

Human Resources Policy Binder

Pride Toronto

POLICY CODE REFERENCES	
Hr	Human Resources (16)
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Anti-Discrimination And Harassment Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto is committed to providing a respectful and inclusive workplace environment free of discrimination and harassment. Pride Toronto shall adhere to the principles and practices set out in the <i>Ontario Human Rights Code</i>, 1990. Pride Toronto shall not tolerate any discriminatory actions or harassment directed towards any staff, contractors, students, Board members, volunteers or visitors. Each individual has the right to work or receive services in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices which are contrary to the Ontario Human Rights Code. Pride Toronto will take action in an objective manner to address reports of discrimination and harassment without retribution to the personnel who report incidents in good faith.</p> <p>This policy is in place to:</p> <ol style="list-style-type: none">1. Prevent discrimination and harassment from taking place at Pride Toronto.2. Foster a respectful and supportive environment that contributes to the safety and security of individuals.3. Ensure that discrimination and harassment is considered a serious offence and is addressed appropriately and in accordance with Pride Toronto's policies, procedures and applicable legislation.4. If necessary, Pride Toronto shall act upon any complaints of discrimination and harassment fairly, judiciously and with the utmost regard to confidentiality for everyone involved



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Enactment & Procedures	<p>Responsibilities</p> <ol style="list-style-type: none">1. Directors or designates are responsible for ensuring compliance with the policy and program within their areas of accountability, for investigating complaints with support from the Executive Director where applicable and documenting all incidents.2. All staff will use appropriate means to inform visitors that Pride Toronto is committed to a respectful environment free of discrimination and harassment.3. Pride Toronto staff, students, volunteers and other persons acting on behalf of the organization are responsible for reporting any incidents of discrimination and harassment and complying with all aspects of this policy and the established procedures. <p>Reporting Discrimination or Harassment</p> <ol style="list-style-type: none">1. All discrimination and harassment incidents must be reported. This includes incidents originating from any individuals as defined in this policy. Applicable incident reporting procedures must be followed2. Directors or designates shall intervene immediately when informed of an incident of discrimination or harassment, or where they believe an incident may occur in an attempt to ensure the safety of individuals. An incident of discrimination or harassment may be reviewed or investigated in the absence of a reported allegation.3. If a Director or designate fails to follow-up on an allegation of discrimination or harassment, the incident can be reported to the Executive Director by the complainant.4. In the event that the complainants' Director or designate is the complainant or respondent, the Executive Director shall be alerted.5. In the event that the complaint is about the Executive Director, the Co-Chairs of the Board of Directors shall be alerted.6. In the event that the Executive Director or a Board Member has a complaint about the Co-Chairs, the complainant may select any two (2) Board Members to report their complaint to.7. All situations in which the Executive Director has filed or been named in a complaint, the incident shall be dealt with by the Co-Chairs of the Board of Directors.8. Incidents involving Board to Board Members shall be resolved by the Board Co-Chairs and/or legal counsel/negotiator.
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	<p>9. In the event that the workplace feels that it is unsafe, the Executive Director will work with the complainant to find a reasonable solution pending investigation.</p> <p>Informal Procedure</p> <ol style="list-style-type: none">1. If an individual believes they have been personally harassed or discriminated against, they may choose to confront the harasser without filing a formal complaint. They may:<ol style="list-style-type: none">1.1. Confront the harasser directly or in writing, detailing the unwelcome behaviour and requesting it to stop; or1.2. Discuss the situation with the harasser’s supervisor, their supervisor or any other supervisor other than their own.1.3. Bring a witness or support, if they choose, to be present.2. Any individual who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to a Director or designate, or to another senior member of the management team if the complaint relates to their Director or designate.3. The Director or designate, as applicable, shall conduct a preliminary review of the allegation in consultation with the Executive Director to determine:<ol style="list-style-type: none">3.1. If a mutually agreeable resolution between the complainant and respondent is possible, having regard to all applicable factors; or3.2. If reasonable grounds exist to continue with a formal investigation. <p>Formal Procedure</p> <ol style="list-style-type: none">1. If an individual believes they have been personally harassed or discriminated against, they may make a written complaint.2. The written complaint must be delivered to the Director of Operations. This includes complaints from all individuals noted in this policy unless otherwise indicated above.<ol style="list-style-type: none">2.1. In the event the complaint is directed at the Director of Operations, the complaint would be submitted to the Executive Director.
