may occur during lunchtime, before work, after work, or on the weekends depending upon the type of volunteer program the employee is involved in.
- Volunteer time should be regular and on a set schedule to help with the coordination of other work related responsibilities.

Volunteer Screening Process

- Each volunteer position must be evaluated for levels of risk involved in the performance of expected duties. Where specific risks exist, appropriate screening procedures will be employed.
- Job descriptions will be developed for all volunteer positions to ensure that only qualified individuals are asked to perform specific roles.

-
- Application forms must be completed.
 - All persons applying for volunteer positions must be interviewed to determine their suitability for the role, and for the organization.
 - The Township of South Algonquin will conduct reference checks for all volunteer candidates.
 - In the event that a volunteer will be required to work with youth or vulnerable populations, the candidate must provide a "Clear" Police Records Check.
 - All volunteers will be required to attend and successfully complete any training regarding the position, as well as all required health and safety training before starting work in their position.

Record Keeping and Reporting

Volunteering records will be maintained, including dates of service, positions held, performance levels achieved and any applicable recognition or awards.

Township of South Algonquin Policies

All Township of South Algonquin employees are expected to adhere to company policies regarding Confidentiality, Harassment, Conflict of Interest, and Health and Safety remain in the performance of their volunteer work, as they are acting as representatives of the Township.

Health and Safety

[Substance Abuse \(Drug and Alcohol\) Policy](#)

[Safe Driving Policy](#)

[Working Alone Policy](#)

[Personal Protective Equipment \(PPE\) Policy](#)

[Cold and Inclement Weather Policy](#)

[Lifting and Material Handling Policy](#)

[Contractor and Employee Distinction Policy](#)

[Ladder Safety Policy](#)

[Hand Washing Policy](#)

[Preventive Maintenance Policy](#)

[Health and Safety Policy](#)

[COVID-19 Policy](#)

[Smoke-Free Workplace Policy](#)

[Workplace Violence, Harassment, and Sexual Harassment Policy](#)

[Workplace Hazardous Materials Information System \(WHMIS\) 2015 Compliance Policy \(GHS\)](#)

[Reporting Workplace Injuries Policy - Ontario](#)

[Workplace Hazard Identification Policy](#)

[Workplace Accident Investigation Policy](#)

[Right to Refuse Unsafe Work Policy](#)

[Joint Health and Safety Committee Policy](#)

Health and Safety

Substance Abuse Policy (Drug and Alcohol)

Intent

Township of South Algonquin is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Definitions

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis (in any form), cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.

Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, Township of South Algonquin reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis (whether ingested or used topically) and any other non-prescribed substances;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

Township of South Algonquin will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or the CAO; and
- Follow the after-care program, where established.

Suspicion of Impairment

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the suspicion of impairment.
2. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyser or blood test. The employee may be advised that Township of South Algonquin has arranged transportation to safely take them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse employer-organized transportation and decide to drive their personal vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Possession at Work

Possession of alcohol, drugs, and drug paraphernalia on Township property is prohibited. Township property encompasses all Township owned or leased property used by employees, including without limitation parking lots, vehicles, lockers, desks, and closets.

Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees are acting on behalf of the organization off of company premises. This includes attending events as a company representative.

Substance Dependency

Township of South Algonquin understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Township of South Algonquin promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

The Township will work with the individual who requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable, up to the point of undue hardship. Employees are encouraged to communicate any need for accommodation to their immediate supervisor, and to work with them in addressing the concern.

Voluntary Identification

Employees are encouraged to communicate that they have a dependency or have had a dependency so that their rights are

protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information will be kept confidential by the Township of South Algonquin, unless otherwise authorized by law.

Medical Cannabis

Where an employee uses medical cannabis, the Township of South Algonquin requires that they provide a copy of their medical documentation and abide by the company's accommodation policy.

Agreement for the Continuation of Employment

The Township of South Algonquin reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on company premises).

Health and Safety

Safe Driving Policy

Intent

Township of South Algonquin has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of the Township of South Algonquin, and to provide a set of procedures for acceptable use when operating Township of South Algonquin owned and operated vehicles, or while travelling on Township of South Algonquin business.

Guidelines

Any Township of South Algonquin employee that operates a Township of South Algonquin owned and operated vehicle or a personal vehicle while conducting Township of South Algonquin business is required to:

- Comply with this policy and its associated procedures;
- Know and abide by all driving laws in all areas where they operate vehicles while conducting company business;
- Hold a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used;
- Carry their license at all times;
- Provide a driver's abstract every year if they operate Township vehicles or equipment;
- Maintain the appropriate level of insurance;
- Notify managers of any health and safety concerns (unsafe or potentially hazardous), so that they may be dealt with promptly;
- Use appropriate safety equipment as required;
- Report any incident, injury or hazard;
- Conduct a walk-around inspection prior to operating a vehicle;
- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times;
- Secure cargo inside, or on, Township of South Algonquin's vehicles;
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head; and
- Drive in a safe and courteous manner at all time.

Only authorized employees of the Township of South Algonquin are allowed operate a Township of South Algonquin owned and operated vehicle or a personal vehicle while conducting Township of South Algonquin business. If unauthorized personnel are caught driving a Company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

Safe Driving Techniques

Drivers are expected to employ safe driving techniques at all times while operating Township of South Algonquin owned and operated vehicles, or while operating personally owned vehicles while on Township of South Algonquin business. Examples of safe driving techniques include, but are not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
- Checking blind spots and signalling in advance before changing lanes;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g. rain or fog) this may be below the posted speed limit;
- Avoiding risk-taking when driving.

Passengers

While using (personal/company)vehicles for business purposes, Township of South Algonquin employees are prohibited from

carrying passengers who are not staff members.

Distractions

Use of Mobile Phones

The Township of South Algonquin strictly prohibits the use of handheld mobile devices while operating Township of South Algonquin owned and operated vehicles, or while operating a vehicle on Township of South Algonquin business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.

Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialing or while being plugged into a vehicle's sound system. Voice activated devices are the safest form of hands-free communication; however, in the event that it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. Button activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.

If an employee is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.

The only exemption from this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.

Display Screens

Township of South Algonquin strictly prohibits employees from viewing display screens which are unrelated to driving (e.g. laptop or DVD screens). Drivers are never permitted to have their laptops open and/or in use while driving. Laptops should be shut off and safely stored.

If a passenger is using a laptop, they are not permitted to ask the driver to look at the laptop while they are operating the vehicle – this includes when at stop signs and/or lights. If the driver states that the passenger's use of a laptop is distracting, the passenger must turn off the laptop, close it, and stow it in a safe location.)

In the event that a laptop must be used, the driver must stop in a safe location which does not impede traffic or is an unlawful parking area.

Global Positioning System (GPS)

Global Positioning Systems may be used only if the device is properly secured to the dashboard or windshield and is programmed at the beginning of the trip before the driver leaves the parking area. The device should not be touched again while driving.

If the GPS must be used during the course of the trip, the driver must stop or pull over in a safe location that does not impede traffic and is lawful for parking.

Music

Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are found to be a distraction to the driver.

Employees are permitted to use their MP3 devices, provided that they have been set up prior to travelling and can be operated through the vehicle's entertainment system controls. Employees are strictly prohibited from touching their MP3 device directly during the trip.

Fatigue

Township of South Algonquin expects all employees to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely. Someone suffering from fatigue is more likely to:

- Have slower reaction times;
- Be unable to respond to changing conditions; and
- Take risks.

Employees experiencing fatigue are not permitted to drive and must notify their manager to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated). Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

Alcohol, Drugs and Driving

Employees are not permitted to drive if unfit to do so (e.g., under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance). Driving under the influence is against the law and will not be tolerated by the Township of South Algonquin. Employees must contact their manager or CAO if they are unsure about their fitness to drive.

Inclement Weather

During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. Employees should be aware of hazards such as: Decreased visibility and traction, and should change their driving to suit these challenges.

In the event that the inclement weather makes driving unsafe, or the roads are impassable, Township of South Algonquin employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or manager as soon as possible to alert them to the situation, and their inability to travel safely.

Driving at Night

Drivers should exercise increased levels of caution while driving at night, and take care to avoid "over driving their headlights". Note: If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.

As with inclement weather, drivers should reduce their speed and drive in a safe manner.

Vehicle Maintenance

Township of South Algonquin employees that are required to operate a Township of South Algonquin owned and operated vehicle are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition. In the event that a maintenance issue exists, employees are directed to log the issue and ensure that any necessary repairs are made.

Township of South Algonquin owned and operated vehicles will be subject to regular vehicle maintenance.

First Aid Kits/Road Safety Kits

All Township of South Algonquin owned and operated vehicles contain a first aid kit and road safety kit for use in case of emergencies.

Where an employee operates their own personal vehicle for Township of South Algonquin business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

In the Event of an Accident

In the event of a motor vehicle accident, Township of South Algonquin employees operating a Company-owned vehicle must:

- Move the vehicle to a safe spot, out of traffic, if possible;
- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
- Share their appropriate insurance information and contact information with the other parties involved in the accident;
- Contact their immediate supervisor and/or manager to inform them of the accident, and provide as much pertinent information as possible, complete and accident/incident report; and
- Use the first aid/road safety kit, where required.

In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.

Withdrawal of Company Vehicle Privileges

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle;
- Failure to comply with Township of South Algonquin's the policies and procedures;
- A driver's abstract which becomes unsatisfactory during the course of operating a company vehicle; and

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- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.

Health and Safety

Working Alone Policy

Intent

Township of South Algonquin is committed to the health, safety, and well-being of our employees. We strive to ensure that all appropriate safeguards are enacted to protect our employees who must work alone or in isolation. This policy has been adopted to provide a consistent approach to this type of work.

Definitions

Working alone: To work at a work site where assistance is not readily available in the event of an injury, illness, or emergency.

Guidelines

Working Alone Safely

Whenever a worker must work alone, Township of South Algonquin will:

- Conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- Establish an effective means of communication between the worker and persons capable of responding to their needs; and
- Visit the worker as appropriate if an effective means of communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, the company will:

- Take all reasonable steps to eliminate any hazards identified;
- Take all reasonable steps to control any hazards that cannot reasonably be eliminated;
- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all accidents or incidents, and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents, or near-misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized; and
- Schedule higher risk work to be done during regular business hours, or when another employee capable of helping in an emergency is present.

Workplace Hazard Assessment

The Township of South Algonquin will perform a thorough workplace hazard assessment for any locations or situations where employees may be required to work alone. The workplace hazard assessment will be conducted by the (health and safety representative) in conjunction with management and will investigate the following issues.

Length of time the employee must work alone

- Determine the length of time the employee must work alone, and establish reasonable limitations for the duration of this type of work;
- Determine whether or not it is reasonable or safe for the employee to work alone, given the situation or location required;
- Examine the length of time the employee requires to perform the necessary task;
- Determine the legalities of the type of work performed alone (for example, restrictions on working in a confined space, or performing lock-out operations); and
- Identify the time of day the employee must work alone.

Communication

- Determine the methods of communication that are available;
- Determine the most appropriate form of communication; and

- Ensure that all emergency communication systems are in proper working order.

Location of work

- Establish whether or not the workplace or job site is remote or isolated;
- Establish any physical or elemental hazards associated with the location;
- Examine the security features of the workplace (for example, security cameras and alarms) to ensure the safety and well-being of the employee;
- Where possible, ensure the employee is in a position of high visibility;
- Ensure that all windows are clear to provide maximum visibility;
- Determine the accessibility of the workplace to emergency services;
- Determine any necessary transportation requirements to ensure the employee safely arrives at the workplace or job site (where appropriate); and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (such as spare tire with tools and first aid kit), has a method of communication (such as a cellular phone), and available roadside assistance.

Type of work

- Establish the necessary levels of training and education to safely perform the work;
- Determine the appropriate forms of personal protective equipment (PPE) required, and ensure that they are readily available and in good working order, and that the employee has been properly trained in their use;
- Determine any machinery, tools, or equipment necessary to perform the work;
- Determine the level of risk associated and whether it is safe to allow an employee to perform the work alone;
- Establish any potential factors of fatigue that may affect the safety of the employee and their quality of work; and
- Determine whether the employee must work with money or other valuables, and any safeguards required.
- Identify the abilities of the employee performing work alone.
- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone; and
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (such as a pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

Hazard Control

Ongoing inspections of the workplace and worksite will be monitored and completed every 12 months by the health and safety representative. Any concerns regarding health and safety hazards noticed between inspections should be reported immediately to the Department Head.

Check-In Procedure

To ensure the safety of employees who must work alone, Township of South Algonquin uses the following check-in procedure:

- Management employees are responsible for the preparation of a daily work plan to establish the location of the employee working alone, and when they must work alone;
- Management employees will ensure that a communication device for the employee to check in with is readily available and in a convenient location;
- An employee working alone must check in with designated individual every 2 hours using the defined communication method as established in the daily work plan;
- All employees must adhere to the schedule of visual or communication-based check-in with a written log for documentation purposes;
- The designated individual will act as the main point of contact for the employee working alone, as well as the Public Works Superintendent as a back-up contact;
- If the employee working alone does not check in on schedule, the defined emergency action plan will be followed.

Handling Cash

Township of South Algonquin will take all appropriate precautions to ensure the safety of employees, with responsibilities for handling cash who must work alone, in the following manner:

- Cash on hand will be reduced through the use of a safe to deter the possibility of robbery; this policy will be advertised in a highly visible fashion;
- The company will ensure that employees are located in positions of high visibility;
- Employees who must handle cash while working alone will be provided with training in robbery awareness and prevention to ensure that they take the appropriate steps to avoid a robbery, or act appropriately in the event of a robbery;
- In the event of a robbery, employees should cooperate, and immediately surrender to the demands of the robber by supplying them with any available cash or merchandise; employees are far more valuable than any amount of cash or merchandise;
- Employees should contact the police, appropriate emergency services, and their direct manager or supervisor when it is safe to do so following any robbery;

Travel Alone

Township of South Algonquin will provide safety mechanisms for employees who must travel alone in the following manner:

- Employees who must travel alone shall use the check-in procedures to ensure their ongoing communication with the Township of South Algonquin;
- Communication devices (such as a cellular telephone or two-way radio) will be provided to ensure that the employee can check in at appropriate intervals;
- Training and education to ensure that employees travelling alone can evaluate and avoid potential risks or hazards; and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (such as a spare tire with tools and first aid kit), has a method of communication (such as a cellular phone), and available roadside assistance.

Hazardous Work

- Wherever reasonably practicable, the company will avoid requiring employees to perform hazardous work alone and will schedule this type of work to be completed during normal work hours in the presence of other employees.
- Where it is necessary to perform hazardous work alone, employees must use the check-in procedure and communication devices to check in at appropriate intervals.
- Training and education will be provided to ensure that the employee is knowledgeable in the proper safe work practices, use of PPE, use of all required machinery and tools, and hazard identification and avoidance.
- PPE, required tools and machinery, and first aid supplies will be supplied.

