



BUSINESS CODE OF CONDUCT

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Introduction

PISE (the Pacific Institute for Sport Excellence), a not-for-profit society, is committed to excellence in all of its endeavors and values the contributions of its employees. PISE recognizes that respect for the employee as an individual is the foundation for a healthy and prosperous organization.

This Business Code of Conduct is designed to:

- Acquaint you with PISE;
- Provide you with information about conditions of employment with PISE;
- Assist supervisors in the day to day administration of these policies, and;
- Achieve a fair and uniform interpretation of PISE's human resource policies

All non-contracted individuals hired to carry out the work of PISE are considered to be its employees and, as such, are under the overall direction of the CEO or his / her designate.

The information contained in this document applies to all employees of PISE and following the policies described in this document is considered a condition of continued employment. Each employee is responsible for reading, understanding, and complying with the provisions of this manual.

Changes in Policy

This document supersedes all previous Business Code of Conduct versions and memos that may have been issued from time to time on subjects covered in this document.

However, since PISE and the business it conducts are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by PISE, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. Any questions concerning the interpretation or application of these policies should be addressed to the Chief Executive Officer (CEO).

Annual Review of PISE Policy Manual

This policy document will be reviewed annually. PISE will provide every worker with a copy of this manual, and workers are welcome to refer to the document at any time. PISE's full Business Code of Conduct can be found in hard copy at the Front Desk in the Fitness Centre and on the Q drive at *Q:/Operations/Administration/Human Resources/Business Code of Conduct.pdf*

PISE accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). To read the BC UCC, please visit www.viasport.ca/bc-universal-code-of-conduct.

General Organization

Background

Founded in 2008, PISE is a charitable non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit PISE.ca to learn more.

Organizational Structure

PISE is governed by a Board of Directors that includes representation and expertise from the community at large. The Board, as trustees for PISE, is charged with a number of broad, governing responsibilities including:

- Determining the overall vision and direction of PISE
- Hiring a CEO who is the primary liaison with the Board of Directors through its Chair
- Defining Board process including linkage with the membership, committee structure, and nominations to the Board
- Establishing and enforcing governing policies as the foundation upon which operational policies will be delineated and subsequently implemented by the CEO and senior staff
- Reviewing and approving long-range fiscal and strategic plans

The day-to-day operations of PISE are the responsibility of paid staff through the CEO. The CEO determines and defines the nature and composition of staff. He / she designs the organizational structure suited to fulfilling the mandate of the organization, subject to budgetary parameters and board policy.

Paid staff works under the supervision of the CEO and report to their designated manager / supervisor in their respective work units who are delegated some management authority by the CEO. The CEO of PISE reports directly to the PISE Board Chair on an ongoing basis and reports to the Board of Directors at regular intervals.

Employment Practices

Jurisdiction

Employment with PISE falls within the jurisdiction of the Government of British Columbia *Employment Standards Act* (ESA), 1996. A copy of the Act is available from PISE, or from:

Employment Standards Branch
Phone: 1-800-663-3316 or locally (250) 952-4738
Website: www.labour.gov.bc.ca/esb/

Non-Discrimination

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PISE will be based on merit, qualifications, abilities, personal suitability and reference checks. PISE does not discriminate in employment opportunities or practices on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or cognitive disability, sex (including sexual harassment and pregnancy), sexual orientation, age and criminal or summary conviction that is unrelated to the employment or intended employment.

Employees may want to familiarize themselves with the BC Human Rights Code, if they have concerns about discrimination. The address of the provincial office is:

British Columbia Human Rights Tribunal
Suite 1170 - 605 Robson Street
Vancouver, BC V6B 5J3

Employees with questions or concerns about Human Rights violations in the workplace are encouraged to bring these issues to the attention of a manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Environment

PISE recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation and intent of PISE to maintain a safe, healthful and efficient working environment for all of its employees and to protect PISE property, equipment and operations.

Smoke Free Work Environment

PISE is a smoke-free facility. Tobacco, cannabis, vaping, and any other substance use is prohibited in or on all PISE leased, owned and / or operated premises, facilities, and grounds, including in vehicles parked on PISE grounds or in parking areas controlled by PISE.

Employee Safety

PISE is committed to providing a safe working environment for all of its employees. It is the policy of the Institute to provide protective equipment where required and to encourage all employees to make use of this equipment.

Employee Records

Employee records are maintained to:

- Ensure that legal, regulatory, and procedural requirements are met;
- Assist with human resources management and provide a basis for making decisions (e.g. salary and benefits);
- Collect information for statistical human resources reports for the Board of Directors and / or Federal and Provincial Government (for income tax purposes, WCB, etc.).

Employee files and electronic records typically include the following information:

- Employee name, home address and telephone number, emergency contact name and number, hiring and termination dates, birth date, salary and benefit status, banking information for payroll purposes;
- Job Description;
- Application form and / or resume;
- Employment letter of agreement (job offer and acceptance) ;
- Leave request forms and any applicable medical certificates;
- Compensation history including gross and net wages, payroll deductions, statutory holidays, vacation leave etc.;
- Performance review forms;
- Disciplinary letters;
- Professional development and training completed;
- Termination information and / or letter of resignation.

Employee records are confidential and may be accessed by the employee, their supervisor, the CEO, the Human Resources Coordinator, and the Finance Manager as required.

Personnel Data Changes

PISE must have an up-to-date employee record for every employee. It is the responsibility of each employee to promptly inform the Human Resources Coordinator in writing of any changes in personal information such as: name, marital status, mailing address, telephone number(s), email address, emergency contact, medical information and where direct deposit payroll takes place, banking information. An employee's personnel data should be current at all times. Any situation arising due to incorrect employee information is the sole liability and responsibility of the employee.

Occasionally, PISE receives inquiries to confirm or provide information regarding an employee's address, telephone number, earnings, date of employment, etc. Such information is confidential and will not be released (except as required by law) without the employee authorizing PISE via their supervisor, the Human Resources Coordinator, the CEO or other senior management.

Hiring and Probation

Employment Categories

PISE has four employment categories:

- Full-time – employees who work a regular 30 to 40-hour week and maintain continuous regular employment following the successful completion of their probationary period. Generally, full-time employees are eligible for PISE's Extended Health & Dental benefit plan, subject to the terms, conditions, and limitations of the benefit program.
- Part-time – employees who work less than 30 hours per week but maintain continuous regular employment following the successful completion of their probationary period. Benefits are granted in accordance with the *Employment Standards Act*.
- Casual – employees hired for short-term projects, interim replacements or, who work on an on-call basis. These employees are paid by the hour and benefits are in accordance with the *Employment Standards Act*.
- Contractors / Consultants – companies or individuals hired by a contractual arrangement to perform specific duties or a specific function for the Pacific Institute for Sport Excellence. Consultants or contractors are not employees of the Pacific Institute for Sport Excellence and as such are not entitled to benefits.
- Piece Rate – employees paid at a fixed rate for a piece or section of work and are not considered part or full time employees and are therefore not eligible for extended health and dental benefits.