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	<ol style="list-style-type: none">2.2. In the event the complaint is directed at the Executive Director, the complaint would be submitted to the Board Co-Chairs.3. The complaint should include:<ol style="list-style-type: none">3.1. The approximate date and time of each incident being reported;3.2. The name of the person or persons involved in the incident;3.3. The name of any person or persons who witnessed the incident; and3.4. A full description of what occurred in the incident. <p>Investigating Reports of Discrimination and Harassment</p> <p>Once a written complaint has been received, Pride Toronto shall complete a thorough investigation. The Director or designate, as applicable, shall follow the established incident procedures.</p> <ol style="list-style-type: none">1. The organization will ensure that, where practicable, the investigation is completed within ninety (90) days of the complaint being filed.2. The Director or designate in consultation with the Executive Director or designate, shall appoint an investigator(s). The investigator(s) is/are responsible for formally investigating the incident.3. The investigator shall only release information that is deemed necessary and pertinent to the investigation.4. Privacy and confidentiality are maintained in an effort not to impede on the investigative process.5. Whenever possible, investigation reports are presented in a summary format without the names of witnesses.6. The investigation shall follow the principles of due process. Outside authorities (i.e. professional bodies, law enforcement) may conduct a concurrent investigation. The outcome of the investigations may differ.7. Pride Toronto will cooperate with investigations conducted by external agencies to the extent required by law.8. In the absence of a formally reported incident, Pride Toronto may review or investigate suspected incidents of discrimination and harassment.9. The investigation shall include:<ol style="list-style-type: none">9.1. Informing the respondent of the complaint;
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	<p>9.2. Interviewing the complainant and any persons involved in the incident, including witnesses, and any other person who may have knowledge of the incident related to the complaint, or any other similar incidents.</p> <p>9.3. A copy of the complaint, detailing the complainant's allegations, will be provided to the respondent. The respondent shall be provided with the opportunity to reply in writing to allegations. The complainant shall be made aware of the reply before the investigation proceeds.</p> <p>9.4. During the investigation, the complainant, respondent and any possible witnesses shall be interviewed. Statements from all parties involved shall be taken and documented.</p> <p>9.5. If necessary, Pride Toronto may employ outside assistance or request the use of legal counsel.</p> <p>9.6. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.</p> <p>Post-Investigation Actions</p> <ol style="list-style-type: none">1. The Director or designate shall identify and implement actions to remedy and follow-up on the complaint.2. The Director or designate, in consultation with the Executive Director, shall ensure that at the conclusion of an investigation, the:<ol style="list-style-type: none">2.1. Respondent is notified, where appropriate, of the investigation's conclusions and of further actions, if any;2.2. Complainant is notified, where appropriate, of the investigation's conclusions and the general outcome, subject to applicable legislation or Pride Toronto policies; and2.3. Reported incidents may be forwarded, as required or permitted by applicable law to agencies including, but not limited to, the appropriate law enforcement agency or a professional body.3. Pride Toronto individuals found to have engaged in discrimination or harassment may be subject to disciplinary action, up to and including termination of employment, privileges, contractual or other relationship with Pride Toronto.