Health and Safety

Personal Protective Equipment (PPE) Policy

Intent

Township of South Algonquin is committed to the health and safety of its employees and as such has created this policy regarding personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

Guidelines

All public works and fire employees of the Township of South Algonquin must wear appropriate CSA-approved PPE while working. This includes safety glasses, steel-toed boots, long trousers, long-sleeved shirts, hard hats, and any other specialty PPE. All of the PPE used and provided by the company will comply with the requirements under the Ontario occupational health and safety legislation.

PPE used by Township of South Algonquin employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the department head. All PPE that has been removed from use will be tagged "out of service" and should not be used again unless repaired and inspected by a qualified person.

The Township will maintain inspection and service logs for all specialty personal protective equipment. No PPE should be modified or changed contrary to its manufacturer's instructions, specifications, or occupational health and safety legislation.

Responsibilities

Management Responsibilities

- Management will ensure that employees use the appropriate PPE for their job duties and location.
- Managers will train and inform all employees on the use and inspection of PPE they may be required to use to perform their job duties safely.
- Management will not allow any employee to perform their duties without appropriate PPE or with damaged PPE.
- Managers will remove any damaged or broken PPE from the workplace and submit it for repair or replacement.

Employee Responsibilities

- Employees must follow all guidelines as outlined above and wear all required PPE when in designated areas.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to the department head.
- Employees may not continue regular duties until they have been re-issued the correct PPE.
- Employees must report any unsafe behaviours or potential hazards they see in the workplace to a supervisor.
- Employees may never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit and additional fit testing may be required.

Health and Safety

Cold and Inclement Weather Policy

Intent

The purpose of this policy is to outline Township of South Algonquin procedures during cold or inclement weather situations.

Guidelines

In the event of either extreme cold weather conditions, extreme inclement weather conditions, or a combination of both, the Township of South Algonquin may choose to close operations for the day and re-open when it is safe to do so.

In the event of a closure due to weather conditions, Township of South Algonquin will contact employees as soon as possible to inform them of the decision to close. Township of South Algonquin will contact employees at the phone numbers that the payroll department has on file. If the Township does close for the day due to inclement weather, that day will be paid,.

Unless notified otherwise, or pending a police-ordered road closure, employees of the Township of South Algonquin are expected to arrive the following day for regularly scheduled work.

If road conditions or weather conditions create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift, the employee should use their own discretion. In this event, the employee should contact their immediate supervisor or CAO to inform them of their absence due to weather conditions.

Health and Safety

Lifting and Material Handling Policy

Intent

Township of South Algonquin has adopted the following procedures for lifting and handling materials in an effort to ensure the ongoing health and safety of our employees, and to minimize the incidence of musculoskeletal injuries (MSI) in the workplace.

Guidelines

Examination of Materials

Prior to the manual lifting, pushing, pulling, handling, carrying or transportation of any materials that may cause strain or injury, the employee must examine the material and determine the:

- Approximate weight of the load;
- Size and shape of the load;
- Distance that the load must be physically moved, either manually or with the assistance of a device; and
- Best possible solution for moving the load.

In the event that a load is determined to be either too heavy or awkward to move manually, or where a device that could reasonably move the load is either unavailable or non-existent, the employee must consider alternate methods for moving the load. This may be done using the following techniques:

- Where possible, remove elements of the load to divide the weight, and move it in parts to reduce the potential of injury;
- Obtain assistance from other employees in moving the material(s); and/or
- Identify and review the methods for performing the necessary tasks, and revise where possible.

Lifting

Employees should adhere to the following guidelines when lifting:

- Maintain the natural curvature of your lower back.
- Note that when you are standing straight, your lower back has a natural curve, creating a slight hollow at the small of the back. When lifting, lowering or moving a load, try to maintain the curve as your spine and back are their most stable in this position.
- Use your core strength.
- By contracting your core abdominal muscles when lifting, lowering or moving materials, your body will naturally be more rigid and stable, reducing the incidence of injury.
- Avoid twisting.
- By twisting your back, stability is decreased, as you are unable to use the major muscles of your spine and core, and increase the probability of injury.
- Hold the load close to your body.

By holding materials/loads close to your body, you can avoid awkwardly bending over, and can use the major muscles in your body. Where appropriate, utilize protective clothing or PPE to avoid injuries that may occur as a result of holding sharp, dirty, hot, or cold objects close to the body.

Pushing and Pulling

Employees should adhere to the following guidelines when pushing or pulling:

- Whenever possible, loads should be pushed rather than pulled.
- Pushing a load is easier as the human body is able to generate greater force when pushing as opposed to pulling, and you can lean your entire body weight into the load where necessary.
- Where a load is pulled, you increase the risk of injury due to:
- Running over the feet/ankles, or being struck by carts or trolleys;

- Strain injuries caused by pulling a load while facing the direction of travel, placing the shoulder and back in an awkward posture;
- Potential injuries caused due to an inability to see where you are going while pulling and walking backwards.
- Where possible, use an appropriate transportation device (trolley, cart, wheelbarrow, etc.) to push a load.

Health and Safety

Contractor and Employee Distinctions Policy

Intent

This document is designed to provide a clear distinction between contractors and regular employees.

Guidelines

Use the circumstances outlined below to help determine whether an individual is a contractor or an employee.

Independent Contractor

An individual may be considered a contractor when some (or all) of the following circumstances are true:

- The individual owns a business, or has a registered business number for billing purposes. The business number must be submitted to ensure that payments are invoiced to the business and not directly to the individual.
- The business is registered with the provincial or territorial government for tax purposes, and charges applicable taxes for any products or services rendered.
- The business provides proof of insurance issued from the appropriate workers' compensation board.
- The business has its own policies and procedures and must abide by appropriate health and safety legislation.
- The individual owns their own tools and is responsible for the tools and equipment they use.
- The individual can pursue employment with more than one employer at the individual's discretion.
- The individual earns a profit and also has a risk of losing money from the work they complete.
- The individual can subcontract work to third parties.
- Business services can be ended (that is, breach or termination of contract), but the individual cannot be disciplined by another business.

Employees

By contrast, an individual is considered an employee when some of the following circumstances are true:

- The business issues payment to the individual directly, not a registered business.
- The business provides you with tools, equipment, or material to perform work.
- Pay is not affected by the way work is completed.
- Assigned work cannot be subcontracted to another person.
- The business has the right to discipline, dismiss, or terminate the individual.
- The business determines what tasks the individual must complete, how much they will be paid, when work will be completed, and how and where the individual works.

Dependent Contractors

The main characteristic of a dependent contractor is exclusivity. If there is exclusivity (in the sense that the worker can only work for one company alone), the worker will be seen as entirely dependent on the Township of South Algonquin for income.

Where a dependent contractor relationship exists, reasonable notice will be provided on termination to the extent that it is not specified in any written agreement. Whether or not the notice has to be as lengthy as it would be if the worker was an employee will be determined on a case-by-case basis.

Caution: Exclusivity is one of the factors that a court will look at to determine whether a worker is an employee or an independent contractor. However, it is only one of a number of factors used in that analysis. If a court or adjudicator determines that the worker is a contractor based on all of the factors, the exclusivity provision will be considered once again to determine whether or not the contractor is independent or dependent.

Classification Misconceptions

It's important to recognize that the circumstances listed above are generalizations. Someone may be deemed an employee regardless of the following:

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- The individual agrees, verbally or in writing, to be an independent contractor.
 - The individual charges taxes.
 - The individual submits invoices.
 - The individual uses their own vehicle for work purposes.
 - The individual doesn't have statutory deductions (e.g. tax, CPP, EI) taken from their pay.

Courts and adjudicators will look past the above documentation to verify the actual status of the individual in question.

Where a worker is not an employee but is in a position of economic vulnerability, a court may protect that worker by deeming them to be an employee or a dependent contractor and therefore entitled to reasonable notice of termination as would any other employee.

Contract Employees

For clarity, a contract employee has rights and obligations that are substantially the same as regular employees of the organization. Contract employees are not considered independent contractors.

Health and Safety

Ladder Safety Policy

Intent

The Township of South Algonquin has adopted this policy to provide procedures that meet and/or exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all Township of South Algonquin employees when using ladders.

Guidelines

Ladders are used for access and inspections where 3-point contact can be maintained at all times. Ladder accidents are attributed to the unsafe use of ladders as well as using unsafe ladders! To avoid accidents with portable ladders:

- select the right ladder for the job situation;
- inspect the condition of the ladder before using it;
- inspect the job-site for overhead wires, obstructions, and solid surfaces;
- use the ladder as it was designed to be used;
- remove material and debris away from the base of the ladder;
- set the ladder one foot out for every three or four feet up, and secure the base;
- ensure that the rails of the ladder extend one meter above the landing or point of contact;
- clean the soles of your footwear before climbing the ladder;
- face the ladder when climbing or descending the maintain 3-point contact;
- keep your centre of gravity between the side rails;
- tie-off the ladder at the point of contact;
- hoist tools and materials to the job-site;
- use fall protection as appropriate (e.g. tie-off to the structure when above 3 meters, use climbing devices on fixed vertical ladders, etc.).

Procedures

1. Supervisors shall provide safety training and education about fall protection for employees required to use ladders and fixed access structures.
2. Employees shall evaluate their requirements for safe access to work assignments and shall consult supervisory personnel as necessary.
3. Ladders and fixed access structures shall be inspected for safety before use.
4. Fixed access structures shall comply with Ontario Ministry of Labour data sheet 2-04.
5. All portable ladders shall be CSA-approved and rated "industrial heavy duty" or "industrial extra-heavy duty".
6. Employees climbing and working from ladders shall maintain 3-point contact with the ladder.
7. Straight ladders used for access shall be secured at the base and at the point of contact.
8. Fall arrest systems shall be installed and used on all fixed vertical ladders exceeding 3 meters.
9. Defective ladders shall be taken out of service, tagged for repair, or scrapped.
10. Wooden ladders shall not be painted.
11. Ladders and fixed access structures shall be repaired only by qualified personnel.
12. Special purpose ladders and work platforms shall be used in accordance with the manufacturer's directions and only for the applications intended.

Personal Protective Equipment (PPE)

All Township of South Algonquin employees that are required to work using ladders will be required to wear appropriate PPE, as outlined in our Fall Protection Policy. PPE used may include hard-hats, safety boots, harnesses, etc.

The Township of South Algonquin employees working below or around laddering will be required to wear hard-hats, safety boots, etc.

Safe Ladder Use

- DO NOT use damaged parts that affect the strength of the ladder.
- DO NOT work on ladders when feeling weak, sick, or dizzy.
- DO NOT work while leaning away from the ladder.
- DO NOT alter the ladder.
- DO NOT move a ladder horizontally while workers are on it, unless it is a mobile ladder and the proper procedures are followed.
- DO NOT work on ladders covered with snow, ice, or other slippery materials.
- DO NOT erect, use, alter, or move ladders within 12 feet of overhead power lines.
- DO NOT work on ladders in bad weather or high winds unless the competent person decides that doing so is safe.
- DO NOT use ladders, boxes, barrels, or other makeshift materials to raise your work height.
- DO NOT put more weight on a ladder than it is designed to hold.

Health and Safety

Hand Washing Policy

Intent

Township of South Algonquin has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients, and visitors.

Guidelines

All employees shall practice hand hygiene before any contact with clients or visitors (even if gloves are worn). All employees must wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room, and before leaving work. For routine hand washing, use the liquid lotion soap located in the dispensers. Use antiseptic (antimicrobial) hand washing products or alcohol hand rub for hand hygiene before any expected contact with clients or visitors. Perform hand hygiene after contact with clients or their environment. Employees may use an alcohol hand rub for hand hygiene in place of an antimicrobial soap hand-wash. Grossly contaminated hands must be washed with lotion soap before hand disinfection with an alcohol hand rub. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

Routine Hand Washing Procedure

All employees of the Township of South Algonquin must follow the outlined techniques for washing hands to perform their work duties and before any contact with clients and visitors:

- Use warm water to wet the hands;
- Apply lotion soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Wash hands for at least 15 seconds;
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet; and
- Discard the paper towels into the appropriate container.

Hand Antiseptics

For hand washing, employees may substitute an antimicrobial soap for lotion soap. Furthermore, an alcohol hand rub may be substituted for an antimicrobial soap. All employees must use the following technique for an alcohol hand rub:

- If hands are visibly soiled, wash hands with lotion soap before applying alcohol hand rub.
- Apply enough alcohol hand rub to cover the entire surface of hands and fingers.
- Rub the solution vigorously into hands until dry.
- The use of alcohol hand rubs may result in a sticky residue on the hands. Wash with lotion soap periodically to remove the hand rub residue.

Fingernails

Allergies

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a Township of South Algonquin employee suspects allergic contact dermatitis, they will be instructed to go to the health center for assessment. If allergic contact dermatitis is diagnosed by a medical practitioner or healthcare provider, the employee will be provided with an alternative hand hygiene product to perform their job safely.

Monitoring

Township of South Algonquin will enforce this policy through the use of managerial supervision and spot-checks. If an employee witnesses a violation of this policy, they must direct the violator to complete the required hand washing procedures as outlined. If the violator refuses this direction or continues in their work, the employee should inform their supervisor as

soon as possible.

Health and Safety

Preventive Maintenance Policy

Intent

Township of South Algonquin has adopted this Preventive Maintenance Policy to ensure the ongoing health and safety of our employees, and to maximize the useful life-span of our existing equipment. The Township of South Algonquin will follow all manufacturers' recommended maintenance schedules to ensure the ongoing efficiency and effectiveness of equipment.

Effective equipment maintenance will ensure that our equipment works consistently and as intended, and ensures that the process is under control and that biological, chemical and physical hazards are efficiently controlled. An equipment maintenance program will save time and money by reducing unscheduled downtime. Regular maintenance is essential to minimize the potential for unexpected major repairs.

Definitions

Preventive Maintenance - Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.

Predictive Maintenance - Maintenance performed as a result of testing, such as oil or vibration analysis. Partially replaces preventative maintenance of some equipment.

Guidelines

- Reasonable efforts are to be made to ensure that all equipment has appropriate safety features and that such features are properly utilized.
- A program of preventative maintenance including function and safety checks should be developed and monitored as appropriate for all equipment.
- The choice of location for an item of equipment should consider also its environmental implications (noise, fume / vapour generation etc.).
- Equipment, which can be left unattended, should be monitored by occasional inspection to determine any significant malfunctions.
- Consider safety, cleaning and maintenance requirements prior to purchase.
- Review and follow manufacturers' instructions to ensure proper set-up.
- Establish and maintain preventive maintenance schedules as per manufacturers' recommendations.
- Keep complete and detailed service records for each piece of equipment.
- Decontaminate all equipment appropriately prior to servicing.

Maintenance programs shall ensure that equipment performs consistently, functions as intended, meets process requirements.

Equipment suppliers will be required to provide technical support, service and training for equipment maintenance.

Equipment maintenance should be coordinated between designated employees in the maintenance and processing areas to avoid interference of scheduled production.