Selection Criteria

Employees are hired based on their education, experience, knowledge, and skills relative to position expectations and requirements.

Working Relationships

Employees who are direct relatives or, who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters; or,
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.
- The above restriction on working relationships may be waived provided that the CEO is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

Personnel Decisions

Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason or a benefit or, perceived benefit could accrue to them.

Bonding

All employees of PISE are required to be bondable subject to the conditions of our insurance policy.

Pre-employment Medical Examination

As a condition of employment, a staff member that is required to perform duties of a physical nature may be required to undergo a medical examination and be declared fit to perform the duties for which they have been hired.

Police Record Check / Police Information Check

Police record checks are required where the position is considered one of trust (characterized by activities involving minors or the care, custody, counseling or legal responsibility for clients or residents in the government's care; or duties associated with the work of law enforcement). See the *Criminal Record Review Act* for details.

PISE requires all new employees, existing employees, contractors, volunteers and interns to complete and pass a police record check current within 6 months of their start date with PISE. The police department will also include a Vulnerable Sector Screen for anyone working with children. For new employees, an offer of employment will be conditional upon completing a police record check to PISE's satisfaction. The cost of a police record check is approximately \$70 (determined by the police department and therefore subject to change without notice), to be completed at their local police department in the municipality in which the employee lives and is the responsibility of the employee. It is recommended that the police record check process is begun with your local police department at least 3 weeks in advance of your start date with PISE. All continuous contractors and their employees will be required to maintain police record checks on a three year cycle.

Probation Period

The probationary period for full-time and part-time employees is 6 months from date of hire, with a review after 3 months, unless otherwise stated in the letter of offer. During this time, employees have the opportunity to: evaluate PISE as a place to work; become familiar with the position and, demonstrate their ability to do the job. During this time, management has the opportunity to determine if the employee and the position are a suitable match. Employees shall receive a workplace orientation, feedback and support during this period. The test of just cause for the termination of a probationary employee shall be the suitability of the employee to be confirmed as a regular employee. The employment of the probationary employee may be terminated at any time during the probationary period, without cause, notice, or pay in lieu of notice.

Upon satisfactory completion of the 3-month review, PISE's Extended Health benefits plan (if applicable) will begin as appropriate for full-time employees. All employees, regardless of classification or length of service, are expected to meet and maintain PISE's standards for job performance and behavior beyond the probationary period.

Documentation

For all positions requiring professional certification, renewal certifications or continuing education, it is the responsibility of the employee to ensure that certifications are maintained and that current documentation is provided to the employee's supervisor or the Human Resources Coordinator and added to the employee file.

An employee failing to maintain required certifications may be suspended without pay until the process for recertification has been confirmed with their supervisor.

Employment Policies and Practices

New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about PISE, and prepared for their position. New employee orientation is conducted jointly by the Human Resources Coordinator and the employee's supervisor and includes an overview of PISE, an explanation of PISE's core values, mission and vision as well as overall goals and objectives. In addition, the new employee will be given an overview of benefits, facility operations, and complete all necessary paperwork.

Employees are presented with all access codes, keys, and procedures needed to navigate within the workplace, as required. The new employee's supervisor will introduce the new employee to existing staff throughout PISE, review the job description and scope of position, explain the evaluation procedures, and help the new employee get started on specific functions.

Employees who return to PISE following a leave of any kind must also participate in a re-orientation procedure before re-entering a position.

Building Security and Access

During the first week of employment, each employee will be issued keys to the areas they are required to access as deemed necessary by their Supervisor via completion of a Key Usage Agreement form.

All employees who are issued keys to the facility are responsible for their safe keeping, and to keep their keys on their person at all times while working. On termination of employment, the employee shall return all PISE property to their supervisor prior to or on their last working day. If an employee loses a key, there is a \$50 fee for any interior door key lost and \$200 for any exterior door key lost.

Employees are not permitted within the facility after hours without prior authorization from the CEO or the Facility Manager. There will be a \$40 charge for unauthorized access if PISE is charged this for security to be dispatched.

Non-Disclosure / Confidentiality

The protection of confidential business information is vital to the interests and success of PISE. Such confidential information includes, but is not limited to:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Personnel / Payroll records, and
- Conversations between any persons associated with PISE

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Outside Remunerative and Volunteer Work

Employees may engage in remunerative employment with another employer, carry on a business, or engage in volunteer activities provided it does not:

- Interfere with the performance of their duties;
- Bring PISE into disrepute;
- Represent a conflict of interest or, create the reasonable perception of a conflict of interest;

- Involve the unauthorized use of work time or premises, services, equipment or supplies to which the employee has access by virtue of employment with PISE, and,
- Gain an advantage that is derived from being an employee of PISE.

Conflict of Interest

All PISE employees are expected to arrange their private affairs in a manner that will prevent conflict of interest from arising or, appearing to arise.

Employees should not place themselves in a position where they are under obligation to any person who might benefit from consideration or favour on their part, or seek in any way to gain special treatment from PISE.

Equally, employees should not have monetary or other interests that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities as an employee of PISE. This includes, but is not limited to:

- Using or revealing without proper authorization, any information acquired during the course of an employee's duties which is not generally available to the public, or to persons outside the organization for personal gain;
- Using or permitting others to use PISE employees, property, equipment, materials, or time for personal gain;
- According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the employee, relatives or friends have an interest, financial or otherwise;
- Using the PISE name or one's position with PISE without proper authorization, in such a way as to lend prestige to the product or service of another organization / company.

Declaration of a potential conflict of interest is the responsibility of the individual employee and shall be referred to the CEO who will review with the employee concerned, the nature of the interests which could create conflict or the appearance of conflict. The CEO will advise the employee of what actions, if any, need to be taken to bring about full compliance with PISE policies.

Refusal to resolve the conflict may result in a request for resignation, disciplinary action or discharge from employment.

Every reasonable effort shall be made by all concerned to protect the confidential nature of the information revealed.

Business Hours and Hours of Work

PISE is open for business from 6am – 10pm, Monday through Friday and 8:00am – 8:00pm on Saturday/Sunday. Holiday hours are typically 10am - 4pm but may be adjusted for the specific holiday. Business hours may be also adjusted from time to time based on operational needs.

The standard hours of work for full time, salaried employees are to be discussed and agreed upon with your supervisor. There is a paid 15-minute break in the morning, a paid 15 minute break in the afternoon, and a 30 minute unpaid meal break.

In the computation of various employee benefits, the employee workweek is considered to begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m. unless management makes other prior arrangements with the employee.

Scheduling

Employees who are not in a position with a set schedule shifts should determine an appropriate schedule with their supervisor in accordance with the hours of operation of the facility, the job requirements and the guidelines as set out under the *Employment Standards Act*. Employees in a position with a set schedule will be given their schedule in advance.