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	<ol style="list-style-type: none">4. Pride Toronto shall provide support to all parties involved in an investigation, as required, to assist with the resolution of the incident.5. While it is hoped that such matters may be resolved internally, all individuals have the right to take complaints to the Ontario Human Rights Commission at any time during the process.6. The investigator shall only release information that is deemed necessary and pertinent to the outcome of the investigation. Whenever possible, investigation reports shall be presented in a summary format without the names of witnesses.7. Once the investigation is complete, the designated investigator shall prepare a written report summarizing investigation findings, if appropriate.8. If the findings do not support the complaint, the investigator will recommend that no further action is necessary and no documentation concerning the allegation shall be placed in the respondent's file or the complainant's file.9. The Director or designate, in consultation with the Executive Director shall ensure that the complainant and respondent are informed in writing about the findings of the investigation and any next steps to be taken.10. Where practicable, the complainant and respondent shall receive notification of the results of the investigation within fifteen (15) business days of the investigation being completed.11. If the complainant decides not to lay a formal complaint, Senior Leadership may decide that a formal complaint is required (based on the investigation of the incident) and shall file such documents with the person against whom the complaint is laid (the respondent).12. If it is determined that harassment in any form has occurred, appropriate disciplinary measures shall be taken as soon as possible. <p>Fraudulent or Malicious Complaints</p> <ol style="list-style-type: none">1. Reports of discrimination and harassment shall be made in good faith and be based on reasonable grounds.2. This policy must never be used to bring fraudulent or malicious complaints against individuals. It is important to realize that unfounded or frivolous allegations of personal harassment may
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	<p>cause both the accused person and the organization significant damage.</p> <ol style="list-style-type: none">3. If it is determined by the organization that any individual has knowingly made false statements regarding an allegation of harassment or discrimination, immediate disciplinary action will be taken, up to and including termination of employment, privileges, contractual or other relationship with Pride Toronto.4. Documentation of an allegation of discrimination or harassment by a staff member shall not be placed in the staff member's employment file, regardless of the outcome of the preliminary review or investigation, unless it is determined by the Executive Director or investigator that the staff member in the role of complainant acted falsely, in bad faith, or maliciously by filing the allegation. <p>Disciplinary Measures</p> <p>If it is determined by the organization that any employee, student or volunteer has been involved in discrimination or harassment of another individual, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, education, a formal warning, or dismissal.</p> <p>Retaliation against a staff member who reports an incident shall be investigated by Pride Toronto's management with support from the Director of Operations and may lead to disciplinary action, up to and including termination of employment, termination of volunteer status, student placement, and contracts or other relationships with Pride Toronto. In the event the alleged is a Board Member, a Special Meeting may be called to remove the Board Member.</p> <p>Record Keeping</p> <p>Pride Toronto shall ensure that appropriate records of complaints and investigations relating to harassment and discrimination are kept, including:</p> <ol style="list-style-type: none">1. A copy of the complaint or details about the incident;2. A record of the investigation including notes;3. A copy of the investigation report (if any);4. A summary of the results of the investigation that was provided to the individual who allegedly experienced the harassment and the alleged harasser, if the alleged harasser is a staff, student, volunteer or client at Pride Toronto; and
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	<ul style="list-style-type: none">5. A copy of any corrective action taken to address the complaint or incident of harassment or discrimination.6. All records will be kept for a minimum of one year from the date they are received and completed.
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Building Assets Policy Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021	
Purpose	Pride Toronto has an obligation to safeguard its assets. As such, a list of furnishings, equipment and computer equipment is maintained under the direction of the Director of Operations or designate and reviewed annually. Where there is an increase in the value of equipment and furnishings, the Pride Toronto insurance carrier will be notified.
Enactment & Procedures	<ol style="list-style-type: none">1. An inventory list of all items in the building over \$500 (CDN) will be maintained by the Director of Operations or designate.2. An inventory check is conducted annually. This includes ensuring the existence of an item, its location, and state of repair.3. All items are inventoried using a four (4) digit coding system.4. New items will be added to inventory as they are purchased. Purchasers are responsible for notifying the Director of Operations or designate of any items purchased for \$500 (CDN) or higher.5. All individuals responsible for acquiring or disposing of items on behalf of Pride Toronto must notify the Director of Operations immediately in order to maintain inventory control.