The equipment maintenance program shall cover:

- Routine maintenance, including cleaning, inspection, servicing and lubrication
- Scheduled and planned preventive maintenance
- Repairs and unscheduled maintenance resulting from equipment breakdown during regular operations

It is important that after completion of the maintenance activity, all tools, parts and other materials are gathered and put back in place. Maintenance tools should be stored in designated areas.

Preventive Maintenance

A preventive maintenance program will be based on the equipment manufacturer's guidelines or on the conditions and period of operations.

The Preventive Maintenance program will be managed to ensure that all equipment is in top condition and can produce safe

products.

The Preventive Maintenance program shall include:

- Inspection
- Testing
- Lubrication
- Cleaning
- Adjustment and replacement of equipment parts
- Written preventive maintenance program listing equipment requiring regular maintenance, frequency and maintenance procedure

Maintenance Records

Records of all maintenance should be retained to demonstrate the application of the maintenance program.

Records for retention shall include:

- Work order numbers
- Reason for the maintenance
- Equipment identification
- Maintenance activity (ex: equipment inspection, adjustment and part replacement)
- Dates
- Person in charge

Health and Safety

Health and Safety Policy

Intent

Township of South Algonquin acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our employees, and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. Township of South Algonquin will act in compliance with all applicable workplace health and safety legislation.

Guidelines

Communication

Township of South Algonquin encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by the CAO. The department head will initiate an investigation on each reported or potential hazard.
- Employees should inform their supervisor or CAO of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous, if so desired.

Responsibilities

Employers will:

- Supply an effective strategy to manage the occupational health and safety concerns of the Township.
- Allocate and govern resources properly to achieve the health and safety requirements of employees, and that policies comply with the Township's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

Managers and supervisors will:

- Help develop, implement, and enforce Township policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.

- Conduct health and safety meetings.

Human resources will:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

Employees will:

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns, so they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law, safe work practices, and procedures established by the Township.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or human resources.

All staff will:

- Complete required occupational health and safety training.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.

Joint health and safety committee members or health and safety representative will:

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies, and assist with the implementation of improvements.
- Attend regular committee meetings.

Reporting Structures

Any concerns or near misses should be reported to the health and safety committee or representative and the appropriate manager. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

If an emergency occurs, employees must immediately report the incident to their department head. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property.

An emergency is any number of unsafe conditions that pose a threat to people or property. This includes fire or smoke; natural disaster or severe weather; chemical, biological, or radiological incidents; and structural failures.

Refer to the Township's emergency response plan policy for additional details.

Health and Safety

COVID-19 Policy

The Pandemic plan related to Covid-19 and Policies

HS-008-00 Cleaning of Outhouses

HS-008-01 Wearing of Face Mask

HS-010-00 Facility user Protocols for Covid-19

are bundled as separate documents under policy

Health and Safety

Smoke-Free Workplace Policy

Intent

Township of South Algonquin maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers and non-smokers who come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, The Township of South Algonquin has adopted a smoke-free workplace policy in accordance with the Smoke-Free Ontario Act, 2017. Signs will be posted at each entrance and exit of the workplace to ensure employees and guests are aware that smoking is prohibited.

Definitions

Smoking: The act of lighting, inhaling, or carrying of a lighted or smouldering cigar, cigarette, joint, or pipe of any kind.

Electronic cigarette: Under the Smoke-Free Ontario Act, 2017, a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Enclosed workplace: Under the Smoke-Free Ontario Act, 2017:

1. The inside of any place, building, structure, or vehicle or conveyance or a part of any of them:
 - a. That is covered by a roof;
 - b. That employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time; and
 - c. That is not primarily a private dwelling; or
 - d. A prescribed place.

Guidelines

1. Smoking shall be prohibited on all company premises and on private property while conducting municipal business. This includes smoking or holding lighted tobacco or cannabis, an electronic cigarette or vapour product, or consuming a prescribed substance.
2. This policy applies to all employees, guests, contractors, and customers, and extends to include company vehicles, hotel rooms, or rental cars booked for company business purposes.
3. The company will post all necessary signs at entrances, exits, and washrooms to comply with the Smoke-Free Ontario Act, 2017.
4. The Township of South Algonquin has no intentions towards influencing the actions of employees' smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off of company premises.
5. Employees are expected to arrive to work fit for duty and remain fit for duty throughout the duration of their shift.
6. Accommodations for employees relating to medical cannabis will be made on a case by case basis. Any employees who have an accommodation requirement are expected to inform the CAO prior to consuming their substance in the workplace.
7. The Township of South Algonquin will not discharge employees or refuse to hire applicants on the grounds that they smoke.

Violations

The Township of South Algonquin may pursue disciplinary action up to and including termination of employment. Employees who witness violations must report the infraction to their manager or CAO immediately.

Health and Safety

Workplace Violence, Harassment, and Sexual Harassment Policy

Note: This document complies with the Occupational Health and Safety Act, including changes made by Bills 168 and 132.

Intent

The Township is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The township will take all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Acts of violence or harassment against or by any employee will not be condoned or tolerated by the company. This policy outlines the Township violence and harassment program, including how incidents of violence and harassment will be handled and investigated.

Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Workplace harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

Workplace sexual harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence: The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Guidelines

This policy has been developed in consultation with the workplace safety and health committee. It will be reviewed annually, or more frequently if necessary to ensure that it accurately represents the Township prevention program.

The Township will provide all employees with appropriate training and information regarding the company's violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy, and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

1. At the workplace;
2. At employment-related social functions;
3. In the course of work assignments outside the workplace;
4. During work-related travel;
5. Over the telephone, if the conversation is work-related; or
6. Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do not constitute harassment.

Violence Risk Assessment

Note: Every organization's risk assessment will be different and should be tailored to the organization's operations.

The Township will conduct a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and will institute measures to eliminate or control any identified risks to

employee safety.

The following factors will be considered during the assessment:

1. Past incidents of violence;
2. Violence that is known to occur in similar workplaces;
3. The circumstances in which work takes place, including the type of work and conditions of work;
4. The interactions that occur in the course of performing work; and
5. The physical location and layout of the workplace.

The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that will be considered and may contribute to risk of violence include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night.

The Township will provide the workplace safety and health committee, with a written copy of the assessment and advise of the results.

The Township will disclose information to workers who are likely to encounter a known person with a history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, the Township will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Workplace Violence and Harassment Program

Control Measures and Procedures

The following measures have been implemented to eliminate or reduce the identified risks of workplace violence:

1. (List the steps or procedures the organization has implemented to eliminate or reduce the risks of workplace violence identified during the risk assessment. Explain if any facilities have been altered.)
2. Example: Notifications of individuals who have been restricted from Township property are kept in the alert binder at reception. Reception and other relevant staff will be informed of new alerts as they occur.

Reporting Incidents of Workplace Violence and Harassment

An employee who believes they have been subject to violence or harassment should submit a complaint to the department head. The complaint should be made as soon as possible following the incident and must include the following information:

1. The date and time of the incident;
2. The name of any persons involved in the incident;
3. The name of any persons who witnessed the incident; and
4. A thorough description of what occurred.

An employee who believes they have been subject to harassment may also choose to confront the harasser without filing a formal complaint. They can confront the harasser directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

If the alleged harasser is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the CAO or in the event of a complaint regarding the CAO with the Mayor

Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

Place an immediate call to emergency services by dialing 911.

Investigation Procedures

Once a complaint has been received, the Township will complete a thorough investigation. The Township will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

The investigation will include:

1. Informing the respondent of the complaint;

2. Interviewing the complainant and any persons involved in the incident;
3. Identifying and interviewing any witnesses; and
4. Obtaining statements from all parties involved.

All of the above information will be documented and used to determine whether an incident of violence or harassment occurred. If necessary, the Township may employ outside assistance or request the use of legal counsel. The workplace safety and health committee will not be involved in investigations and will not be provided with any identifying information of the parties involved.

A copy of the complaint, detailing the complainant's allegations will be provided to the respondent, who will be invited to reply in writing to the complainant's allegations. The reply will be made known to the complainant before the case proceeds.

The Township will take all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

Results of Investigation

Upon completion of an investigation, the Township will provide both the complainant and respondent a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation. This written notification will be provided within 7 days of the investigation being completed, and will not include the investigation report unless required by law.

Control Measures

Where the Township determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other employees the measure effects.

Disciplinary Measures

Any disciplinary action will be determined by the department head in consultation with the CAO and will be proportional to the seriousness of the behaviour or action involved in the incident.

If the company determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including immediate dismissal.

Domestic Violence

If The Township becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, the company will take every precaution reasonable in the circumstances for the protection of the worker.

Recommendations to Victims

The company will provide appropriate assistance to any employee who is a victim of violence or harassment. The Township recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult their health care provider for treatment or referral for post-incident counselling, if appropriate.

The Township provides an Employee Assistance Program through its insurer. Brochures are available from payroll.

The Right to Refuse Unsafe Work

Employees have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger them. Upon refusing to work, the employee must report the circumstance of the refusal to their manager. An investigation will follow in the presence of the worker safety and health representative.

Fraudulent or Malicious Complaints

It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the Township significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action, up to and including termination of employment.

Recordkeeping

The Township will ensure that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

1. A copy of the complaint or details about the incident;
2. Any records related to the investigation, including notes;

3. A copy of the investigation report (if applicable);
4. A summary of the investigation results, including the reports provided to the complainant and respondent; and
5. A copy of any corrective action taken to address the complaint or incident.

Confidentiality

The Township will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or required by law. The township will only disclose the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law. The Township will do everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Policy Review

In accordance with the Occupational Health and Safety Act, this policy will be posted in a conspicuous place in the workplace and reviewed annually.

Health and Safety

Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy (GHS)

Intent

The Township of South Algonquin values the safety and wellbeing of our workers, and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards, and in compliance with federal and provincial compliance regulations, the Township of South Algonquin will provide WHMIS 2015 training for workers. WHMIS 2015 incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

Definitions

GHS: Globally Harmonized System of Classification and Labelling of Chemicals.

SDS: Safety Data Sheet.

Guidelines

WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and safety data sheets (SDSs).

The Township of South Algonquin will ensure that:

- The Township is up to date on all WHMIS 2015 changes and any applicable transitional timelines;
- All legislative standards are met;
- Workers and managers receive information and training on hazardous materials and the safe use of hazardous products in the workplace (see the section below on the training and education program);
- All containers holding hazardous materials have appropriate labels;
- SDSs are up to date, accessible, and contain additional hazard and precautionary information;
- All workplace hazardous materials include supplier labels;
- Suppliers provide the appropriate supplier labels and SDSs; and
- Control measures are in place to protect the health and safety of workers.

Training and Education Program

The Township of South Algonquin shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

The Township of South Algonquin shall consult the joint health and safety committee to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

The Township of South Algonquin will review its training and education program and content annually, and revise as necessary. In the event of any changes, workers will be retrained and educated.

The Township of South Algonquin workers will be compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

The Township of South Algonquin will respect the right of workers to be consulted regarding the development and implementation of the instruction and training, and will open the discussion process to suggestions in a consultation period. Workers will have an opportunity to comment on:

- The content of the program;
- The amount of training;
- Who is to receive what kind of training; and
- Who will deliver the training program.

Worker Responsibilities

Workers must:

- Participate in WHMIS 2015 training and education;
- Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and
- Inform their immediate supervisor, manager, or safety representative if they do not have the proper information on a hazardous product: for example, the SDS is missing, damaged, or illegible.

Supplier Responsibilities

Suppliers must:

- Identify whether their products are hazardous products; and
- Prepare labels and SDSs to provide to purchasers of hazardous products intended for use in a workplace.

Health and Safety

Reporting Workplace Injuries Policy

Intent

Township of South Algonquin will comply with all required federal and provincial regulations, legislation and workplace compliance issues regarding the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies and programs.

Definitions

The following definitions have been taken from the Ontario WSIB:

Workplace Injury - Any injury that occurs on Township of South Algonquin premises or during the transaction of approved Township of South Algonquin business that requires either First-Aid or Health-Care.

First Aid - First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. First aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches
- Treating a minor burn
- Applying bandages and/or dressings
- Applying a cold compress, cold pack, or ice bag
- Applying a splint
- Changing a bandage or a dressing after a follow-up observation visit.

Health-Care - includes:

- Services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist (see: Entitlement to Health Care (WSIB Document No. 17-01-02)).
- Services provided at hospitals and health facilities.
- Incidents where dentures, glasses, or artificial appliances (e.g., prosthetic arm) were damaged in a work related accident.

Critical Injury - Is an injury that places life in jeopardy, involves unconsciousness, results in substantial loss of blood, results in a fracture of leg or arm but not a finger or toe, results in an amputation of leg or arm but not a finger or toe, involves burns to a major portion of the body, or results in the loss of sight in an eye.

Guidelines

Reporting Workplace Injuries

The Township of South Algonquin will report a work-related accident to the WSIB if a worker requires health care and/or:

- Is absent from regular work.
- Earns less than regular pay for regular work (e.g., part-time hours).
- Requires modified work at less than regular pay.
- Requires modified work at regular pay for more than seven calendar days following the date of accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, the Township of South Algonquin will consider that:

1. The seven calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident.
2. If a worker initially returns to regular work, but then requires modified work, the Township of South Algonquin will report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.

The use of calendar days reflects the WSIB's notion that if an injury affects the worker's ability to perform regular work after a week, health care is likely to be sought, regardless of the number of days worked.

The Township of South Algonquin will not require a work-related accident report if the worker:

- Receives only first aid (a record of the first aid will be kept internally).
- Receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident.
- Does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.

Accidents Requiring Health-Care

When deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, the Township of South Algonquin will consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided. The Township will report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a health care practitioner. The accident will be reported regardless of whether:

- The Township of South Algonquin pays the health care practitioner for the service provided, and/or
- The health care practitioner treats the worker on Township of South Algonquin premises.

The Township of South Algonquin will not report the accident to the WSIB if first aid is provided to a worker by a:

- Co-worker, manager, lay person, or
- Health care practitioner, when the first aid did not require the professional skills of that practitioner.

Exposure to Infectious Diseases

If the worker tests negative for exposure to an infectious disease, the Township of South Algonquin is not required to submit an accident report. However, if the worker tests positive for an infectious disease, or requires any type of treatment related to the incident, the Township of South Algonquin will report this to the WSIB. If a worker tests negative, but claims an emotional or anxiety-related response following the accident, the Township of South Algonquin will report the accident. In cases where HIV infection is suspected, the Township of South Algonquin will report the accident if a health care practitioner provides a post-exposure prophylaxis (PEP) (see: Post-exposure Prophylaxis for Occupational Exposure to HIV (WSIB Document No. 23-01-01)). If it is suspected that a worker has been exposed to an infectious disease, but the worker chooses not to participate in the surveillance protocol, the Township of South Algonquin will report the accident to the WSIB. The Township of South Algonquin will report when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease.

Accident Reporting

The Township of South Algonquin will report accidents through the use of:

- Report of Injury/Disease Form 7 (Form 7)
- WCB/ WSIB-approved electronic reporting form.