For the positions at PISE that involve a shift schedule:

- A shift schedule will be posted approximately three weeks in advance (as business circumstances allow). It is the responsibility of the employee to know when they are working and to report on time ready to commence the work shift.
- If you need to have one of your shifts covered and the schedule has already been posted, the employee is responsible for finding coverage and notifying their supervisor via email of the shift change.
- For Customer Service Specialists: if the shift you are trying to cover is one designated as a first aid shift, you are required to find an employee with OFA1 certification to cover that shift.
- PISE does not guarantee a specific number of shifts for part time employees.

PISE recognizes the individuality of employees and their lifestyles and has designed the following guidelines for work hours and length of scheduled breaks:

- It is the responsibility of the employee and their supervisor to discuss the employees work hour options for their position and work collaboratively to manage these hours to ensure that all services are available throughout PISE's hours of operation and all duties of the position are being completed.
- Opportunities for unique or flexible working arrangements may be considered on an individual basis as an added benefit for employees. These arrangements are subject to operational considerations, and require both review and approval by the employee's direct supervisor and the CEO.

Meal Breaks

Employees scheduled for shifts of more than five consecutive hours will be scheduled for an unpaid 30 minute meal break unless, for operational reasons, the employee is required to be available for during the meal break, in which case this break will be paid. =

Overtime

PISE is an extremely diverse organization which recognizes the variable job responsibilities of staff members. The overtime policy has been designed to meet the nature of the individual jobs while ensuring the well-being of the individual employee.

The nature of executive and leadership positions requires these employees to be flexible about their hours of work. Accordingly, no additional salary, including overtime is compensable, irrespective of hours worked beyond the required hours per week. General consideration for overtime commitment is reflected in annual salary, additional vacation time, and flexibility of time and movement. Days off in lieu of an extraordinary amount of hours worked or on weekends / statutory holidays may be considered however they must be approved by the CEO and / or

immediate supervisor via a Personnel Action Form (PAF) submitted to the Human Resources Coordinator before the extraordinary hours are worked, and noting dates of both the number of extraordinary hours and requested time off in lieu. Time off in lieu is only for a full day or days of work required for the job and must be taken as a full day or days, and within 4 weeks of the extraordinary time worked.

Non-management and other employees who are required to work beyond the normal 40 hour workweek are entitled to overtime in keeping with the provisions of the *Employment Standards Act*. However, employees must seek approval from their manager/supervisor in advance of working any overtime. Any overtime requests also require the prior approval of the CEO via a Personnel Action Form (PAF). When approved, overtime rates will be paid in accordance with the *Employment Standards Act*.

Averaging Agreements

To meet the need for flexibility, employees and their managers/supervisors may develop an averaging agreement in accordance with the *Employment Standards Act* requirements, which permits hours of work to be averaged over 1, 2, 3, or 4 weeks. Employees and their manager may agree to work up to 12 hours in a day and an average of 40 hours in a week without overtime in consultation with the manager / designate and approved by the CEO.

Statutory Holidays

The following statutory holidays are observed in accordance with the B.C. *Employment Standards Act*:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

Employees who have been employed for a minimum of 30 calendar days prior to the statutory holiday and who have worked or earned wages for 15 of the 30 calendar days preceding the holiday are entitled to statutory holiday pay. For employees working under averaging agreements, statutory holidays will be managed as set out in the *Employment Standards Act*.

Employees who are required to work on a statutory holiday will be paid for the day in accordance with the BC *Employment Standards Act*.

Easter Sunday and Boxing Day are not statutory holidays however they will be observed as paid holidays for all full-time PISE staff. Easter Sunday will be observed on the following Monday.

If a holiday falls on a Saturday or Sunday, either the preceding Friday or subsequent Monday will be designated. Statutory or approved holidays which fall during the employee's vacation may be added to the end of the holiday period or may be credited to be taken at a later date with the

approval of the employee's supervisor. Non-statutory religious holidays, which may be granted, are to be taken without pay or deducted from vacation time.

Annual Vacation Leave

PISE considers vacations to be very important to the overall health and wellness of employees and ensuring time away from work it taken is the responsibility of the employee and his / her immediate supervisor. Permanent, full-time staff are entitled to paid vacation based on the following schedule of continuous employment from date of hire:

Length of Employment	Vacation Allotment
1st year	two weeks' vacation
2nd year through 4th year (1 year of service)	three weeks' vacation
5th year through 7th year (4 years of service)	four weeks' vacation
8th year through 10th year (7 years of service)	five weeks' vacation
After 10 years of service	Negotiation at the discretion of the CEO

Executive and Leadership paid vacation may be negotiated by the CEO and adjusted based on nature and length of work time commitments for the position.

The employee's vacation year is calculated from the original date of employment and prorated based on the calendar year and average weekly hours of work.

Vacation leave may not be requested during the first 6 months of employment; thereafter, it may be requested anytime during the year but must be fully utilized within each calendar year. Unused vacation time may not be carried forward into the next calendar year. If, by chance, there are 5 days or less of unused vacation, those may be carried forward by way of an approved PAF form that notes the dates that it will be taken. This carrying over of vacation must be used before the end of the fiscal year (March 31). Under no circumstances will staff be permitted to exchange holiday time for a cash payout. Upon leaving PISE, unused vacation becomes part of the final compensation.

The employee's supervisor must approve vacations at least two weeks before the employee's anticipated departure.

Part-time employees receive 4% of earnings in lieu of 2 weeks annual vacation paid to employee's on the regularly scheduled paydays. Once a part-time employee reaches 5 consecutive years of employment, this will be raised to 6% in lieu of 3 weeks annual vacation, consistent with *Employment Standards*.

Within the above guidelines, the immediate supervisor has authority for establishing vacation schedules in accordance with operational requirements. In instances where two or more employees in the same business unit wish to take the same vacation time, supervisors will work with employees to ensure a fair and objective process is used to find a resolution. In the event it remains unresolved, the CEO will be consulted for a final determination.

All employees must receive approval from their supervisor and the CEO prior to taking vacation days.

If you require a less than a full day off for any reason approval by the employee's supervisor and the CEO is still required.

Employee Benefits

Extended Health & Dental Benefit Plan

PISE offers a comprehensive health insurance package to full-time employees through the Chambers of Commerce Group Insurance Plan, administered by Johnston Group. The plan includes provisions for:

- Extended Health Care
- Dental Care
- Vision Care
- Basic Accidental Death & Dismemberment
- Long term disability insurance
- Employee Life Insurance Plan
- Travel Insurance

All permanent, full-time employees working a minimum of 30 hours a week who are residents of Canada are eligible to join the plan after three months of continuous employment. Premiums for this coverage are paid entirely by PISE. Further specifics of this health insurance plan can be provided by the Human Resources Coordinator upon the employee's addition to the plan.