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Compensation Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021	
Purpose	<p>Pride Toronto is committed to treating all employees in a fair and equitable way. Compensation will follow Pride Toronto's compensation scales as approved by the Board.</p> <p>Compensation adjustments along the salary grid are discretionary and will be based on an employee's performance, organizational needs, and available resources and employee's job classification.</p> <p>Management is responsible for ensuring each employee is fairly and equitably placed on the compensation scale. The Payroll and Finance Manager is responsible for documenting employee compensation.</p>
Enactment & Procedures	<ol style="list-style-type: none">1. Where a new position is established in the organization, the rate of pay will be determined by the Executive Director with support from the Directors2. Salary changes will only be completed following staff performance reviews being conducted and signed by the Director and Executive Director. All staff performance reviews will be completed between August 1 - September 31.3. The Executive Director and/or designate is responsible for informing the Payroll and Finance Manager at least ten (10) days in advance of the payroll date of any salary changes4. An employee who is temporarily transferred or assigned to a higher paying job classification shall be paid the rate of pay for the job classification they have been transferred or assigned to during such temporary transfer or assignment5. An employee who is temporarily transferred or assigned to a lower-paying job classification shall be paid their present rate of pay for the job classification from which they have been transferred during such temporary transfer or assignment

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<p>Conflict Of Interest</p> <p>Hr - 01 Last Approved by Pride Toronto Board of Directors: June 15th, 2021</p>	
<p>Purpose</p>	<p>In an effort to maintain our highest standard of public trust and integrity, it is expected that all individuals associated with Pride Toronto shall carry out their duties honestly, responsibly and in full accordance with the highest ethical and legal standards.</p> <p>There is the recognition that potential and actual conflicts of interest may arise as duties and related activities are carried out. Taking steps to identify and resolve conflicts of interest means that all stakeholders immediately disclose any perceived, potential or actual conflict of interest. In addition to this, all vendors providing services to Pride Toronto shall be required to disclose any perceived or actual conflict of interest.</p> <p>Staff, Board members, and volunteers, and students of Pride Toronto must act with personal integrity, ethics, honesty and diligence in performing their duties for the organization. In addition, they must arrange their personal and private affairs in such a manner that the public confidence and trust in the integrity, objectivity and impartiality of Pride Toronto is maintained.</p>
<p>Enactment & Procedures</p>	<ol style="list-style-type: none"> 1. Whether a conflict of interest exists will depend upon the actual circumstances of each case. It is therefore the responsibility of all stakeholders associated with Pride Toronto to declare situations of actual, potential or perceived conflict of interest. 2. Board of Directors, Senior Staff and individuals participating in, or having influence over, any purchasing process shall be required to sign a declaration at the time of appointment and on an annual basis. 3. Other stakeholders associated with the organization will be required to communicate in writing at the earliest opportunities of any actual or potential conflict of interest. 4. Conflicts shall be reported in writing with sufficient details as follows: must disclose any conflict or potential conflict of interest to their immediate supervisor or Director, who, if required, will discuss the matter with the Executive Director (or Board Co-Chairs for Board members) so that a solution may be worked out.



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	<ol style="list-style-type: none">4.1. If the Executive Director is in conflict of interest, the matter must be presented to the Co-Chairs for investigation and resolution. The Executive Director is responsible for adhering to guidelines for conflict of interest as outlined in the By-laws and policies.4.2. If the Board Co-Chairs is in conflict of interest, the matter must be presented to the Board for investigation and resolution. Board members are responsible for adhering to guidelines for conflict of interest as outlined in the By-laws and policies.5. Conflict of interest is a standing agenda item for all Board, Board Committee meetings and Senior Leadership Team meetings.6. In situations where someone other than the stakeholder involved has reasonable grounds to believe that another stakeholder is in a conflict of interest, that stakeholder shall inform their supervisor (or Board Co-Chairs for Board Members) of the concern. The Supervisor, Director, Executive Director, or Board Co-Chairs will investigate the conflict of interest.7. A written response will be provided by the Director of the department to individuals who have communicated any actual or potential conflict of interest.8. Failure to Disclose<ol style="list-style-type: none">8.1. Staff, Board Members, students and volunteers who fail to disclose a conflict of interest are subject to disciplinary action including suspension and/or termination.8.2. Board Members involved with a Conflict of Interest will be assigned to the Co-Chairs for review and to determine appropriate next steps.8.3. In the event that one of the Co-Chairs are subject of a Conflict of Interest complaint, the Officers not subject of the Conflict will, in consultation with the Executive Director, appoint two Board members to investigate the situation and recommend the appropriate next steps to the Board for approval. <p>See link here: https://docs.google.com/document/d/1kBRUXIIlST5u75ZJPpLXRzZbb85UKDZ1Stj7vLRNSIA/edit#heading=h.d4ksk69g621c</p>