OHSA Compliant Health and Safety Accident Reporting

The Occupational Health and Safety Act (OHSA), and the regulations under OHSA require the Township of South Algonquin to provide information to their health and safety committees. If a photocopy of the Form 7 is used for this purpose, personal information (e.g., the worker's Social Insurance Number, telephone number, earnings information, and pre-existing medical conditions) will be removed.

Authorization

To be considered valid, a completed Form 7 will be authorized by the Township of South Algonquin or a representative of the Township of South Algonquin. Sole proprietors and independent operators with optional insurance may authorize a report of their own accident.

Employees

If you are injured or ill because of work, your first priority is to seek proper medical attention. You must then inform your Supervisor/Manager so that the Township of South Algonquin can give you support and fulfill our responsibilities. As soon as possible after an accident, workers will file a claim for benefits. They will also consent to disclose their functional abilities information, which is provided by the treating health professional. Workers will give the Township of South Algonquin a copy of the claim for benefits at the same time they give a copy to the WSIB. In the case of occupational diseases, workers will give a copy of the claim to the employer which most recently employed them in the employment to which the disease is associated. The WSIB only issues one benefit payment (up to two weeks of loss of earnings benefits) to workers who are entitled to benefits under the insurance plan, but who have not met the claim and consent requirements. No further benefits are provided unless the worker meets the requirements.

Workers meet their requirement to claim for benefits by signing Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6) or Form REO6 - Worker's Continuity Report.

How Employees Consent Workers meet their requirement to consent to disclose functional abilities information by signing:

- Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6)
- Functional Abilities Form for Planning Early and Safe Return to Work (FAF), or
- REO6 - Worker's Continuity Report (REO6).

Reporting Deadline

The Township of South Algonquin

We will ensure that the WSIB receives a complete accident report within seven business days of the Township of South Algonquin learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays.) Workers will receive a copy of the accident report that is provided to the WSIB (including any additional information provided by the Township of South Algonquin).

Employees

A claim must be filed within six months of an accident or, in the case of an occupational disease, within six months of the worker learning of the disease. If the worker does not file the claim for benefits, or consent to the disclosure of functional abilities information within the six-month deadline, the WSIB does not provide benefits unless, in its opinion, it is just to do so.

In some cases, workers may ask the Workplace Safety and Insurance Appeals Tribunal (WSIAT) to determine whether they have the right to pursue a legal action against a third party under the Workplace Safety and Insurance Act. If WSIAT rules that they do not have that right, the deadline for filing a claim for benefits is six months following WSIAT's decision.

Waiving the Requirements to Claim and Consent Mentally/Physically Incapable

If, as a result of the accident, the worker is mentally or physically incapable (e.g., unconscious) of claiming benefits and consenting to the disclosure of functional abilities information, the WCB/WSIB waives the requirements and issues the first and subsequent benefit payment(s) to the guardian.

Failure to Comply

Due to the serious nature of workplace injuries and the importance of accurate and timely reporting, Township of South Algonquin employees are expected to fulfill their obligations regarding the correct reporting of workplace injuries.

At the initial entitlement stage of a claim, the WSIB may levy four separate penalties -- one each for:

1. Late reporting;
2. Incomplete reporting;
3. Not reporting on a pre-approved version of the form; and
4. Failing to provide a copy of the Form 7 to the worker.

The WSIB may again levy these penalties if the Township of South Algonquin fails to respond to subsequent requests for information, or at the time of a recurrence.

Health and Safety

Workplace Hazard Identification Policy

Intent

Township of South Algonquin has adopted this policy to ensure that all workplace hazards are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

Definition

Hazard:

An occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories:

- Safety hazards that cause accidents that physically injure workers;
- Health hazards which result in the development of disease.

It is important to note that a "hazard" only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration.

Hazards can also be rated according to the severity of the harm they cause - a significant hazard being one with the potential to cause a serious injury or death.

Guidelines

To reduce the potential for injuries at Township of South Algonquin, we will conduct a hazard assessment of all work areas and work processes. During the workplace hazard assessment, Township of South Algonquin will work to identify potential hazards that exist in work areas, processes and procedures.

Township of South Algonquin employees are required to report any workplace hazards to their supervisor / manager.

Where a hazard is identified, the Township of South Algonquin shall work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.

Where a hazard creates dangerous working conditions, the work shall be halted until such time as it may be controlled effectively.

The Township of South Algonquin shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker.

Where possible, the Township of South Algonquin shall strive to control hazards at the source. The Township of South Algonquin shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.

Risk vs. Hazard

Risk

The hazard posed by some material or situation is its potential to cause harm. Risk is the probability, or chance, that a hazard will actually harm someone.

Removing occupational hazards is only one way of improving worker protection. A more practical approach to the limitation of occupational hazards is the control or management of the risks that hazards pose.

Sometimes, in addition to the probability of a hazard causing harm, risk includes a consideration of the seriousness of the hazard.

The consequences of exposure to some hazards may be so harmful that, even if there is little chance of a worker being exposed, the risk is so great that extreme precautions must be taken to prevent even that small possibility.

Hazard

The term "hazard" refers to the potential to cause harm. In the case of a workplace health hazard, the harm is to a worker's health and usually takes the form of an injury or illness.

Dealing with Workplace Hazards

There is a three-step process for dealing with workplace hazards:

1. Identify – Report any workplace hazards to your immediate supervisor. Recognition involves both identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed and if it is found to be significant, the hazard must be controlled. Employees are required to report any workplace hazards to their immediate supervisor immediately, to reduce the dangers to all other employees.
2. Assess – Determine the level of risk associated with the hazard. Discontinue work in the event that a workplace hazard creates excessive and dangerous work conditions.
3. Control – the Township of South Algonquin will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

Hazard Control

Where a workplace hazard is identified, the Township of South Algonquin shall utilize the following process to ensure workplace safety:

Step 1: Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

Step 2: Design of Safe Work and Hygiene Practices – The Township of South Algonquin shall design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards.

Step 3: Administrative Controls – The Township of South Algonquin shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to limit the amount of time that workers are exposed to hazards.

Step 4: Personal Protective Equipment – Where appropriate, PPE that is designed to reduce, or eliminate a hazard shall be provided.

Step 5: Education and Training – Township of South Algonquin will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards.

Personal Protective Equipment

Township of South Algonquin will take every reasonable precaution in the circumstances to protect workers; this may include requiring them to wear personal protective equipment through the course of their job duties.

All PPE used by the Township and its employees will be maintained in accordance with manufacturer's instructions and requirements.

Township-issued PPE will be inspected at the time of issue and before each use by the employee.

All PPE that is damaged, or in need of service or repair will be removed from service immediately.

All PPE that has been removed from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.

Failure to wear the required safety equipment may result in disciplinary action.

Health and Safety

Workplace Accident Investigation Policy - Ontario

Intent

The Township of South Algonquin will comply with all applicable regulations, legislation and workplace compliance issues regarding health and safety, the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies, procedures and programs.

The Workplace Accident Investigation Policy is intended to provide the correct investigatory procedures in the event of a workplace accident/incident. The creation of complete documentation, proper reports and investigations of workplace accidents/incidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

Guidelines

Response to Accidents Resulting Injuries Requiring Medical Attention

1. Stop the Process Immediately.
2. Contact the Manager and Health & Safety Representative so that a joint investigation can be conducted (even if the injured worker is not available). Gather all available information such as:
 - How did accident occur?
 - Names of witnesses.
 - Objects, equipment, parts, or substances involved in accident.
 - Maintenance records.
 - Is there a safe work procedure for the work being performed?
 - Was procedure being followed?
 - Did worker receive safety training for work being performed?
3. Identify root causes.
4. Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.
5. Complete an accident investigation form and provide copies to manager and the Health & Safety Representative.
6. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the accident investigation.
7. Schedule follow-up review to review effectiveness of the temporary and long term corrective measures implemented.

Critical Injury Response and Investigation

If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury.

1. When notified of a Critical Injury the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Health and Safety Inspector.
2. The supervisor will contact management and the Health and Safety Representative so that a joint investigation can be conducted of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area. Follow the steps outlined for conducting an accident investigation.
3. The Supervisor or other designated member of management will call report the critical injury to the appropriate board (M.O.L in Ontario 1-877-202-0008) within 48 hours. Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.
4. If the root causes of the accident and corrective actions are identified, review these once the officer calls you back. Have the safety committee representative present to talk with the officer to confirm what has taken place. Often the officer will release the scene if the safety committee member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

5. If the officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the officer when they arrive.

6. Complete and FAX to the officer's attention a Critical Injury Report notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.

Health and Safety

Right to Refuse Unsafe Work Policy – Ontario

Intent

In accordance with the Occupational Health and Safety Act, in the event that a Township of South Algonquin employee encounters unsafe working conditions, or where the required equipment, tools or machinery present a serious health and safety concern, the employee shall have the right to refuse any work that they believe to be unsafe.

The Right to Refuse Unsafe Work Policy applies to the Township of South Algonquin, its employees, vendors, visitors and clients who are on the Township's premises or acting on behalf of the Township at all times and without exception.

Definitions

Imminent Danger: is defined in relation to any occupation as:

- A danger that is not normal for that occupation, or
- A danger under which a person engaged in that occupation would not normally carry out the person's work.

Guidelines

Any Township of South Algonquin employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

- Machinery, equipment or tools required in the performance of job duties present a safety hazard and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe, and may cause an injury to the worker or those nearby.
- The workplace conditions or machinery, equipment or tools represent a violation of the Ontario Occupational Health and Safety Act regulations, and represent a physical danger to the health and safety of the worker or those nearby.
- The worker has a reasonable expectation that the work would place them in danger of physical harm.

Work Refusal Procedure

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Ontario Ministry of Labour:

Employees

1. Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.
2. Stay nearby in a safe place until an investigation has been completed.
3. In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

Management/Supervisors

1. Township of South Algonquin management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:

- Joint committee member that represents the workers
- Health and safety representative
- Another worker that has been chosen by his peers to represent the workers

2. In the event that an employee is unsatisfied with the resolution and continues to refuse the work, Township of South Algonquin management or supervisors must contact a Ministry of Labour (MOL) inspector and notify them of the situation, and request that they provide assistance.

3. While awaiting the arrival and findings of the MOL inspector, Township of South Algonquin management or supervisors may assign other reasonable work during normal work hours for the employee that has refused work.

4. The MOL inspector will conduct an investigation to determine if the work is either safe, or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing, to both the Township of

South Algonquin employee, Township of South Algonquin management or supervisor, and the health and safety representative. In the event that the work is determined to be safe, the employee shall be expected to return to work.

Continuing Work That Has Been Refused

1. In the event that work has been refused, the Township of South Algonquin management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the Township of South Algonquin management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.
2. Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal, and the reasons for the refusal. This information must be provided in the presence of a health and safety representative.
3. The second worker also has the right to refuse the work.

Payment for Refused Work

- The Ontario Labour Relations Board (OLRB) has provided a ruling such that a refusal to work, allows the worker entitlement to payment at their appropriate rate.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- The Township of South Algonquin is not required to continue payment in the event that the refused work has been inspected and ruled safe by a Ministry of Labour inspector.

Discipline for Refusal to Work

The Township of South Algonquin employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

The Township of South Algonquin employees are required to work in accordance with the regulations set forth by the Ontario Health and Safety Act, and have the rights to seek their enforcement.

The Township of South Algonquin shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has obeyed the law, and regulations of the OHSA.

In the event that a work refusal was made in bad faith, or if the worker continues to refuse the work after the Ministry of Labour inspector finds that the work is unlikely to endanger the worker, the Township of South Algonquin may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

Health and Safety

Joint Health and Safety Committee Policy – Ontario

Intent

The government of Ontario has established health and safety legislation under the Occupational Health and Safety Act providing clear requirements in respect of the establishment of a joint health and safety committee. Based on these requirements and the Township of South Algonquin's commitment to maintaining the health and well-being of its employees, the Township has established a joint health and safety committee, and this policy outlines the duties of this committee.

Guidelines

Township of South Algonquin Responsibilities:

In accordance with the Occupational Health and Safety Act, the Township of South Algonquin is committed to supporting the joint health and safety committee in respect of their functions and duties at the work place and will:

- Ensure that the committee members receive training in health and safety and are informed of their responsibilities.
- Post the names and work locations of the committee members in an obvious place and make sure it is updated.
- Assist and cooperate with the joint health and safety committee when carrying out their duties including workplace inspections.
- Provide the joint health and safety committee with information or reports regarding health and safety, work practices, and standards in similar industries to the best of their knowledge.
- Consult and collaborate with the joint health and safety committee to develop and update workplace health and safety policies and programs.
- Respond to written recommendations from the joint health and safety committee within 21 days. The response will state which recommendations were not accepted and explain why. It will also provide a timeline for implementing the recommendations that were accepted.
- Inform the joint health and safety committee of any workplace hazards, illnesses, injuries, or deaths.
- Provide the joint health and safety committee with the results of any violence risk assessments completed.
- Provide the joint health and safety committee with copies of all orders and reports from the Ministry of Labour, Training and Skills Development inspector.
- Allow a committee member to accompany an inspector from the Ministry of Labour, Training and Skills Development during a workplace inspection.

Joint Health and Safety Committee Responsibilities:

In accordance with the Occupational Health and Safety Act, the joint health and safety committee is given specific duties in respect of our workplace, and will:

- Identify and evaluate potential hazards in the workplace, recommend corrective action, and follow up on the implementation of these recommendations.
- Receive, consider, and attempt to resolve complaints relating to the health and safety of company employees.
- Participate in investigating and assessing the exposure of employees to workplace hazards.
- Ensure that regular inspections are completed and the entire workplace is inspected at least once a year.
- Be consulted on and present for any health and safety-related testing in the workplace.
- Conduct an investigation when an employee is injured or killed in the workplace. This includes reporting the findings and making recommendations to the company to reduce the risk of recurrence.
- Be present for and participate in the investigation of a work refusal.

Workplace Inspections

The joint health and safety committee will conduct workplace inspections in order to identify workplace hazards and make recommendations to the township to correct these hazards. The workplace will be inspected once a month. If it is not practical to inspect the entire workplace at once, at least part of the workplace must be inspected monthly resulting in the entire workplace being inspected once a year. This will be done in accordance with a schedule agreed upon by the committee and

the Township.

Joint health and safety committee Committee Composition

Due to the size of Township of South Algonquin and the requirements in legislation, the joint health and safety committee will be made up of 4 members. At least half of these committee members must be employees who are not members of management. These members will be selected by the workers they represent. The remaining committee members will be members of management selected by the company and chosen based on their knowledge of operations and health and safety. Only current employees are eligible to be members of the committee.

The committee will have two co-chairs, one representing employees and one representing management. The co-chair representing employees will be selected by employee committee members, and the management co-chair will be selected by management committee members.

Certification of Committee Members

The Township of South Algonquin will ensure that at least two members of the committee, one representing workers and one representing management, are certified. Certified members are members who have completed specialized training approved by the Ministry of Labour, Training and Skills Development. If there are multiple certified members, one certified employee member and one certified management member will be selected by their applicable groups to solely exercise the rights of and perform the duties required. If a certified member resigns, the company will ensure that a new certified member is trained or appointed within a reasonable time.