Employee benefits and entitlement to benefit coverage are governed by the terms and conditions of, their employment and adjustment to the plan may be made at the sole discretion of PISE. PISE's liability is strictly limited to arranging for the plans and paying the applicable premiums and keeping employee information up to date. PISE is specifically not liable for any failure or refusal of coverage by a third party, for any reason, and is not responsible for providing the benefits themselves.

Please note that PISE does not cover Medical Services Plan (MSP). For rates and more information on MSP please visit <http://www.health.gov.bc.ca/msp/infoben/index.html>

Group Retirement Plan

PISE offers a non-matching RRSP contribution plan through Manulife for all staff. However, full-time employees who have been employed by PISE continuously for a minimum of two years based on date of hire may qualify for an employer contribution of up to \$40.00 per pay period. For more information on PISE's group retirement plan, please contact the Human Resources Coordinator.

Transportation and Parking

PISE is committed to providing leadership in the development of policies that promote a healthy, active lifestyle and respect for the environment. As such, on-site parking is limited and employees are encouraged to utilize alternate transportation options (i.e. public transit, bike to work, carpooling).

As a PISE staff member working either part-time or full-time, you may be entitled to a PISE staff parking pass. As weekends are free, a pass is not required for these days.

A staff parking pass permits you to park in the designated PISE parking lot at the following times:

- While you are working your shift at PISE

- While you are exercising at PISE

Your PISE staff parking pass does NOT permit you to park in the lot:

- During established peak times at PISE of Monday to Friday, 4:30pm – 7pm unless you are working a PISE shift. If you would like to exercise during these times, please either take transit or if you must drive, park on the Camosun side and pay the appropriate rate.
- During your Camosun classes or any other activity/function at Camosun College or PISE.

Since we continue to experience violations to these parking regulations, PISE will implement the following penalties:

- First Violation = your PISE parking pass will be revoked for 2 weeks
- Second Violation = your PISE parking pass will be revoked for 1 month
- Third Violation = your vehicle will be towed and your PISE parking pass will be revoked indefinitely

PISE's parking lot is monitored by Robbins, an outside company and independent from PISE. If you receive a parking violation from Robbins, PISE will apply the one-time violation forgiveness policy, and forgive your violation. Please bring your violation ticket to the Human Resources Coordinator within 7 days of receiving the violation. Beyond that, you will be responsible for paying any violations you receive while parked in the PISE lot.

For part-time employees teaching programs that take place for 3 hours or less per week, you will be issued a temporary parking pass for the program times and are not eligible for a general parking pass.

Health and Wellness Benefit

PISE is pleased to offer the following membership and facility related benefits to health and wellness of its employees:

- Free access to public areas of PISE during hours of operation. This includes the fitness centre, Track & Training Zone, field, and gymnasium when not otherwise booked. PISE reserves the right to limit access to those employees who work a minimum of 4 hours per week.
- Complimentary membership to PISE employee spouses (a person you are legally married to) and common-law partners (a person with whom you have lived in a conjugal relationship with for at least 12 months) when an employee works a minimum of 4 hours per week. This membership can be transferred to a child of the employee, instead of spouse.
- Employees working a minimum of 12 hours per week are entitled to registration in one free pre-approved PISE community program at a time taught by a PISE instructor, not programs taught by contractors. Registration will be permitted in these programs which have available space and will meet minimum numbers without the staff member as of the first day of the program. For more information please see the Program Manager.
- Employees working a minimum of 12 hours per week are eligible to receive a 25% discount on PISE staff delivered camps (i.e. summer, spring break, winter, Pro-D, etc.) for their children. To receive this discount and enroll their child, please contact the Program Manager.

Discount on PISE Merchandise

PISE employees have the opportunity to purchase PISE merchandise at a 20% discount on regular priced items only. Items must be paid for at the time of purchase and the transaction must take place with another employee initiating the transaction.

Leave of Absences

PISE recognizes employees may require an absence from regular work hours/days, and for this reason, paid and unpaid leaves of absence are available. Leaves of absence identified in this policy are intended to be inclusive of, and not in addition to, leaves in accordance with applicable legislation in British Columbia. PISE will follow any applicable statutory requirements to the extent they provide a greater benefit than those available in this policy.

In general, employees must provide written notification to Management or Human Resources indicating reasons for and duration of any leave prior to the leave taking place (except in circumstances where Management deems it impossible for the employee to have provided notification prior to the leave).

LOAs may be with or without pay depending on the circumstances (see each LOA type). Continuation of benefits coverage under the Chamber of Commerce benefits and Manulife pension plans may be available while an employee is on a LOA provided certain criteria are met.

Sick / Personal Leave

Paid sick / personal leave is available to full-time employees after successful completion of the 6 month probationary period. These days must be taken no less than 1 full day at a time and must have supervisor approval (before or after, depending on the situation). Employees are entitled to up to 10 paid working days of sick / personal leave per calendar year. These days do not accumulate and do not roll over into the following calendar year, and there is no cash pay-out for sick / personal days in the event that the employee ends their employment with PISE.

These days can be accessed for reasons that include, but are not limited to:

- Illness (for the employee child, spouse or parent)
- Injury, medical emergency, lengthy medical or dental appointments or therapy (for the employee child, spouse or parent)
- Significant personal, life events or emergencies – for example:
 - Child care for an employee's child / children has been unexpectedly cancelled;
 - The employee has an appointment regarding their child which could not be scheduled outside the employee's working hours.

If an employee is absent for more than 3 consecutive working days, he / she may be required to submit a medical note following return to work. Should an employee exceed the 10-day limit, the time absent in excess of 10 days is deducted from the employee's salary or vacation time.

Sick days do not accumulate during the following:

- After commencement of leave of absence or leave for maternity, sabbatical, parental, adoption, or long term disability.
- For a period during which you engage in other occupation or employment for wage or profit.
- Due to injury resulting from participation in criminal activities.

Pregnancy Leave / Parental Leave

Pregnancy Leave is available only to employees who are pregnant, except in provinces where applicable legislation extends pregnancy leave to employees whose pregnancy has terminated. A pregnant employee can take up to 17 consecutive weeks of unpaid leave. This leave may be extended by up to six weeks if she is unable to return to work for reasons related to the birth or termination of the pregnancy. A birth mother who has taken pregnancy leave is entitled to up to 35 consecutive weeks of parental leave. A birth mother who has not taken pregnancy leave is entitled to take up to 37 weeks of parental leave. An employee who becomes a parent through birth or adoption is entitled to 37 weeks of parental leave. If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected, parental leave begins on the day he/she stops working.

Where possible, employees who anticipate taking Pregnancy or Parental Leave should discuss plans with Human Resources at least two months prior to the expected date of birth or adoption. The employee's expected last day of work before the Leave does not need to be determined until, at least, four weeks before the start of the Leave.

Pregnancy and Parental Leave is included in any calculation of an employee's length of employment. The period of the leave is not included when determining whether the employee has completed the probationary period.