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Dealing With Disrespectful, Disruptive And Dangerous Behaviour Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: June 15th, 2021	
Purpose	<p>Pride Toronto is committed to ensuring a safe environment that is free from harassment, discrimination, abuse, and violence in all work sites and to ensure a consistent and appropriate response to disruptive, disrespectful or dangerous behaviour. Behaviour that may violate this policy includes any action that could cause emotional, mental or physical harm or difficulty to another staff, student, volunteer or visitor.</p> <p>All staff have a responsibility for making Pride Toronto a safe environment. Staff have a role in supporting the safety of other people including staff, students, volunteers and visitors. Staff are supported in dealing with high risk situations which include disruptive, disrespectful and/or dangerous behaviours. Anyone who is aware of disruptive, disrespectful and/or dangerous behaviour has a duty to intervene or to get help with the situation.</p>
Enactment & Procedures	<p>1. Responsibility of Staff</p> <ul style="list-style-type: none">1.1. All staff work to help all people feel welcome and respected and promote a safe environment.1.2. All staff have a duty to respond if they are aware of problem behaviours. The response may be directly addressing the behaviour or informing another staff member, depending on their role and training.1.3. All staff are responsible for actively and clearly communicating with other staff regarding an incident. This may include providing background information, taking leadership and following directions as appropriate to the circumstance.1.4. An incident report must be completed for each incident. When more than one staff is involved the report will be initiated by the first staff on scene and additional staff will add their notes.1.5. The staff member who implements a consequence for behaviour is required to make a record and forward to their Director.



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	<ol style="list-style-type: none">1.6. Interventions and consequences must match the seriousness of a specific incident or pattern of behaviour.1.7. Everyone will be informed of their right to appeal the barring of using Pride space. <p>2. Noticing the Behaviour and Early Interventions</p> <ol style="list-style-type: none">2.1. If a staff begins to notice any disruptive behaviour, advise the person of the expected standard of behaviour so that they may self correct. Sometimes people don't know the rules or expectations.2.2. If the person does not respond to the above or is repeating a known problem behaviour, approach the person to clearly explain what behaviour is not acceptable. Try to suggest more positive alternatives they could try (attached – Appendix 1). <p>3. Call for Assistance</p> <ol style="list-style-type: none">3.1. If the person is not responding to requests to change the behaviour, call for help/assistance. You may ask another staff member who knows the person better.3.2. If it is determined that the occurrence requires 911 Emergency Response, the staff person will call 911:<ol style="list-style-type: none">3.2.1. 911 will only be called if staff feels that they have no control of the occurrence and someone is in danger. <p>4. Debriefing and Communication:</p> <p>Confronting disruptive, disrespectful or dangerous behaviour can be challenging for staff. Increasing staff capacity to create safety and respond to situations can be achieved through clear communication.</p> <ol style="list-style-type: none">4.1. Be as clear as possible in explaining what behaviour is not acceptable at Pride Toronto.4.2. Inform the person of the consequences as soon as feasible.4.3. Incident reports must be completed (refer to <i>Policy – Incident Reports</i>).4.4. Staff are encouraged to debrief incidents, including those who witnessed an incident, through discussion with their
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	<p>Director or other staff. Staff may request a time out after an incident if they feel overwhelmed.</p> <p>4.5. When the incident has resulted in emotional or physical harm for the staff involved, there will be a two stage response. The two stages are designed to allow the staff person to absorb the shock of the incident before processing the event:</p> <p>4.5.1. In the first stage, the staff person’s immediate safety needs will be addressed including providing comfort and practical assistance (i.e. accompaniment and transportation home); and</p> <p>4.5.2. In the second stage, the staff will fully debrief the incident after at least 24 hours have passed.</p> <p>4.6. The debriefing may be called by management or the staff involved in the incident.</p> <p>4.7. Formal debriefings are held for serious incidents and/or incidents where the intervention did not follow procedures and/or resulted in poor outcomes.</p> <p>4.8. Debriefings may occur immediately following a resolution of an incident or as soon as feasible.</p> <p>4.9. More than one debriefing may be required for serious incidents.</p>
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[Annex I: Responses To Disruptive Behaviours](#)