Committee Meetings and Meeting Minutes

The committee will meet at least once every three months during regular working hours and as needed on urgent matters. The committee co-chairs will take turns leading the meetings.

Minutes of meetings must be recorded and made available for review upon request. They should contain details of all matters discussed, as well as a description of issues raised, any action recommended by the committee members and the company's response to previous recommendations. Committee members should be identified by title and not by name, as members' names should be used only for attendance purposes. The meeting minutes will be signed by both co-chairs and posted in the workplace within one week of the meeting.

Time from Work and Entitlement to Pay

Members of the joint health and safety committee are entitled to time from their regular job duties to prepare for meetings, attend meetings, and to carry out other duties and responsibilities. This is deemed to be work time and therefore committee members will be paid by the township at their regular rate of pay or premium rate when applicable. This includes time spent by committee members participating in certification training.

Operations

[Corporate Credit Card Policy](#)

[Financial Reporting Policy](#)

[Client_Customer Code of Conduct and Complaint Procedure Policy](#)

[Cash Handling and Storage Policy \(Petty Funds\)](#)

[Corporate Social Responsibility Policy](#)

[Environmental Responsibility Policy](#)

[Media Relations Policy](#)

[Travel Policy](#)

[Record Retention Policy \(Human Resources\) - Ontario](#)

[AODA - Integrated Accessibility Standards Regulation \(IASR\) Customer Service Policy](#)

[AODA Employment Standards Policy](#)

Operations

Corporate Credit Card Policy

Intent

This policy applies to all employees of the Township of South Algonquin who are granted and assigned a corporate credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the Township of South Algonquin for the purpose of conducting Township of South Algonquin business.

Guidelines

Township of South Algonquin's exclusive supplier of corporate credit cards is TD Bank. No other provider's card will be approved for the duration of the agreement with TD Bank.

Cardholders are responsible for ensuring that they adhere to this Corporate Credit Card Policy in order to enforce adequate controls to minimize the risk that corporate credit cards are used for fraudulent purposes.

Eligibility

1. Department Heads and the CAO eligible to carry a corporate credit card.
2. Line employees with prior, written approval from their supervisor/manager may use a corporate credit card for brief durations only.
3. Only one (1) corporate credit card will be issued per approved employee.
4. To be eligible for a corporate credit card, an employee must meet at least two (2) of the following criteria:
 - Travels as part of his or her job duties.
 - Purchases significant volumes of goods and services for use by Township of South Algonquin.
 - Incurs regular expenses of a type normally paid by credit card for the completion of his or her job duties, or for otherwise conducting Township of South Algonquin business.

Limits & Conditions of Use

1. Each corporate credit card shall be limited to a maximum of \$7,500 for business expenditures. Exemptions to this limit will be made on a case-by-case basis only.
2. Employees who are granted use of the company credit card are strictly prohibited to use "points" accrued from credit card use for personal purchases. Any "points" that are accumulated will be used for approved company purchases only.
3. The use of corporate credit cards to obtain cash advances is strictly prohibited. Corporate credit cards may only be used to incur expenses approved by the assigned employee named on the card itself.
4. The use of corporate credit cards is for conducting Township of South Algonquin business only. Charging personal expenses to a corporate credit card is forbidden in any circumstance. Card transactions will be monitored by the Township of South Algonquin's Finance department to ensure compliance.
5. Failure to comply with the conditions set forth in this policy can result in one or more of the following actions: cancellation of the card; loss of corporate credit card privileges; and/or termination of employment.

Monthly Statements

1. Expenditures covered by corporate credit cards must be reconciled with the Finance department within ten (10) days of the credit card's statement date. Cardholders who have not reconciled monthly expenditures by the ten-day deadline will be asked to reconcile immediately.
2. Cardholders who still do not reconcile shall be sent a reminder of their obligations. Continued failure may result in the loss of access to the corporate credit card, or possible disciplinary action.

Cardholder Responsibilities

1. Cardholders must have their monthly statements authorized by their CAO. Cardholders may not authorize their own statements.
2. Cardholders must retain original receipts of all transactions and submit them with monthly statements for authorization.
3. All purchases on corporate credit cards without original receipts are the cardholder's responsibility for reimbursement to Township of South Algonquin. Expenditures not supported by receipts will be billed to the cardholder, or may be deducted from

the cardholder's salary.

4. Cardholders who travel shall either bill daily expenses to the corporate credit card or claim daily expenses as per diem rates (see Travel Expense Policy for further details). Cardholders may not bill daily expenses to both.

5. Lost or stolen corporate credit cards must be reported and cancelled immediately to Township of South Algonquin's credit card supplier, as well as reported to the Finance department.

6. Cardholders are responsible for ensuring that purchases via corporate credit cards meet all purchasing criteria outlined in Township of South Algonquin's applicable purchasing and procurement policies.

Supervisory Responsibilities

The CAO must verify and authorize all monthly transactions. The department head must ensure that all credit card transactions are business related and all supporting documentation is provided by the cardholder. Any suspicious or unusual transactions must be reconciled with the cardholder immediately and referred to the financial department.

The CAO must also ensure that monthly statements are signed by the cardholder, and must correctly file statements and their attached documentation.

Sales Tax

Township of South Algonquin is liable for sales taxes. To enable tax credits for the organization, all purchases made via corporate credits cards must be accompanied by documentation outlining the sales tax components of the bill. Employees who do not obtain these tax invoices may have their corporate credit card cancelled.

Making Purchases

Cardholders may place an order with a supplier either in person, by fax/telephone, e-mail or by mail. Purchases made via the Internet and Web sites are generally discouraged. However, if no other avenue is available, cardholders may make online purchases only if the site uses appropriate encryption. Furthermore:

1. Sufficient budget funds must be available to cover all purchases made on corporate credit cards.
2. Expenditures shall not exceed maximum transaction limits, individual card limits, and/or monthly credit limits.
3. Corporate credit cards must not be used with prohibited merchants as outlined in Township of South Algonquin's purchasing and procurement policies.
4. The following purchases are considered acceptable for corporate credit card use:
 - Payment or deposits for goods/services in full or in part.
 - Memberships and subscriptions.
 - Conference fees.
 - Postage fees and other courier express services.
 - Operating supplies for conducting Township of South Algonquin business (e.g. toner, software, general office supplies, etc.).
 - Minor equipment purchases.
5. The following purchases are considered unacceptable for corporate credit card use and are prohibited:
 - Private and/or personal expenses.
 - Payment of travel expenses where the employee has chosen to receive reimbursement via the per diem method outlined in the Travel Expense Policy.
 - Withdrawal of cash or cash advances.
 - Computer hardware, unless prior authorized and approved by Township of South Algonquin's IT department.
 - Splitting the total cost purchases into multiple transactions to avoid the requirements of any Township of South Algonquin policy.

Monitoring

The Township of South Algonquin reserves the right to conduct random audits of cardholder purchases and monthly statements, either by internal or external auditors.

Disputed Transactions

Disputed transactions shall be reconciled by Township of South Algonquin's credit card supplier and the cardholder. Cardholders must notify the credit card supplier and the Finance department immediately for resolution. Disputed transactions in arrears for greater than 2 (two) months will be brought to the attention of the Financial department for further action.

Renewals

Requests for lost, stolen, or damaged credit cards must be referred to the Finance department. The Township of South Algonquin's credit card supplier normally coordinates card replacement. For corporate credit cards that are due to expire, cardholders will receive a replacement in advance. Old cards must be returned to the Finance department for immediate destruction. Replacement cards must be signed by the cardholder immediately upon receipt of the replacement card.

Termination of Employment

Prior to termination of employment or job duties requiring corporate credit card use, each cardholder must:

- Reconcile all expenditures on his or her card.
- Ensure that credit card accounts are reconciled prior to departing the employ of Township of South Algonquin.
- Surrender his or her corporate credit card to the Finance department.

If any corporate credit card transactions are in arrears after termination of employment, the amount in arrears will be deducted from any final payments owed to the employee or will result in legal action being taken against the former cardholder.

Operations

Financial Reporting Policy

Intent

Township of South Algonquin has adopted this policy to ensure that all financial reporting obligations are created using generally accepted accounting practices, and are in accordance with the regulations set forth by the Canada Revenue Agency, and all applicable regulations and legislation.

Guidelines

The Township of South Algonquin departments shall be required to maintain appropriate systems of financial management and internal control to ensure that all costs, benefits and risks are documented.

All Township of South Algonquin financial transactions shall:

- Be appropriately documented and reported following GAAP standards;
- Receive appropriate authorization.

Departments will be required to submit their financial information to the Deputy Treasurer.

The Township of South Algonquin Deputy Treasurer shall work with Management to ensure the accuracy and integrity of financial statements.

The Township of South Algonquin financial statements shall be prepared in a manner that reports our financial standing as of the date of reporting, and will include the financial results of our activities.

The Township of South Algonquin financial transactions shall be classified as either budgetary or non-budgetary.

The Township of South Algonquin shall present budgetary control reports quarterly to Council for consideration and review.

Reporting

The Township of South Algonquin Council shall receive and approve the annual financial statements of the Township for each fiscal year ending 31 December.

All financial reporting shall comply with stated timelines as required Municipal Financial Administration Act and other Provincial and Federal requirements.

Operations

Client/Customer Code of Conduct and Complaint Procedure Policy

Intent

Township of South Algonquin seeks to continually provide a welcoming and comfortable environment which ensures trust and respect for all residents, visitors, staff, and volunteers. The Township of South Algonquin strives to provide residents with a safe environment to grieve, regardless of culture or religious beliefs. We have established this Client/Customer Code of Conduct Policy to specify our expectations.

Guidelines

Expectations of our Clients

All clients of Township of South Algonquin are expected to treat our employees, other clients and visitors with the utmost respect and dignity while on township property. The Township of South Algonquin strictly forbids discrimination or harassment of any kind, whether based on race, colour, national origin, religion, creed, sex, age, physical, mental or developmental disability, marital status, sexual orientation, political ideology or any other reason. Harassment may include unsolicited or unwelcome remarks, gestures, or physical contact, as well as the display or circulation of inappropriate or derogatory written materials or pictures.

The following is a list of behaviours that will not be tolerated:

- Physical violence;
- Verbal abuse;
- Profanity;
- Any form of harassment;
- Intimidation tactics and/or making threats;
- Malicious or harmful statements about others;
- Public disclosure of another's private information;
- Possession of dangerous or unauthorized material; and
- Solicitation, purchase or selling of illegal substances.

Residents and/or visitors who appear to be under the influence of alcohol or illegal drugs may be asked to leave the premises.

Violations

Of paramount importance to Township of South Algonquin is the safety and security of its employees, residents and visitors. This policy is strictly enforced and non-compliance will result in corrective measures being undertaken.

The CAO and staff of Township of South Algonquin reserve the right to exclude any person from accessing services as a consequence of violating this policy.

Client Complaints

At Township of South Algonquin we value our residents and what they have to say about the service they receive. We take all complaints seriously as they assist us to improve our products, services and client service.

We are committed to consistent, fair and confidential complaint handling and to resolving complaints as quickly as possible. We aim to make it easy for people to make a complaint if they are dissatisfied and we will treat all residents making a complaint equally.

Recording Procedure

All complaints made, whether verbal or written, will be recorded at the time the complaint is made, or as soon as possible afterwards. The complaint should be recorded by the staff member who took the details.

When taking a complaint, staff will record the name and contact details of the resident, as well as full details of the complaint including the date. Details of all communication with the client and any actions to resolve the complaint will be recorded in the same place. Reassure clients that we will follow up with them as soon as is reasonably practicable, and provide them with a date and time to expect a response, where possible.

Recorded complaints will also be monitored for any ongoing trends by Management and efforts will be made to resolve any

ongoing issues.

Residents' personal details or details of their complaint will not be divulged to third parties unless prior written consent of the resident has been received.

Informing Residents of Progress

Written complaints will be acknowledged promptly. We strive to resolve all complaints within fourteen days; however, residents will be given an approximate timeframe of resolution at the time that they make their complaint. They will also be informed of the progress of their complaint on a regular basis, especially if there are any delays or changes to what has been agreed.

We will ensure that clients are informed of any changes to our products or services as a result of their complaint. Where appropriate, clients who have had a complaint resolved will be contacted at a later date to see if they are happy with how their complaint was handled.

Responding to Complaints

All clients making a complaint will be treated with courtesy. Where possible, complaints will be resolved at the first point of contact. Complaints that are solved immediately will still be recorded, as outlined above.

If the complaint can't be resolved immediately, the client will be given a timeframe, a contact person and details of our complaint handling process. Where possible, the staff member taking the complaint details will be the contact person.

Management will resolve a complaint by communicating directly with all parties in determining an acceptable resolution to the situation.

Escalation of Complaints

If a complaint cannot be resolved by the usual complaint process, it should be referred to the CAO and the resident will be informed and given an amended timeframe for resolution.

Operations

Cash Handling and Storage Policy (Petty Funds)

Intent

The intent of this policy is to ensure proper and consistent cash handling and storage procedures.

Definitions

Cash - Includes all forms of valid Canadian currency, including coins, paper bills, cheques, money orders, credit card transactions, and the transfer of funds made electronically.

Cash Collection Points - Any department or location that accepts and/or handles cash.

Guidelines

- At no point may cash be left unattended. This measure has been adopted to avoid the potential for theft or robbery. All cash accepted must be deposited into an appropriate storage device, e.g. register, safe or lock-box.
- Access to cash storage devices must be limited to authorized personnel only, including cashiers, management and department heads.
- The verified totals of cash accepted in the week must be reported to the Deputy Treasurer weekly.
- Delivery of cash to the bank shall be performed by the Deputy Clerk. Deliveries will be performed bi-weekly except during tax time.

Cash Collection Points

- All cash collected must be accepted and received using the accounting software, and a receipt must be generated. This measure has been adopted to ensure that all transactions are properly recorded, and documentation is created.
- All cash received and counted at the close of business must balance with the records indicated by the software.
- Any cheques that are accepted must be made payable to Township of South Algonquin.
- Prior to the delivery of cash for deposit at the bank, a deposit slip must be created stating the total amounts.
- Coins must be rolled for the purposes of bank deposits.
- Cash collection points will be provided with a Cash Float to ensure that transactions may be completed efficiently, and change may be made appropriately.

Petty Cash Funds

- Any request for petty cash funds must be made to the CAO. The request must state the rationale for the request, and the amount required.
- Petty cash funds are to be managed by the Deputy Clerk. All petty cash funds will be kept in a secure location under lock and key.
- Only approved requests will be provided with funding.
- Petty cash shall not be used for the purposes of any form of loan or salary advance.
- Petty cash requests shall not exceed \$300. For funding requests in excess of \$300, please forward your request to the CAO.

Operations

Corporate Social Responsibility Policy

Intent

Township of South Algonquin strives to manage our business and operations with Corporate Social Responsibility in mind at all times. We accomplish this by:

- Conducting business in a socially responsible and ethical manner;
- Protecting the environment and the safety of people;
- Supporting human rights;
- Engaging, learning from, respecting and supporting the communities and cultures with which we work;
- Monitoring and reporting performance; and
- Making a commitment to sustainable development.