On expiry of Parental Leave, or on expiry of Pregnancy Leave if no Parental Leave is taken, an employee who returns to work will be placed in the same position held before taking leave. If that position no longer exists, the employee will be placed in a comparable position. The employee shall receive the same or comparable benefits and a pay rate that is equal to the greater of:

- a) The rate the employee most recently earned; or
- b) The rate the employee would be earning had he/she worked throughout the leave.

An employee who takes a pregnancy and / or parental leave cannot terminate employment before the leave ends or upon return to work without giving at least four weeks' written notice of termination.

Although pregnancy and parental leave is without pay, employees may be eligible to claim employment insurance benefits through the Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see www.hrsdc.gc.ca for additional information.

Full-time employees who have been approved for EI, are under the PISE's benefit plan, and have been employed by PISE continuously for two years or more based on date of hire may qualify for a paid leave. This benefit is available to the birth mother, birth father and adoptive parents for up to the maximum of 52 weeks of the leave. Details of the paid leave include:

- PISE will top-up employees' income from EI to 70% of their pre-tax base salary
- PISE will estimate EI at the onset of the leave, but does require a copy of the employee's EI payment statement within two months of starting the Leave. In the event of any discrepancy between the amount of payment estimated and the amount of payment required (based on the EI payment statement) an adjustment will be made on the next applicable top-up payment.
- To receive the top-up, employees will be required to make a written commitment to remain with PISE for a period of one year following the completion of their Leave. If an employee voluntarily does not return to work, or does not complete the agreed upon one year service commitment following the Leave, he/she will be responsible for prorated repayment of the top-up payments received, as follows:
 - a) Not returning to their position or leaving PISE within 6 months of return - the employee will be required to repay PISE for 100% of the total of all top-up payments received.
 - b) Leaving PISE within 6-12 months of return - the employee will be required to repay PISE 50% of the total of all top-up payments received.

Family Responsibility Leave

An employee can take up to 5 days of unpaid leave in each calendar year beyond the allotted 10 sick / personal days to attend to the care, health or education of a child in the employee's care, or to the care or health of any other member of the employee's immediate family. Additional unpaid days required may be negotiated with the CEO.

Compassionate Care Leave

An employee can take up to 8 weeks of unpaid leave within a 26 week period to care for a gravely ill family member. The employee must obtain a medical certificate which states that the family member is gravely ill with a significant risk of death within 26 weeks. Negotiation of an adjusted work schedule may be possible in such situations based on review by the CEO.

Bereavement Leave

An employee is entitled to up to 5 business days of paid leave on the death of a member of the employee's immediate family. Normally, this time is taken between the date of death and date of interment but the leave may be for purposes other than to attend a funeral.

The term *immediate family* refers to the employee's spouse, natural, adopted or stepchild, natural or step parent, sibling, and grandparent or step grandparent. The immediate family is further defined to be the natural or step parent, sibling, grandparent or step grandparent of an employee's spouse.

Further interpretation of immediate family and any additional time off will be at the discretion of the CEO.

Jury duty

In the event than an employee is required to attend court as a juror, the employee will not be required to return any jury pay or witness fees. In this case, the employee will be reimbursed for the difference between the pay received for the jury duty and employee's regular salary for the same period of time.

Sabbatical or Other Leave

In addition to the unpaid leaves outlined above, the CEO may, in his / her absolute discretion, grant leave with or without pay under special circumstances, upon application in writing.

Administration and Approval Process

An employee wishing to take a paid or unpaid leave of absence must complete a leave request for a stated number of workdays to his / her immediate supervisor. The supervisor will review the requests and submit to the HR Coordinator outlining the urgency of the need, the ability of remaining staff to maintain an efficient and smooth running operation during such absence and, any recommendations.

Upon approval of a Leave of Absence, an employee will be given the option of prepaying some or all of her / his extended health and dental benefits to maintain coverage for the intended leave. The employee will be notified of the required premium cost to maintain benefits.

Vacation earned during any calendar year will be delayed by the length of time equal to the total leave without pay. For example, where an individual is entitled to 3 weeks' vacation (15 working days) and is on leave of absence for 2 full calendar months, the vacation entitlement will be reduced by 1.25 days per month. The accumulation of sick leave will be suspended during the absence of the employee.

Staff Meetings

Employees will be compensated at their base hourly rates, or other predetermined and pre-approved rate for attending any PISE staff meeting.

Employees who belong to any mix of the CSS, FA, S&C and / or Physical Literacy staff groups will be paid the rate that applies to the subject of the staff meeting, ie – if the meeting is a Fitness Attendant meeting and there are employees who fall into both the FA and S&C employee group, they will be paid their FA wage.

Education, Training & Professional Development

PISE understands the importance of professional development and is committed to providing educational opportunities for employees when financially possible.

Professional Membership Fees / Subscriptions

Professional membership fees and subscriptions required and directly related to an employee's position may, at the discretion of the CEO, be paid by PISE. Requisition forms should be completed with the appropriate information and forwarded to the CEO for approval prior to submission for payment.

S&C Coaches will be offered a 50% reimbursement on CSEP or NSCA recertification (not including CATA), please choose one if you have both certifications. Fitness Attendants will be offered a 50% reimbursement on BCRPA recertification.

PISE will contribute 50% towards CPR and First Aid recertification courses (not including first responder) for all employees at the discretion of the CEO.

In-house Training

PISE may arrange for in-house seminars on a variety of topics for all employees. Employees are encouraged to provide topic suggestions to their direct supervisor.

Professional Development

Professional development assistance may be made available to full-time employees for the payment of seminar or conference fees, tuition, and textbooks through consultation with their supervisor. On an annual basis, the CEO is responsible for approving all professional development under the following guidelines:

- The professional development budget is determined and approved by the CEO in consultation with supervisors / senior managers to establish priority areas to ensure alignment with the organization's goals.
- If a professional development opportunity is considered by the CEO, senior manager/supervisor to be directly related to the employee's present position or to the anticipated needs of PISE, the costs may be covered in a range up to 100% depending on available resources

A written request and plan for use of the professional development opportunity must be submitted to the prior to the commencement of the course / activity for approval. The CEO must then approve and allocate all individual requests for professional development assistance.

The employee is responsible for payment of course fees and will be reimbursed by PISE immediately upon successful completion of the course, or as per a different timeline as agreed upon by the CEO and the employee.

Travel costs related to professional development should be avoided unless absolutely deemed essential by the CEO.

If deemed appropriate by the CEO, employees may be required to sign a professional development agreement that commits them to a minimum term with PISE.

Professional Development Days

Staff may be eligible for paid professional development days for volunteer or professional development activities directly related to the vision, mission and goals of PISE. These days must be approved in advance by the CEO.