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Disciplinary Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto strives to maintain excellent standards of program and service delivery and makes every attempt to assist employees in achieving their individual performance goals and objectives.</p> <p>Employee misconduct, performance deficiencies and/or violations of Pride Toronto’s policies, procedures, guidelines, or generally accepted standards of conduct may result in disciplinary actions up to and including termination of employment.</p> <p>Not every termination will be preceded by progressive discipline. Disciplinary action may be taken when:</p> <ol style="list-style-type: none">1. There has been a violation of an established organizational policy, procedure, guidelines or generally accepted standard of behaviour; or2. An employee is involved in culminating incidents (i.e. a series of more minor transgressions of policies, procedures, guidelines, performance discrepancies, or generally accepted standards of behaviour). <p>The Executive Director, Director or designate may initiate disciplinary measures with an employee when deemed necessary in an effort to address performance issues. In general, these measures are designed to provide staff with the opportunity to improve their performance before more serious measures are applied.</p> <p>Disciplinary action within Pride Toronto means that measures are taken to change the employee’s behaviour to ensure the policy, procedure, guideline or standard of behaviour is not violated again within a specified period of time or more severe discipline is applied. Employees are responsible for adhering to and implementing Pride Toronto’s policies and procedures. When challenges have been identified, the employee is expected to work collaboratively with their Supervisor to correct their behaviour. Failure to comply and achieve desired results may result in termination.</p>



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<p>Enactment & Procedures</p>	<p>The steps below may or may not be taken based on the severity of the employee’s behaviour that requires changing.</p> <p>Assess the Seriousness of Behaviour</p> <p>In consultation with the Executive Director, the Directors or designate will assess the seriousness of the offence by considering the following questions:</p> <ol style="list-style-type: none"> 1. How serious is the immediate offence or violation? Major or minor? 2. Was the employee’s conduct premeditated? 3. Has the employee participated in such behaviour on more than one occasion? 4. Was anyone injured as a result of an employee’s behaviour? 5. What is the reputational risk for Pride Toronto? 6. Would a performance improvement plan help to address the issue(s)? <p>Develop a Performance Improvement Plan (PIP)</p> <p>In consultation with the Executive Director, the Director or designate will develop a PIP in collaboration with the employee that includes the following:</p> <ol style="list-style-type: none"> 1. Identification and development of strategies to address specific behaviour/problems that must be corrected. 2. Plans for correction. 3. Outcomes and timelines for correction. 4. Consequences if not achieved. 5. A PIP may be used as a tool following verbal or written warnings, or on its own. 6. The PIP will be placed in the employee’s human resource file. The timeframe in which documented PIP will be at the discretion of the Manager and or Director.



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	<p>Verbal Warning</p> <p>In situations where the employee fails to meet performance standards or requirements of the job or is in violation of policies, procedures, guidelines, or generally accepted standards of conduct, the employee will be given a verbal warning from their immediate Director or designate which specifies:</p> <ol style="list-style-type: none">1. the nature of the deficiency.2. the expectations or standard to be met.3. the time period allowed for improvement to occur. <p>The employee will also be informed that a written warning, suspension without pay or dismissal could result if the unsatisfactory performance or behaviour continues.</p> <p>The verbal warning will be documented and filed in the employee's personnel file, and the Director or designate will notify the Executive Director of the verbal warning. The time frame varies depending on the nature of the incident and will be determined by the Executive Director.</p> <p>Written Warning</p> <p>Where evidence of failure to comply with performance expectations continues to exist, an employee will receive a written warning from their immediate Director or designate detailing the nature of the problem, the standard to be met, and the time period allowed for improvement.</p> <ol style="list-style-type: none">1. The written warning will also include details of the disciplinary measures that will be taken if there is no improvement, which may include termination of employment.2. This written warning provides another opportunity to discuss and encourage correction of the problem and will be implemented when the correction has not resulted from a verbal warning or behaviour is serious enough to immediately require a letter on the employee's personnel file.3. A copy of the written warning is placed within the employee's personnel file and provided to the Executive Director.4. Written warnings will be retained in an employee's personnel file for a designated period of time as determined by the Executive Director. The time frame varies depending on the nature of the incident and will be determined by the Executive Director.