This Policy shall apply to all activities undertaken by or on behalf of Township of South Algonquin, and shall be adopted by all employees and contractors that conduct Township of South Algonquin business.

The Township of South Algonquin leaders will act as role models by incorporating those considerations into decision-making in all business activities. Township of South Algonquin leaders will ensure that appropriate organizational structures are in place to effectively identify, monitor, and manage Corporate Social Responsibility issues and performance relevant to our businesses.

Regarding Business Conduct, Township of South Algonquin will ensure that all aspects of Corporate Social Responsibility are taken into consideration, and provided with support throughout our operations and administration.

This Policy is built on the following areas that reflect existing and emerging standards of Corporate Social Responsibility:

This Policy Shall Outline Township of South Algonquin Commitment To:

1. Business Ethics and Transparency;
2. Environment, Health and Safety;
3. Stakeholder Relations;
4. Employee Relations;
5. Human Rights;
6. The Community;
7. Resident and Supplier Relations;
8. Monitoring and Reporting Performance;
9. Sustainable Development.

Business Ethics and Transparency

- The Township of South Algonquin corporate governance will be conducted following a consistently high standard of integrity, and will conduct business in an honest and ethical manner.
- The Township of South Algonquin will ensure that thorough and appropriate auditing and reporting procedures are conducted to provide information regarding our performance.

Environment Health & Safety

- The Township of South Algonquin is committed to the protection of the environment, and will ensure that the activities of our organization are conducted in an environmentally friendly manner.
- The Township of South Algonquin is vitally interested in the ongoing health and safety of our staff, residents, visitors and the public at large, and will work to ensure that our workplace meets or exceeds all applicable requirements under health and safety legislation.

Stakeholder Relations

- The Township of South Algonquin will communicate in an open and honest fashion, and will engage relevant stakeholders as

appropriate in a timely fashion.

Employee Relations

- The Township of South Algonquin will ensure that it provides a fair and respectful work environment for all employees.
- The Township of South Algonquin will also ensure that its wages, benefits (both compensable and non-compensable) are appropriate for the job market and the geographic location.

Human Rights

- The Township of South Algonquin will ensure that non-discriminatory employment practices are utilized, and that human rights are protected at all times.
- The Township of South Algonquin is an equal opportunity employer and will not tolerate violations of the law, human rights, or any workplace regulations or legislation.
- Township of South Algonquin will ensure that the workplace is free of discrimination, harassment, and bullying based on any of the protected grounds of employment found in the applicable Human Rights Act/Code.

Community

- The Township of South Algonquin strives to act as a partner in the community, and will work with the surrounding community in an open and collaborative fashion, providing the maximum benefit possible.

Resident and Supplier Relations

- The Township of South Algonquin offers competitive and innovative products and services that meet or exceed the needs of our clients, and expects the same of our suppliers.
- The Township of South Algonquin will promote and engage in sustainable and mutually beneficial relationships with our residents and suppliers, while maintaining adherence to our standards of conduct and the Corporate Social Responsibility Policy.

Monitoring and Reporting Performance

- The Township of South Algonquin will review and assess our performance in programs and activities, and address any issues as appropriate. We will ensure that the results of our reviews are communicated effectively.
- The Township of South Algonquin encourages public feedback regarding our operations, products and services, and will work to act on the feedback as appropriate.

Sustainable Development

- The Township of South Algonquin is committed to developing its community in such a way that future growth remains uncompromised.
- The Township of South Algonquin will ensure that its resources and supplies usage are balanced and considers the needs of future business.

Operations

Environmental Responsibility Policy

Intent

Township of South Algonquin maintains an environmental policy to promote and maintain environmentally responsible practices for the benefit of our employees, residents and the community. We will conduct and grow our business in a manner that respects the environment and strive to protect and conserve our world's natural resources.

Guidelines

The Township of South Algonquin is working towards continued improvement through the development of programs designed to address the environmental cost and impact of our activities, products and services. We will:

- Comply with applicable regulations and standards in the industry;
- Support pollution prevention and minimization programs in the workplace;
- Use materials and energy efficiently to conserve natural resources;
- Minimize the emissions that contribute to climate change;
- Cooperate and develop relationships with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment;
- Review environmental objectives and monitor performance, so that we can properly assess our strengths and weakness, and address them accordingly.

A Greener Workplace

At Township of South Algonquin, we recognize that every action taken in the workplace can have an environmental impact. We will strive to create an eco-friendly workplace that will benefit our employees and the world around us. By implementing the following measures, we can increase our efficiency, save electricity, reduce waste and greenhouse gases, and fulfill our responsibilities to the environment.

The Township of South Algonquin in our commitment to the environment and the community as a whole will enforce eco-friendly procedures in their workplace which will require employees' complete support.

- Whenever possible, all documents shall be printed on both sides, using recycled paper. This will reduce our paper usage, conserve energy, and save waste.
- Hold paperless meetings by utilizing technologies such as 'go to meeting' and material display and review via projector instead of handouts.
- Partner with suppliers and companies that are environmentally friendly.
- Use an automated time reporting and paperless payroll system.
- Refill our printer cartridges when practical, rather than purchase new ones.
- Ensure that computers are turned off at the end of the day, and if not possible, turn off monitors as they consume the most energy.
- Turn off servers at the end of the work day and set them up for automatic turn on and off for necessary updates in the evening.
- Purchase energy efficient equipment.
- Turn off all lights when not in use.
- Use ceramic mugs, dishes, glasses, and metal flatware instead of their disposable counterparts.
- Use EPA energy star compliant office equipment by replacing antiquated equipment with energy star compliant equipment.
- Use hand dryers in restrooms, rather than paper towels.
- Create a wireless office.
- Purchase environmentally friendly office supplies.
- Minimize the use of hazardous chemicals, and whenever possible, switch to greener alternatives.

These are simple actions that when employed on a regular basis, can create a huge impact, but it will take all employees together to make this happen.

Expectations for Employees

- Help Township of South Algonquin work towards a cleaner environment by steadfastly conserving resources in day to day activities.
- Report any misuse, or abuse of resources.
- Report any concerns about environmental impacts made by Township of South Algonquin.
- Employ the environmental actions outlined in: A Greener Workplace.

Operations

Media Relations Policy

Intent

Effective media relations are critical to the ongoing success of the Township of South Algonquin and the way that Township of South Algonquin is perceived by our customers and the public at large. The Township of South Algonquin will work to ensure that information regarding the organization is accurate, informative and positive. The Township of South Algonquin will work to manage information provided to media outlets, including traditional news media formats and online coverage.

Guidelines

- The Township of South Algonquin will provide information regarding our services and performance to the media and the public at large as appropriate.
- The Township of South Algonquin will appoint a designated media spokesperson to convey news to media outlets, and respond to their inquiries.
- The Township of South Algonquin will provide a consistent source of information when posting news to any media format, and when responding to inquiries.
- The Township of South Algonquin staff shall direct any media inquiries to the CAO.

Public Statements

- Public statements regarding or in reference to Township of South Algonquin must use positive language, and shall not defame, and / or speak negatively of the Township of South Algonquin as an organization, Township of South Algonquin staff or Township of South Algonquin departments.
- The Township of South Algonquin strictly prohibits the public communication of unverified information, e.g. rumours or information gathered from a third party.
- The Township of South Algonquin media releases must use appropriate logos.
- The Township of South Algonquin media releases must be approved by the CAO or a qualified media relations officer in the event of an emergency with notification of all releases provided to the CAO.
- Only a Mayor or CAO of the Township of South Algonquin shall be allowed to make public statements and/or provide media releases.

Operations

Travel Policy

Intent

As an employee of Township of South Algonquin, you may occasionally be required to travel on company business.

Company travel must relate to necessary business transacted away from the employee's normal workplace. Township of South Algonquin will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Department Head or other Township of South Algonquin official for approval.

Guidelines

Transportation

All company transportation will be conducted in the most economical manner possible.

Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by Township of South Algonquin. All tickets shall be purchased from Township of South Algonquin preferred vendors.

Surface Transportation

Private Vehicles

- Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, or if it offers a significant savings of time.
- Standard mileage reimbursement is per CRA per kilometre. This takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. In the event that the traveler incurs higher costs than the standard specified, the traveler must declare them in a statement submitted with the expense report to be considered for reimbursement. The fixed and variable costs must be documented in the report.
- Parking, tolls, and ferries required will be reimbursed.
- Commuting expenses are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the company.

Rental Cars

- Compact or economy models will be used in regards to cost-savings.
- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval prior to their reservation.
- Rental of vehicles should be discouraged in metropolitan areas that have substantial public transportation services available.
- Renting of vehicles will be booked through a preferred vendor.
- Personal liability and physical damage insurance is required on all rented vehicles, either pre-arranged through company negotiations with a preferred vendor or through standard renting from a non-preferred vendor.
- In the event of damage to a rental car, contact your supervisor immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.

Employees will fill the gas tank prior to the return of the rental car. The employee renting the vehicle may be required to personally reimburse the fuel surcharge fee if he/she fails to fill the vehicle gas tank prior to return.

- Pre-purchase of gas at the rental counter is discouraged.
- Any traffic violations, including parking tickets, will not be reimbursed by the company.

Meals

- A per-diem rate per CCRA will be supplied to traveling employees to cover the costs associated with reasonably priced meals.

Employees are not required to produce receipts for these meals.

- Breakfast shall be paid in cases where travel is conducted prior to 7am, or ends after 9am.
- Lunch shall be paid when travel begins prior to 11am, or ends after 1pm.
- Dinner shall be paid when travel begins prior to 5pm or ends after 7pm.

Lodging

- Reservations for accommodations should be made with mid-range hotels.
- In the interests of economy, minimum requirement reservations (i.e., single traveler - single occupancy) should be made.
- Reservations should be made with preferred vendors.
- It is the employee's responsibility to cancel reservations by 4pm (hotel local time). Room costs incurred due to failure to cancel will not be reimbursed. Employees should make note of the cancellation number.

Expense Reports

- Employees are expected to submit an expense account report within 48 hours upon their return.
- Reimbursement will be awarded upon approval of the expense account report.
- Employees are obligated to retain and submit receipts for any business expense not covered by the per-diem.
- Entertainment costs will not be covered by the Township.
- Incidentals will not be reimbursed when travel is less than one (1) full day.
- All expenses documented must be associated with a valid business purpose, and fall within company guidelines.
- Management information reports will be available. These reports will contain detailed information about travel expenses charged to specific departments, including the names, destinations, purposes of, and specific expenses of trips made.

Approval

- Employees cannot approve the reimbursement of their own travel expenses.
- Employees cannot approve the reimbursement of travel expenses of an employee that they report to either directly, or indirectly.

*While traveling, employees are regarded as representatives of the company, and should conduct themselves as such.

Traveling Alone

Safeguards

When working/travelling alone is required, The Township of South Algonquin has developed the following guidelines and safeguards for their employees to ensure the health and safety of the employee is upheld. It is the responsibility of the employee to ensure these safety procedures are followed while working/travelling alone.

- Employees are never to divulge any personal information to third parties.
- Employees are not to disclose any travel information, including hotel location, flight/travel plans, etc. to third parties.
- Cellular phones provided to the employee by Township of South Algonquin will have emergency phone numbers saved to speed dial for quick access in case of an emergency.
- Employees are not to provide personal telephone numbers to residents of Township of South Algonquin at any time. The Township of South Algonquin provides cellular devices to employees for work use.
- Employees are to take all reasonable steps to ensure any safety concerns are eliminated (i.e. working offsite late at night alone, meeting residents in private locations, etc.).
- If an employee feels any potential risk at any time, they must remove themselves safely from the situation and report the incident to their direct supervisor.
- In the case of an emergency, the employee must contact emergency personnel to ensure their safety- these circumstances MUST be reported to the Township of South Algonquin immediately.
- Prior to working/travelling alone, employees will be trained and educated to minimize the dangers of working alone.

- The Township of South Algonquin will always investigate all accidents / incidents, and take all reasonable steps to prevent a re-occurrence of any unsafe occurrences.

Communication

When working/travelling alone, the employee is required to communicate back to the Township of South Algonquin through the following check-in procedures to ensure the safety of its employees:

- The direct supervisor will define the appropriate intervals of time for the employee working/travelling alone to check-in with.
- Depending on the work/travel plan, your supervisor will determine the approved form of communication that will be required.
- The supervisor will ensure that the schedule communication-based check-in is adhered to with a written log for documentation purposes.
- If the direct supervisor is unavailable, they will provide a backup employee to act as the main point of contact for the employee working alone.
- The establishment of a code word will be implemented for use when the employee requires emergency assistance.
- The development of an emergency action plan will be done in the event that the employee working alone does not check-in on schedule.

Operations

Record Retention Policy (Human Resources) - Ontario

Intent

The intent of Township of South Algonquin's Human Resources Retention Policy is to outline record retention guidelines in accordance with legislative requirements.

Guidelines

All Human Resources records shall be maintained and easily accessible in the event of an audit.

Where a document has reached its expiration date, the organization shall either:

- a) Destroy, either by paper shredding or permanent deletion from electronic sources, or
- b) Render the personal information non-identifying so that it can no longer be used to identify an individual.

Personal Information

Township of South Algonquin commits to collecting and retaining personal information as listed below for the sole purpose of managing its business (in accordance with the Personal Information Protection and Electronic Documents Act(PIPEDA)).

- Name
- Address
- Telephone number
- Date of birth (only if the employee is a student under the age of 18 - to be kept for 3 years after the 18th birthday or after the end of employment)
- Social Insurance Number
- Payroll records
- Beneficiary information
- Start date of employment
- End date of employment
- Written agreement(s) to work excess hours
- Education history
- Records relating to legislated leaves
- Information contained on the wage statement
- Days and hours worked
- Hours worked in excess of a salaried employee's regular schedule
- Substituted day off for public holiday
- Records pertaining to vacation time and pay

Record Retention

In accordance with Ontario's Employment Standards Act, subsection 15(5), the employer shall retain or arrange for some other person to retain these records for at least three (3) years after the employee ceased to be employed by the employer.

In accordance with Ontario's Confined Spaces, O Reg. 632/05, in the case of a workplace that is not a project; the employer shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for the longer of these two (2) periods:

- One (1) year after the document is created; or
- The period that is necessary to ensure that at least the two (2) most recent records of each kind that relate to a particular confined space are retained, subsection 21(1).

In accordance with Ontario's Confined Spaces, O Reg. 632/05, in the case of a workplace that is a project, the employer or constructor shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for a period of one (1) year after the project is finished, subsection 21(2)(a).

In accordance with Ontario's Construction Projects, O Reg. 213/91, subsection 19, an employer shall keep the following records for a period of at least one (1) year after the completion of a project:

- Any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker, subsection 10(1);
- Any record of training in a fall protection system, subsection 26.2.