Expenses

Job-Related Expenses

Upon submission of itemized expense claims with original receipts attached, all pre-approved travel and / or related expenses incurred by employees while performing their duties will be reimbursed by PISE on a monthly basis according to current per diem and mileage rates. The Finance Manager shall publish by memorandum the authorized per diem and mileage rates for travel and related expenses from time to time. Travel & Personal Expense Reimbursement Claim Forms are to be submitted to the Human Resources Coordinator and will be approved by the CEO and the employee's supervisor. The expense claim form can be found at: *Q/Operations/Administration/Personal Expense Form Template.xls*.

Employees who use their personal vehicles for PISE business are responsible for ensuring appropriate business use insurance including \$2M liability coverage.

If an employee is in receipt of a car allowance, he / she is ineligible for mileage reimbursement. PISE will provide up to \$65 per diem per employee when travelling on approved PISE business, with approximate guidelines as follows:

- Breakfast: \$15
- Lunch: \$15
- Dinner: \$35
- Where meals are provided by a sponsor during a course, or provided by a facility as part of an accommodation package, per diem claims should be adjusted accordingly.
- Hotel arrangements should be made with sponsors who provide discounts.
- Alcohol in general is not a business expense, but may be reimbursed at the discretion of the CEO when clearly part of a business related meeting / function.

Exceptions

The CEO has the authority to exceed per diem / travel rates for all PISE employees in special circumstances. Per Diem, mileage rates, and expense reimbursement may be reviewed based on significant increases to costs such as gas prices. With prior CEO approval, expenses for business meetings will be reimbursed with original receipts and details of guests.

Receipts are required for all expense items claimed exceeding \$10.00. Where no receipt was obtained, a description of such expenses is required, with the exception of per diems.

Travel Guidelines

If air travel is deemed essential, and is pre-approved by the CEO, economy class of air travel is to be used in all cases and flights should be booked as far in advance as possible to obtain the best rate. Flight (life) insurance will not be reimbursed and if purchased, it is deemed the responsibility of the employee. Accommodations will be reimbursed for single occupancy. Where one or more employees have shared accommodation, receipts should be clearly denoted for shared costs.

PISE will reimburse regularly occurring, frequent budgeted travel related to delivering an external PISE program at 30 cents per kilometer. All other, periodic PISE business related travel that is not related to a recurring program will be reimbursed at 55 cents per kilometer.

In the event that you drive from PISE to an offsite location for PISE business, prior to or at the end of your workday, as opposed PISE, you will only be reimbursed for the distance to/from the offsite location in excess of your regular commute. For example, if your regular commute home is 30km, yet you drive to an offsite meeting that requires 40km to the meeting followed by home, you would be eligible for compensation for 10km.

Where carpooling has occurred, only the owner of the vehicle may submit mileage claims.

All mileage must still be pre-approved by the employee's supervisor and / or the CEO, and must be submitted on a PISE Expense Report (found at *Q/Operations/Administration/ Personal Expense Form Template.xls*) signed by the employee Supervisor and / or the CEO. For all mileage reimbursement round off to the nearest whole number (i.e. – 6.0km-6.4km enter as 6km; 6.5km-6.9km enter as 7km).

This policy will be reviewed by the CEO on a quarterly basis, or at any time the CEO deems it necessary, and / or when an employee changes from one job position to another where the frequency of use of their vehicle for PISE business may also change.

Compensation Administration

Employees are compensated based on the principle of equal pay for work of equal value commensurate with the nature and scope of the individual's job as outlined in each job description. Payroll and personal information adjustments must be submitted 5 working days prior to the end of the pay period.

Pay Period

Employees are paid by direct deposit on a bi-weekly basis. If the payday falls on a weekend or holiday, the payday will be moved to the last day preceding the weekend or holiday. No pay will be advanced prior to the established pay-days.

Payroll Deductions

Certain amounts required by law are deducted from the employee's paycheque. All deductions are indicated on the payroll earnings statement.

Canada Pension Plan (CPP)

Contributions to CPP are compulsory for all employees who have reached their eighteenth birthday. Employees are required to contribute in accordance with a formula subject to a maximum contribution. When the annual maximum contribution is reached, CPP deductions are not taken from an employee's pay for the remainder of the calendar year. However, deductions start again at the beginning of the next calendar year. PISE's contribution to the Canada Pension Plan is an amount equal to the employee's contribution.

Employment Insurance (EI)

EI is a compulsory deduction of all earnings over a certain established minimum per week and under a certain maximum weekly. Effective each January, employee contributions are calculated at a predetermined rate for each \$100 of insurable earnings up to an annual maximum established by the Employment Insurance Commission. PISE also makes a contribution on the employee's behalf. Benefits paid in the event of unemployment are based on the earnings covered by these deductions.

Income Tax

This deduction is based on taxable income earned by the employee and reflects the information supplied on the appropriate Revenue Canada forms. Adjustments are the sole responsibility of the employee.

Garnishment of Wages

In the event that PISE receives an Order of Garnishment against an employee by a creditor, the following general policy will apply. An Order of Garnishment may vary according to an employee's individual circumstances, and PISE may therefore be required to seek legal advice from either a lawyer or the court in place of applying the following policy and before garnishing the employee's wages.

PISE is obligated under law to garnishee the employee's wages in accordance with the information provided in the Order of Garnishment. As PISE is obliged to act in accordance with the Order, the employee's permission is not required to garnishee his / her wages. Should an

Order of Garnishment be received, PISE will inform the employee confidentially, and will not dismiss an employee solely on the basis of having received an Order of Garnishment.

In the event that the Order of Garnishment does not provide clear instructions for the calculation of the garnishment, PISE will contact the court or the Society counsel to determine the appropriate amount of garnishee, as well as any other pertinent procedures.

Standards of Conduct

The work rules and standards of conduct for PISE are important, and regarded seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting PISE business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or drugs;
- Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace (See Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of PISE-owned, tenant-owned, or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See also Lateness, Absence from Work, and Absence without Notice)
- Unauthorized use of telephones, or other PISE-owned equipment
- Using PISE equipment for purposes other than business (i.e. playing games on computers or personal Internet usage)
- Serious breach of PISE's rules or practices
- Unsatisfactory performance or conduct
- Conflict of interest
- Unauthorized or non-work related use of PISE computers
- Fraud and dishonesty
- Bullying and harassment

Lateness

All employees are required to be punctual and ready to work at their scheduled starting time. Lateness will result in the employee receiving first a verbal warning from their supervisor. If the employee continues to be late, further disciplinary action will result.

Absence from Work

If an employee is unable to report for work for any reason, the employee is expected to contact their supervisor before their scheduled shift start time. The employee is responsible for speaking directly with their supervisor and / or designate about the absence. It is not acceptable to leave a voice-mail message, except in extreme emergencies. In the event of such an emergency where a voice-mail message has been left, a follow up call must be made later that day.