In accordance with Ontario's Construction Projects, O Reg. 213/91, subsection 352(12), records of medical examinations, tests, medical treatment and worker exposure to compressed air must be kept in a secure place by the project physician who has conducted the examinations and tests for a period of at least six (6) years.

In accordance with Ontario's Health Care and Residential Facilities, O Reg. 67/93, subsection 5(3), if an accident, explosion or fire at a facility causes injury that requires medical attention but does not disable a worker from performing his or her usual work, Township of South Algonquin will produce a record containing the following and retain it for a period of at least one (1) year following its production:

- The nature and circumstances of the occurrence and the injury sustained;
- The time and place of the occurrence;
- The name and address of the injured worker; and
- The steps taken to prevent a recurrence.

In accordance with Ontario's Industrial Establishments, RRO 1990, Reg. 851, subsection 5(3), where an accident, explosion or fire causes injury that requires medical attention but does not disable a worker from performing his or her usual work, the record shall be kept for:

- A period of at least one (1) year; or
- Such longer period as is necessary to ensure that at least the two (2) most recent reports or records are kept, subsection 6(a) (b).

In accordance with Ontario's Mines and Mining Plants, RRO 1990, Reg. 854 where an accident, explosion, or fire causes injury that requires medical attention but does not disable a worker from performing his or her usual work, the record shall be kept by Township of South Algonquin and include::

- The nature and circumstances of the occurrence and the injury sustained;
- The time and place of the occurrence; and
- The name and address of the injured person.

In accordance with Ontario's X-Ray Safety, RRO 1990, Reg. 861, where a worker is working with X-rays and is issued with a personal dosimeter, an employer shall retain the records from this personal dosimeter for a period of at least three (3) years, subsection 12(5).

Payroll Records

Canada Revenue Agency requires the retention of all employee records pertaining to taxation and payroll for at least six (6) years from the end of the last taxation year. These records can be kept in paper or electronic format. They may include:

- CPP contributions, as per the Canada Pension Plan, subsection 24(2);
- EI premiums, as per the Employment Insurance Act, subsection 87(3);
- Taxes withheld, as per the Income Tax Act, subsection 230(4)(b);
- The hours worked by each employee;
- Form TD1, Personal Tax Credits Return;
- Form TP1015.3, Source Deductions Return (Quebec only);

- Canada Revenue Agency letters of authority which allow organizations to reduce the tax deductions for certain employees for a specific year;
- All information slips and returns filed.

Operations

AODA – Integrated Accessibility Standards Regulation (IASR) Customer Service Policy

(Note: This policy has been updated to reflect the July 1, 2018, changes to the regulations under Ontario’s Health Protection and Promotion Act.)

Intent

All goods and services provided by the Township of South Algonquin will follow the principles of dignity, independence, integration, and equal opportunity.

This policy meets the requirements of the customer service standards included in the Integrated Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005. It applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

Definitions

Assistive device: A technical aid, communication device, or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them, such as a wheelchair, walker, or a personal oxygen tank, and that might assist in hearing, seeing, communicating, moving, breathing, remembering, or reading.

Disability: As defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

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

Guide dog: A highly trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons’ Rights Act, to provide mobility, safety, and increased independence for people who are blind.

Service animal: A service animal for a person with a disability if:

1. The animal can be readily identified as one that is being used by the person for reasons relating to the person’s disability, as a result of visual indicators such as the vest or harness worn by the animal; or
2. The person provides documentation from a member of one of the following regulated health professional colleges confirming that the person requires the animal for reasons relating to the disability:
 - College of Audiologists and Speech-Language Pathologists of Ontario;
 - College of Chiropractors of Ontario;
 - College of Nurses of Ontario;
 - College of Occupational Therapists of Ontario;
 - College of Optometrists of Ontario;
 - College of Physicians and Surgeons of Ontario;
 - College of Physiotherapists of Ontario;
 - College of Psychologists of Ontario; or
 - College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

Support person: In relation to a person with a disability, another person who accompanies them in order to help with

communication, mobility, personal care, medical needs, or access to goods and services.

Guidelines

The Provision of Goods and Services to Persons with Disabilities

The Township of South Algonquin will make every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services, as long as this does not present a health and safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual accommodation needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

The Use of Assistive Devices

Customer's Own Assistive Devices

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by the company.

In cases where the assistive device presents a health and safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services, up to the point of undue hardship.

For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a resident with an oxygen tank might involve ensuring the resident is in a location that would be considered safe for both the resident and township.

Alternatively, where elevators are not present and where a resident requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

Assistive Devices Provided by Township of South Algonquin

none

Guide Dogs and Service Animals

A resident with a disability who is accompanied by a guide dog or service animal will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs or service animals.

Staff may respectfully ask if an animal is a service animal and will not ask the nature of the person's disability or purpose of the animal.

Food Service Areas

A resident with a disability who is accompanied by guide dog or service animal will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are only permitted into areas where food is served, sold, or offered for sale due to the Health Protection and Promotion Act, Ontario Regulation 493/17.

Exclusion Guidelines

If a resident's guide dog or service animal is excluded by law (see applicable laws below), The Township of South Algonquin will offer alternative methods to enable the person with a disability to access goods and services, when possible. For example, the company might accommodate a customer's disability by securing the animal in a safe location and offering the assistance of an employee to facilitate the delivery of goods and services.

Applicable Laws

Dog Owners' Liability Act, 2005: If there is a conflict between a provision of this legislation or of a regulation under this or any other act relating to banned breeds (such as pit bulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails. Staff will respectfully explain that the service animal must be removed from the public area due to a municipal by-law and make alternate arrangements or provide the service outside the public area.

Recognizing a Guide Dog or Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to their disability, the Township of South Algonquin may request verification from the customer.

Care and Control of the Animal:

The customer who is accompanied by a guide dog or service animal is responsible for maintaining care and control of the animal at all times.

Allergies and Other Health and Safety Concerns

If a health and safety concern presents itself, for example, in the form of a severe allergy to the animal, the Township of South Algonquin will make all reasonable efforts to meet the needs of all individuals. Pursuant to the company's obligations under the Human Rights Code and the Occupational Health and Safety Act, each customer's accommodation needs will be considered on a case-by-case basis, up to the point of undue hardship.

Due diligence needs to be paid to address health and safety requirements. For example, if a person's health and safety could be seriously affected by the presence of a service animal on the premises open to the public, management must fully analyze all options for safely accommodating the service animal. Options could include creating distance between the two individuals to eliminate in-person contact, changing the time the two individuals receive service, or using air purifiers and other measures that could allow the person to use their service animal on the premises.

In very exceptional circumstances where a service animal becomes out of control, causing a clear disruption or a threat to the health and safety of others, and the animal's behaviour is not corrected by the owner, a person with a disability can be asked to remove their service animal from the premises.

As a courtesy, particularly if the person and service animal have been in attendance on the premises for a long time, staff may ask whether the animal requires water, may designate an area in which the service animal can relieve itself, or ask whether the staff can be of assistance pertaining to the service animal.

The Use of Support Persons

If a resident with a disability is accompanied by a support person, the Township of South Algonquin will ensure that both persons may enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the resident and support person from sitting beside each other. In these situations, the township will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the resident before any potentially confidential information is mentioned.

Admission Fees

Where the township requires a support person to accompany a person with a disability, and where the person with a disability has agreed to the accompaniment, the township will not charge the support person any fees or fares.

Notice of Disruptions in Service

Service disruptions may occur for reasons that may or may not be within the control or knowledge of the Township of South Algonquin. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use goods or services, reasonable efforts will be made to provide advance notice. In some circumstances, such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

If a notification needs to be posted, the following information will be included unless it is not readily available or known:

- Goods or services that are disrupted or unavailable;
- Reason for the disruption;
- Anticipated duration; and
- A description of alternative services or options.

Notification Options

When disruptions occur, Township of South Algonquin will provide notice by:

- Posting notices in conspicuous places, including at the point of disruption, at the main entrance, and the nearest accessible entrance to the service disruption, or on the company website;
- Contacting customers with appointments;

- Verbally notifying customers when they make a reservation or appointment; or
- By any other method that may be reasonable under the circumstances.

Resident Feedback

The Township of South Algonquin shall provide customers with the opportunity to provide feedback on the service provided to residents with disabilities. Information about the feedback process will be readily available to all residents and notice of the process will be made available on the township website. Feedback forms, along with alternate methods of providing feedback verbally (in person or by telephone) or written (handwritten, delivered, website, or e-mail), will be available upon request.

Submitting Feedback

Customers can submit feedback to:

Bryan Martin, CAO/Clerk-Treasurer

7 Third Ave.

Whitney, Ont.

K0J 2M0

phone 613-637-2650

email clerk@southalgonquin.ca

Customers who wish to provide feedback by completing an onsite customer feedback form or verbally can do so to any Township of South Algonquin employee.

Customers who provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

Training

Training will be provided to:

- Every employee of or a volunteer with the Township of South Algonquin;
- Every person who participates in developing the policies of Township of South Algonquin; and
- Every other person who provides goods, services, or facilities on behalf of Township of South Algonquin.

Training Provisions

Regardless of the format, training will cover the following:

- A review of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005;
- A review of the requirements of the customer service standards;
- Instructions on how to interact and communicate with people with various types of disabilities;
- Instructions on how to interact with people with disabilities who:
 - Use assistive devices;
 - Require the assistance of a guide dog or other service animal; or
 - Require the use of a support person (including the handling of admission fees);
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities;
- Instructions on what to do if a person with a disability is having difficulty accessing our services; and
- Policies, procedures, and practices of the Township pertaining to providing accessible customer service to customers with disabilities.

Training Schedule

Township of South Algonquin will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents, and contractors during orientation. Revised training will be provided in the event of changes to legislation, procedures, policies, or practices.

Record of Training

Township of South Algonquin will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

Notice of Availability and Format of Documents to Customers

(Note: This section only applies to businesses with 50 or more employees)

Administration

If you have any questions or concerns about this policy or its related procedures, please contact:

Bryan Martin, CAO/Clerk-Treasurer

7 Third Ave.

Whitney, Ont.

K0J 2M0

phone 613-637-2650

email clerk@southalgonquin.ca

This policy and its related procedures will be reviewed as required in the event of legislative changes or changes to company procedures.

Operations

AODA Employment Standards Policy – Ontario

Note to client: This document addresses Parts I and III of the Integrated Accessibility Standards Regulation in force as of January 1, 2017. Information should be reviewed and modified to suit the organization before this document is implemented.

Intent

The Township of South Algonquin is dedicated to providing accessible services and work environment for all employees, prospective employees, and residents. This policy outlines the company's compliance with Parts I and III of the Integrated Accessibility Standards Regulation (IASR) set forth under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

This policy ensures the Township of South Algonquin provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

Accessible format: Includes large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

Communication supports: Includes captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

Information: Includes data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.

Career development and advancement: Additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization or any combination of them. Both additional responsibilities and employee movement are usually based on merit, seniority, or a combination of both.

Performance management: Activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success.

Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Support person: In relation to a person with a disability, another person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs, or with access to goods, services, or facilities.

General Principles

Establishment of Accessibility Policies and Plans

The Township of South Algonquin will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

The Township is committed to meeting the accessibility needs of persons with disabilities in a timely manner. This is reflected in policies which upon request will be made publicly available in an accessible format.

The company will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request, and will be posted on its website.

The township will review and update its accessibility plan once every five years and will establish, review, and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of the steps taken in implementing the townships' accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

Training Requirements

The Township of South Algonquin will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the companies' policies, and all other persons who provide goods, services, or facilities on behalf of the company.

Training will be provided as soon as is reasonably practicable, but no later than August 31st, 2021. Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.

The Township of South Algonquin will maintain records on the training provided, when it was provided, and the number of employees who were trained.

Recruitment, Assessment and Selection

The Township of South Algonquin will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, the company will consult with the applicant and provide or arrange for suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

Successful applicants will be made aware of the Townships' policies and supports for accommodating people with disabilities.

Accessible Formats and Communication Supports for Employees

The Township of South Algonquin will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur. The township will provide the information required to new employees as soon as practicable after they begin their employment.

If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform their job; and
- Information that is generally available to all employees in the workplace.

The township will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

Workplace Emergency Response Information

Where required, the Township of South Algonquin will create individualized workplace emergency response plans for employees with disabilities. This information will be created in consultation with the employee and take into account the unique challenges created by the individual's disability and the physical nature of the workplace.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; or
- The townships reviews general emergency response policies.

Documented Individual Accommodation Plans

The Township of South Algonquin will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The development process for these plans will include:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed individually;
- The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine whether accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from the workplace for the creation of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
- The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

The individual accommodation should also include information regarding accessible formats, communication supports (upon request), individualized workplace emergency response information, and any other accommodation provided.

Return to Work

The Township of South Algonquin will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work.

This process will outline the steps the company will take to enable a smooth return to work for the employee. All steps and individual accommodation plans will be documented and created in consultation with the employee.

Performance Management and Career Changes

The Township of South Algonquin will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.

Review

This policy will be reviewed regularly to ensure that it reflects current practices of Township of South Algonquin as well as legislative requirements.

Technology

[Information Technology \(IT\) Administrator Access Policy](#)

[Corporate Social Media Policy](#)

[Cellular Phones at Work Policy](#)

[Remote Access Policy](#)

[Printer Photocopier Policy \(Environmentally-Friendly\)](#)

[Local Backup Policy](#)

[Information Technology \(IT\) Disaster Recovery Planning Policy](#)

[On/Off Duty Employee Email & Voicemail Expectations Policy](#)

[Laptop Loan Policy](#)

Technology

Information Technology (IT) Administrator Access Policy

Intent

Township of South Algonquin is committed to ensuring that employees, clients and other partners are provided with secure, reliable information technology (IT) services, while protecting the confidentiality of confidential Township and user information. This policy has been adopted to define the scope of administrator access as is necessary to facilitate the continuous functionality and integrity of the Township of South Algonquin resources and act in compliance with any applicable legislation.

Guidelines

The IT provider of Township of South Algonquin shall ensure, in accordance with the Township IT policies, that:

- Employees are provided with basic access level rights to the company networks upon commencing employment with the organization for the performance of necessary, job-related tasks.
- Only those who can demonstrably be required to have administrator level access will be granted administrator access for the performance of necessary, job-related tasks.
- Only those with administrator level access may install new software onto company-owned computers.
- Administrator level access will be used only to provide network support, troubleshooting, software installation, system upgrades and the initial setup and management of account settings and only in cases where access can be demonstrated to be of the utmost necessity and not in violation of any applicable privacy legislation.

Confidentiality

Any system administrators must treat information about and information stored on our systems as confidential. System administrators will be required to monitor our system to ensure both system integrity and user compliance.

In the event that the system has been corrupted, the IT provider is required to take the appropriate actions to limit the damages caused, and work to correct errors.

While monitoring user activity, the system administrators may review access logs and internet histories to ensure ongoing compliance with Township of South Algonquin's policies and procedures. In the event that a system administrator discovers any violation of Township of South Algonquin's policies and/or procedures; the system administrator will take note of the violation, and work with other department managers to ensure that appropriate and timely actions are taken in response.

In the event that the IT provider encounters illegal activity or corporate wrongdoing on the network, he/she is required to report these activities to the appropriate authorities immediately.

Technology

Corporate Social Media Policy (Blogs, Facebook, etc.)

Intent

This document is designed to provide all Township of South Algonquin employees with guidelines regarding the appropriate use of the company's social media accounts with Facebook, Twitter, LinkedIn, MySpace, the company's blog (this list is not exhaustive).

Guidelines

- Employees may not disclose confidential information on any of Township of South Algonquin's social media pages. The disclosure of confidential information without prior authorization may result in immediate termination.
- The Township of South Algonquin employees will be held responsible for what they write or post on any of Township of South Algonquin's social media pages. Inflammatory comments, disparaging remarks, or negative / inappropriate language or posts are not permitted.
- The Township of South Algonquin employees are directed not to engage in discussions regarding legal issues in which the company is involved, or government issues related to the Township without prior approval from the CAO.
- Employees are required to respect copyrights and never post text, images or video created by someone else without proper attribution and/or authorization. If employees have questions about copyright law and/or the usage of certain media, they may contact the CAO.
- Social media is not a substitute for inter-office communications. Important information should be transmitted within normal township communication channels (i.e. the township's email platform), and not through social media outlets.
- Social media is not a substitute for customer service. Employees are required to refer customers to the appropriate department instead of handling inquiries entirely through social media.
- In the event that a Township of South Algonquin staff member discovers any group(s) that users have formed to discuss the Township employees are requested to bring them to the attention of management.
- Employees are required to relay important issues to management as soon as possible.
- Employees should always carefully consider what to post in response to an argumentative or accusatory post. If employees have any questions regarding how to respond to a particular post, employees should discuss the issue with management prior to posting.
- Always adopt a positive attitude when responding to comments on the Township's pages or applications, or comments about the Township in general.

Company Photography

Consent is required prior to posting any photographs of employees on any of Township of South Algonquin's social media pages.

Technology

Cell Phones at Work Policy

Intent

Township of South Algonquin has adopted this policy to govern the use of personal cell phones in the workplace. This policy is intended to cover cellular telephones and other forms of wireless communication devices. For this policy, all such devices shall be referred to as "cell phones."

Guidelines

- The Township of South Algonquin employees are directed to use their personal or company-supplied cell phones only for Township business purposes during regular business hours.
- Cell phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. In the event of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on silent mode.
- Employees shall exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.
- Employees shall avoid making or receiving personal calls during work time, and use personal cell phones only during scheduled breaks or lunch periods in non-working areas.
- The Township of South Algonquin is not liable for the loss of personal cell phones brought into the workplace.
- For health and safety reasons, the Township strictly prohibits the use of cell phones or similar devices while on a work site where the operation of such device would be a distraction to the user or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.
- Township of South Algonquin employees are strictly prohibited from using cell phones for any other available purpose (e.g., Internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
- Township employees are prohibited from using any personal cell phone or similar device as an unauthorized media storage device for the storage or transportation of Township of South Algonquin business information.

Use of Mobile Phones While Operating a Motor Vehicle

- The Township of South Algonquin strictly prohibits the use of cell phones while operating company-owned and -operated vehicles, or while operating a personal vehicle while on company business.
- The use of hands-free blue tooth should be kept to a minimum while driving.
- To make or receive calls:
 - Pull over and stop;
 - Use voicemail and respond to the call at a safer time; or

Employees are solely responsible for any fines or charges laid by the authorities for illegal use of a cell phone while operating a vehicle in the course of their employment. Employees who choose to violate this policy will face disciplinary measures or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

Technology

Remote Access Policy

Intent

The purpose of this policy is to define standards for connecting to Township of South Algonquin's network from any host. These standards are designed to minimize the potential exposure to the Township of South Algonquin from damages which may result from unauthorized use of Township of South Algonquin resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Township of South Algonquin internal systems, etc.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems.

Guidelines

Telecommunications devices used to conduct Township of South Algonquin business must be used responsibly and ethically. Therefore, the following guidelines must be adhered to at all times:

- It is the responsibility of Township of South Algonquin employees, contractors, with remote access privileges to Township of South Algonquin's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Township of South Algonquin.
- It is also the responsibility of the user to ensure that the remote connection is logged out if he/she is not using the computer/device to access information. Leaving the connection open could permit malicious damage to Township of South Algonquin's electronic files and information.
- All emails sent from the computer/device used for remote access must adhere to Township of South Algonquin's appropriate use guidelines and anti-harassment and bullying procedures.

Requirements

- Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
- At no time should any Township of South Algonquin employee provide their login or email password to anyone, not even family members.
- Employees are not permitted to save their passwords on the computer/device used for the remote access as another party could gain access to the computer/device.
- Township of South Algonquin employees and contractors with remote access privileges must ensure that their Township of South Algonquin-owned or personal computer or workstation, which is remotely connected to Township of South Algonquin's corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- Township of South Algonquin employees and contractors with remote access privileges to Township of South Algonquin's corporate network must not use non-Township of South Algonquin email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Township of South Algonquin business, thereby ensuring that official business is never confused with personal business.
- Non-standard hardware configurations must be approved by Township of South Algonquin's IT department, and the security configurations must be approved for access to hardware.
- All hosts that are connected to Township of South Algonquin internal networks via remote access technologies must use the most up-to-date anti-virus software; this includes personal computers.
- Personal equipment that is used to connect to Township of South Algonquin's networks must meet the requirements of Township of South Algonquin-owned equipment for remote access.
- Individuals who wish to implement non-standard remote access solutions to the Township of South Algonquin production network must obtain prior approval from Township of South Algonquin's IT department.

Technology

Printer / Photocopier Policy (Environmentally-Friendly)

Intent

At the Township of South Algonquin, we recognize that every action taken in the workplace can have an environmental impact. As such, we will strive to create an eco-friendly workplace that will benefit our employees and the world around us. By implementing the following measures, we can increase our efficiency, save electricity, reduce waste and greenhouse gases, and work towards our environmental responsibilities.

Township of South Algonquin employees are encouraged to reduce the amount of paper used during the printing and/or copying process.

Guidelines

- Whenever possible, all documents should be printed and/or copied on both sides, using recycled paper. This will reduce our paper usage, conserve energy, and save waste;
- Printer cartridges will be refilled when possible;
- 100% recycled paper will be purchased when possible;
- Electronic copies will be used instead of hard copies, whenever possible (although documents will be provided in a different format upon request); and
- The default on printers and copiers will be set as double-sided and black and white.

Unacceptable Printer and/or Photocopier Use

The following are prohibited by the Township of South Algonquin:

- Township of South Algonquin printers and photocopiers are intended for office use, and Township of South Algonquin business purposes only. The personal use of Township of South Algonquin's printers and/or photocopiers is prohibited;
- Township of South Algonquin employees are prohibited from sharing their passwords and/or account information;
- Printing and/or copying of materials that are inappropriate for the workplace is not permitted;

Technology

Local Backup Policy

Intent

Township of South Algonquin provides network storage space for work-related materials and files. As such, Township of South Algonquin employees are required to maintain their files in an appropriate fashion. Vital information is stored on work computers and Township of South Algonquin has developed this policy in order to ensure that employees are backing up the data stored on the network.

Definitions

Full Backup - Backing up all of the files on the system.

Incremental Backup - Only backing up the files that have been updated since the last backup.

Guidelines

Completing a computer backup ensures that the data and information stored on Township of South Algonquin computers are saved in a separate location as well. Backing up data protects the Township of South Algonquin from permanently losing files due to such things as accidental deletion, viruses, software failure, etc.

Data

Specific data must be backed up in order to ensure that vital documents and critical Township of South Algonquin information are safeguarded. The following documents are stored on Township of South Algonquin computers that must be backed up:

- Financial data.
- Financial records.
- all corporate data not easily recreated bylaws, minutes etc.

By backing up these records, Township of South Algonquin ensures that pivotal information is not lost.

Backup Schedule

The following backup schedule will be followed by all business locations of Township of South Algonquin:

Full backup will be automatically performed on the last day of each month.

Incremental backup will be performed on a weekly basis to ensure new data is being stored.

Backup Procedures

All data listed in this policy, and any other data that may be vital for Township of South Algonquin records must be backed up in at least two (2) separate locations.

The following are the methods Township of South Algonquin locations will use to backup data:

- External hard drive

Employees are to inform IT consultant in the event that an event occurs to prevent the necessary backup.

Retention

All backed up data must be stored for a minimum of 3 months to comply with Township of South Algonquin's Local Backup Policy.

Technology

Information Technology (IT) Disaster Recovery Planning Policy

Intent

Township of South Algonquin is committed to preserving the operational status of its information technology (IT) infrastructure, and ensuring that there are established processes in place to return all important systems to functionality in the event of a disaster. This policy has been developed in order to define individual and departmental planning and testing responsibilities across Township of South Algonquin.

Guidelines

Township of South Algonquin's IT consultant is responsible for conducting the following evaluations prior to developing a disaster recovery plan to identify key infrastructure, software and vulnerabilities:

- Inventory all operational IT infrastructure, software, networks, critical databases and backup systems in preparation for a thorough assessment.
- Review the current processes in place to protect the physical and electronic security of data, hardware, software backup systems, personal computers and servers, networks and offsite resources.
- Conduct thorough disaster business impact analysis of the organization as a whole and for individual departments, creating a listing of critical data, systems and vulnerabilities to be addressed by the disaster recovery plan.
- Investigate, develop and/or recommend the purchase of recovery and maintenance software programs to mitigate or eliminate risks associated with a disaster.
- Ensure that adequate hardware resources are available in the event of a disaster.
- Develop a company-specific disaster recovery plan framework based on the investigation of key infrastructure, vulnerabilities and available disaster recovery tools and resources.
- Develop general and department-specific training for Township of South Algonquin managers and staff detailing disaster recovery plan procedures.

Members of the management team are responsible for collaborating with the IT department in the following ways:

- Assist the IT department in conducting a thorough business impact analysis of a system failure to uncover specific consequences affecting the departments.
- Create priority operational requirements and critical data to be preserved or restored in the event of a disaster.
- Assist with the development of department-specific disaster recovery plan procedures.
- Ensure that all staff have been trained on disaster recovery procedures affecting their positions.

Testing and Maintenance

The IT department will develop a comprehensive disaster recovery plan testing procedure to ensure that the plan is functional and can be counted on to restore critical functionality.

Significant modifications to the Township of South Algonquin IT infrastructure must be reported to (Name, Title and Appropriate Authority) so that this individual may determine the impact on the functionality of the disaster recovery plan.

Review of the disaster recovery plan and plan testing will be conducted at least every (XX) months by the IT department.

In the event that the disaster recovery plan testing uncovers problems with the plan, these issues must be resolved at the earliest possible opportunity, followed by re-testing of the plan to ensure functionality.

Plan Activation in the Event of a Disaster

In the event of a disaster, (Name, Title and Appropriate Authority) is responsible for implementing the disaster recovery plan. This individual will assign specific IT and management responsibilities based upon the circumstances of the disaster and the systems affected.

Technology

On/Off Duty Employee Email & Voicemail Expectations Policy

Intent

The purpose of this policy is to outline the expectations for Township of South Algonquin employees regarding the responsibilities of answering emails and/or voicemails while off duty.

Guidelines

Off Duty Employees

Non-management employees who are off duty are in no way responsible for performing any of the functions that pertain to their employment with the Township of South Algonquin. No non-management employee is expected to perform his/her job duties outside the terms and regularly scheduled hours of his/her employment. While it is permissible for an employee to respond to an email or voicemail while on their own time, the Township of South Algonquin does not require this from any employees (except those who are on-call, or those who have overtime as part of their regular duties).

During the time period that an employee is on vacation, he/she is permitted to answer any emails or voicemails, but this is not required by the Township of South Algonquin, except in the case of those who are on-call, or those who have this requirement in their job description.

In special circumstances and through prior approval and notification, non-management employees may be required to provide on-call or stand by support, in which case they may be required to respond to the needs of Township of South Algonquin. This is due to the nature of their roles and positions.

Overtime

Non-management employees must have management approval prior to incurring ANY overtime expenses. Permission must be granted on each occasion prior to the employee claiming overtime. If an employee has any questions regarding this, he/she must address them to his/her department head prior to working on the employee's own time or during vacation/time away from work.

While the Township of South Algonquin is responsible for any retroactive overtime pay resulting from an employee answering email and/or voicemail during their time away from work (either on their off hours or during their vacation), the employee may be subject to the progressive discipline process for failing to receive approval prior to working overtime.

On Duty Employees

All employees (management included) who are on duty are to have no expectation that off duty non-management employees will perform any functions of their employment with Township of South Algonquin. This includes, but is not limited to, times such as evenings, weekends and while on vacation. Employees must not rely on off duty non-management employees for the continuation of work processes, unless prior approval has been granted in a special circumstance.

Technology

Laptop Loan Policy

Intent

Township of South Algonquin understands the necessity of employees requiring the use of laptop computers. In order to meet this need, laptop computers are available to staff who may be required to work from home. Laptops are available for use by employees who: need to perform off-site work duties; are required to record meeting notes; attend conferences or seminars; or who must conduct business presentations or visual demonstrations.

All employees who require a laptop must read and sign this policy statement.

Guidelines

Use Procedures

Only one (1) laptop per employee is permitted.

The laptops provided by the Township for employee use will come equipped with the following software and hardware:

- Microsoft Internet Explorer
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Acrobat Reader

Acceptable Use

The use of unlicensed software is illegal and puts the Township of South Algonquin at risk of legal action. The borrower may only use the software and hardware provided on the laptop at the time of the loan. The laptop and its hardware and software must be returned in the exact configuration as when it was lent. Laptops are designated for conducting Township of South Algonquin's business only; gaming is forbidden.

Users are expressly prohibited from installing any additional software or hardware to the laptop. Any media, files, disks, etc. loaded onto the laptop must be virus-free.

Maintenance

Should the borrower require any assistance, he or she may contact the IT consultant for additional support or any problems he or she encounters with the laptop during the loan period.

Security

Laptop borrowers agree to:

- Never allow anyone else to use or borrow the laptop.
- Never leave the laptop unattended.
- Never check the laptop as luggage while travelling.
- Keep their automobile locked if the laptop is inside it.
- File a written claim or telephone call immediately to the Township of South Algonquin and the appropriate police authorities should the laptop be lost or stolen.
- Participate in the investigation surrounding the loss, damage, or theft of the laptop, whether it is conducted by the Township of South Algonquin or the police.
- Perform daily data backups during the loan period. Lost data files cannot be restored by the IT consultant.

Business Continuity Planning

The Township of South Algonquin laptops are an essential element of our business continuity plans, and will allow us to ensure

that essential data is stored and available off-site in the event of an emergency. Similarly, where employees are in possession of laptop computers, they will be able to continue with their employment obligations to ensure the ongoing success of the Township.



Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Policy Manual of Township of South Algonquin. Further, I agree to adhere to this Policy Manual and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this Policy Manual, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____