Employees are expected to make personal appointments outside of scheduled business hours, wherever possible. In instances where appointments are scheduled during business hours, prior authorization must be received from the employee's supervisor. Approval for such time is granted at the discretion of the supervisor.

For absences of one day or more, a PAF form needs to be completed and submitted to their supervisor for approval. Each leave request will be considered separately, in the context of the employee's needs and the needs of PISE. Such requests may or may not be granted based on the needs of the business.

Scheduled shifts are the responsibility of the employee. If an employee is scheduled for a shift that he/she will not be able to work, it is the employee's responsibility to find coverage and to secure the appropriate approval of his / her supervisor.

Absence without Notice

PISE, through its Human Resources Department, is responsible to complete payroll time sheets and it is therefore essential that all employees inform their immediate supervisor of the reason(s) for absence and, at the same time, the anticipated return.

If an employee is required to leave work during office hours or prior to the scheduled leave time because of illness or other pressing reasons, they must inform their immediate supervisor and / or the CEO of the situation so that appropriate coverage might be arranged.

In general, it is the responsibility of the employee to advise their immediate supervisor of:

- Deviations occurring in the work week or hours of work
- Lateness
- Absence
- Illness

If an employee does not report for work and PISE is not notified, it will be assumed after 2 consecutive business days of absence that the employee has resigned, and they will be removed from the payroll. If an employee returns after an unexplained absence, this will be addressed by senior management and disciplinary action may be taken.

Employee Dress Code

PISE is a professional organization that serves as a post-secondary educational institute, a Performance centre for sport development and research, and plays a leading role in developing community health and physical activity. As such, employees are expected to dress professionally when representing PISE both within and outside of the facility. As PISE representatives all staff are required to adopt these guidelines.

Customer Service Team

- PISE long or short-sleeved shirt
 - Can be substituted for plain black long or short sleeved shirt
 - Can be substituted for plain black sweater, no hoods allowed
- PISE vest
- Blue PISE jackets are available to be loaned if needed
- Solid, black pants
- Performance footwear
- PISE name tag

Fitness Attendant Team

- PISE long or short-sleeved shirt
 - Can be substituted for plain black long or short sleeved shirt
 - Can be substituted for plain black sweater, no hoods allowed
- PISE vest
- Blue PISE jackets are available to be loaned if needed
- Solid, black pants
- Performance footwear
- PISE name tag

Physical Literacy Team

- PISE “Leader” short sleeved-shirt or PISE
- Solid, black pants or shorts
- Performance footwear

Strength & Conditioning Team

- PISE long or short-sleeved shirt
 - Can be substituted for plain black long or short sleeved shirt
 - Can be substituted for plain black sweater, no hoods allowed
- PISE vest
- Solid, black or grey pants
- Performance footwear

Professional business attire is expected for all other employees and those who are attending business meetings as a representative of PISE. Business attire is defined as business casual dress. Casual or dress shoes are preferred, as are dress sandals.

Flip flops as well as any type of hat or toque are not considered appropriate workplace attire for any employee.

Asset Ownership

Assets of PISE (including but not limited to: office supplies, equipment, furniture, files, promotional material, database lists, forms, reports, manuals, books, artwork, computer hardware, software and data) and other items purchased by PISE or produced by employment duties are the sole property of PISE and must not be removed from PISE premises, copied for personal use or given to another party. Any question you may have on ownership or sharing of PISE information or product should be reviewed with the CEO.

Property & Equipment Security

It is important that all PISE employees comply with the following security guidelines when working with property and equipment out of office and / or at training sites.

Staff are expected as part of their employment to safeguard PISE property and equipment, and property and equipment entrusted by PISE, from loss, theft or damage by taking reasonable steps such as, but not limited to:

- Maintaining an accurate equipment inventory;
- Keeping items protected from the elements, hazardous environments or conditions that might reasonably be expected to cause damage to the equipment;
- Using the equipment item in accordance with manufacturer's guidelines and only for the purpose(s) for which the item was designed;
- Ensuring required / preventative maintenance is performed;
- Securing equipment when not in use, and;
- Limiting equipment access to PISE staff members trained in the use of the equipment.

Property and equipment is not to be left in a locked or unlocked PISE or staff vehicle such that it is visible to an outside observer. Such equipment shall be moved to a secure location.

Loss or damage to any item shall be reported immediately to the CEO and the staff member's supervisor. The staff member reporting such a loss shall, as soon as practical, provide the CEO with a written statement outlining the circumstances that led to said damage / loss. Note: In cases of damage caused by fair wear and tear, the CEO may waive the requirement to provide a written statement.

In cases where property and equipment is lost or damaged as a result of nefarious circumstances the staff member responsible for the equipment at the time of said occurrence shall cooperate fully with authorities and provide any information said authorities may require.

Where a staff member is found to be grossly negligent in caring for equipment entrusted to them, and such negligence contributes to a loss, the staff member may be held financially liable and / or be subjected to a disciplinary process.

Media Policy

All requests for public comment regarding the policies or operations of the PISE are to be referred to the CEO or appropriate leadership team member.

Political Activity

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political

activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to PISE. Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

Bullying & Harassment Policy

Through this policy, PISE meets the requirements set out by WorkSafeBC.

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated at PISE. All workers will be treated in a fair and respectful manner.

2. Definition – bullying and harassment:

- a) *Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but*
- b) *Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.*

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or yelling, humiliating initiation practices or hazing, spreading malicious rumours, and/or calling someone derogatory names.

Bullying and harassing behaviour does not include expressing difference of opinion, offering constructive feedback, guidance or advice about work-related behaviour, reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work).

3. A worker's obligation to take reasonable care to protect the health and safety of themselves or others include:

- Not engaging in the bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer
- Reporting if bullying and harassment is observed or experienced in the workplace; and
- Applying and complying with the employer's policies and procedures on bullying and harassment.

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

Disciplinary Action

PISE employees or members against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal in cases where the harassment takes the form of assault, sexual assault, or a related sexual offense. Where a complaint is determined to be frivolous, vindictive, or vexatious in nature, the employer may take appropriate action up to and including dismissal of the complainant.

Confidentiality

PISE understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. PISE recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

PISE shall not disclose to outside parties the name of the complainant; the circumstances giving rise to a complaint; or the name of the respondent a disciplinary or other remedial process requires such disclosure.

Information related to harassment matters is provided to others on a “need to know” basis only. While PISE wishes to create an environment where members are willing to come forward to have complaints resolved, such members should understand that harassment allegations must be dealt with in a forthright and fair manner. This includes an obligation to be fair to the alleged harasser by providing sufficient information about the allegation that concerns them to enable them to respond properly. In many cases, this will mean that anonymity is not feasible or fair. However, members can be assured that PISE will take all possible steps to preserve confidentiality.

Reporting Procedure

1. How to report.

Workers at PISE can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form available at Q/Operations/Administration/HR Forms for all staff. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report.

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact.

Report any incidents or complaints to Robert Bettauer, CEO at rbettauer@oise.ca, (250) 220-2512

4. Alternate reporting contact

If the employer, the complainant’s supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact Brianna Coburn, Human Resources Coordinator at bcoburn@oise.ca, (250) 220-2587.

5. What to include in a report.

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and / or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Investigation Procedure

1. How and when investigations will be conducted.

Most investigations at PISE will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Be sensitive to the interests of all parties involved, and maintain confidentiality

- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. *What will be included?*

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then PISE will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. *Roles and responsibilities.*

Robert Bettauer, CEO is responsible for ensuring workplace investigation procedures are followed. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

Robert Bettauer, CEO will conduct investigations and provide a written report with conclusions to Colin Ewart, PISE Board Chair. For investigations which involve Robert Bettauer, CEO, the PISE Board Chair, Colin Ewart, is responsible for ensuring investigation procedures are followed.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Robert Bettauer, CEO.

4. *Follow-up.*

The alleged bully and alleged target will be advised of the investigation findings by Robert Bettauer, CEO.

Following an investigation, Robert Bettauer, CEO will review and may revise workplace procedures to prevent any future bullying and harassment incidents in the workplace if required. Appropriate corrective actions will be taken within a reasonable time frame. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. *Record-keeping requirements.*

PISE expects that workers will keep written accounts of incidents to submit with any complaints. PISE will keep a written record of investigations, including the findings.

Substance Abuse

PISE employees enjoy a position of respect in the communities and may hold a position that is highly visible to the public. Every employee must be aware of the prevailing standards of morality within their community and continually ensure that their personal and professional conduct falls within the standards of right and wrong which are ascribed to an employee, in the public's view, as well as within the law. Therefore, staff members should refrain from activities or conduct on or off duty that reflects discredit to PISE or is harmful to them.

With these basic objectives in mind PISE has established the following policy with regard to use, possession or sale of alcohol or drugs.

Definitions

Under the influence - for the purposes of this policy, means that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in a detectable manner.

Illegal Drug - any drug (a) that is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used as prescribed.

Consumption of alcohol, smoking of tobacco or cannabis, and vaping, or any other means on PISE premises is prohibited except as permitted by the CEO for special occasions and the appropriate licensing and standards are adhered to.

Promotion and Performance Reviews

Regular performance reviews are carried out between the employee and their immediate supervisor and / or the CEO after 3 months and 6 months from the original date of employment, and annually thereafter. These reviews provide a written record of an employee's performance and provide a basis for career development of each employee. Performance reviews also help to determine where further training is required for employees and which employees are best qualified for promotions or salary increases. When applicable, the salary / wage is adjusted based on the review and within the salary / wage guidelines as approved by the CEO. Salary / wage adjustments become effective on the date stipulated in the announcement of same.

Should an employee not be satisfied or have a disagreement with his / her immediate supervisor regarding the review or the resulting salary, the matter should be presented to the CEO. If a subject review still remains unresolved, the employee or the immediate supervisor may take the matter up by written appeal addressed to the CEO.

Existing PISE employees who move into a different position at PISE will start at the base rate of pay for the new position unless there is a special circumstance deemed by their supervisor to be outside of this policy.

Disciplinary Action

Should any employee conduct themselves in violation of PISE's expectations, the following progressive discipline measures will be taken:

- **Step #1 – Documented Discussion**

The first time an employee displays inappropriate conduct (that is not deemed cause for immediate termination or more severe discipline); the Supervisor will discuss the expectation surrounding the area of concern with the employee. The Supervisor will then document that they had a conversation with the employee about these concerns and it will be placed in the employee's file.

- **Step #2 – Note to File**

If the employee fails to show the desired improvement after the initial "Discussion" a "Note to File" will be issued as part of a discussion detailing the area of concern and requirements for improvement. The "Note to File" will be placed in the employee's file.

- **Step #3 – Final Warning**

The "Final Warning" meeting with the HR & Admin Coordinator and "Final Warning" letter is used when an extremely serious incident of misconduct has occurred, or, when the employee has failed to correct the performance issue(s) detailed at Step 2. This "Final Warning" will be placed in the employee's file. The meeting will provide the employee with the reason for the "Final Warning" and the consequences for the employee if there is another incident, or a continued lack of improvement.

- **Step #4 – Termination of Employment**

If an employee does not comply with the required changes indicated at Step 3, employment will be terminated with cause.

If you see any staff member acting inappropriately in the work place or have concerns about their performance, please contact the Human Resources Coordinator. Reporting of any incidents will be kept anonymous and treated with discretion. If any disciplinary action is deemed necessary, the appropriate PISE staff members and/authorities will be contacted.

Termination of Employment

If circumstances require an employee to leave the employment of PISE, the employee should discuss the situation with his / her immediate supervisor first. If resignation is the only option, the employee must give their supervisor that decision in writing as far in advance of the anticipated departure date as possible. Two weeks' notice in writing is required of the employee however; more time would be appreciated to help ease the transition and inconvenience to co-workers and organizational operations.

PISE's termination policy is in accordance with Provincial Labour Standards which require that written notice of lay-off or dismissal be given to the employee consistent with the following rules (excluding termination for just cause):

Length of Employment	Notice Required
Less than 3 months	None
3 months but less than 1 year	1 week
1 year but less than 3 years	2 weeks
3 years but less than 4 years	3 weeks
4 years but less than 5 years	4 weeks
5 years but less than 6 years	5 weeks
6 years but less than 7 years	6 weeks
7 years but less than 8 years	7 weeks
8 years or more	8 weeks

Otherwise, the employee is entitled to the usual wages he / she would have earned for that period of employment.

Employees whose employment ceases for any reason must be paid in full within 14 days from the date of their termination. The CEO's approval is required for any dismissal.

A Record of Employment will be issued by PISE within 5 days of the employee's final payroll following their last day.

Other Changes in Employment

Staff members moving from full time to part time status on their own accord rescind all benefits associated with their full time position. This includes, but is not limited to: vacation time (although accrual of vacation days moving forward is still possible), sick days, extended health & benefit plan coverage (employees will be given the option to pay their own monthly premium before being removed from the plan), scheduling priority and guaranteed hours.

Employee Agreement

This Business Code of Conduct has been prepared for your information and understanding of the policies, philosophies and practices and benefits of PISE (Pacific Institute for Sport Excellence).

PLEASE READ IT CAREFULLY. Upon completion of your review of this document, please sign the statement below, and return to your manager by the due date. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, _____ (print name) _____, have received and read a copy of PISE (Pacific Institute for Sport Excellence) Business Code of Conduct which outlines the goals, policies, benefits and expectations of The Institute, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this document. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the provided to me by PISE.

I understand this document is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of PISE.

I understand that the PISE Business Code of Conduct is not a contract of employment and should not be deemed as such, and that I am an employee at will.

(dd/mm/yyyy))

Date

Please return by: _____ (dd/mm/yyyy) _____