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	<p>Disciplinary Leave/Suspension</p> <ol style="list-style-type: none">1. If the problem has not been corrected, removal of an employee with or without pay for a specified period of time may occur with the intention that the employee will return having corrected the problem or undertaken an agreed-upon initiative as a way to understand and correct the problem.2. The length of the suspension will be dependent upon the seriousness of the issue.3. The Executive Director or designate will be consulted prior to the issuance of any disciplinary leave/suspension.4. Disciplinary Leave/Suspension will be documented and retained in an employee's personnel file for a designated period of time as determined by the Executive Director. The time frame varies depending on the nature of the incident and will be determined by the Executive Director. <p>Termination</p> <p>An employee may be subject to termination following the failure of progressive discipline processes.</p> <p>Maintain Order</p> <p>Management reserves the right to maintain order, discipline and efficiency and in connection therewith to make, alter and enforce from time to time, reasonable rules and regulations, policies and practices to be observed by its employees.</p>
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Discontinuing Employment Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	To ensure continuity of operational efficiencies, Pride Toronto strives to minimize disruption to programs and services as a result of staffing changes.
Enactment & Procedures	<p>Resignation</p> <ol style="list-style-type: none">1. Considering the operational requirements of the organization, staff are strongly encouraged to provide as much notice as possible prior to resignation. A staff member will provide not less than two (2) weeks' notice of resignation and whenever possible, one (1) month notice is desirable.2. Staff resignations must be submitted in writing. Staff leaving a position, regardless of the reason, will be offered an exit interview, to which they are not obliged to participate.3. Letters of resignation must be addressed to the staff member's immediate Director or designate and filed in the staff member's personnel file by the Director of Operations.4. The Director or designate is responsible for responding to all resignations through a written acceptance via email and copying the Director of Operations on the communication.5. The Director of Operations or designate may, with agreement from the staff member, conduct an exit interview a few days prior to the staff member's departure. (refer to <i>Policy - Exit Interviews</i>).6. Staff will submit all time sheets or time records immediately upon giving the notice to ensure that Pride Toronto can reconcile the staff member's time prior to their last day working.7. The Finance and Payroll Manager is responsible for issuing the final payment and completing a record of employment. <p>Termination – Just Cause</p> <ol style="list-style-type: none">1. An employee may be terminated with just cause without notice and will be paid any outstanding amounts owed to them according to the provisions in the <i>Employment Standards Act, 2000</i>.

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	<ol style="list-style-type: none">2. The authority to carry out a termination is vested with the Executive Director. All terminations are treated in a confidential, professional manner. The Executive Director and the Leadership Team will ensure thorough, consistent and fair termination procedures occur.3. In the event that an employee is dismissed with just cause, Pride Toronto will request that a staff member leaves without notice.4. The employee will be notified of their termination in a meeting with the Executive Director, Director or designate and/or Director of Operations.5. The employee will be provided with a letter advising them of the termination.6. The employee will be given an opportunity to collect their personal belongings and be escorted off the premises.7. The employee will be paid accrued vacation, salary and other entitlements, as required by all applicable legislation and/or employment contract.8. The Director or designate is responsible for finalizing the employee's time records with the Finance and Payroll Manager. The Director of Operations is responsible for ensuring an employee's time record is up to date and the termination of all benefits.9. The Finance and Payroll Manager is responsible for issuing the final payment and completing a record of employment. <p>Termination – Without Just Cause</p> <ol style="list-style-type: none">1. An employee may be terminated without just cause by providing adequate notice or pay in lieu of notice. Typical reasons may include but are not limited to funding cuts, reorganization, or reduction of service.2. The authority to carry out a termination is vested with the Executive Director. All terminations are treated in a confidential, professional manner. The Executive Director and Leadership Team will ensure thorough, consistent and fair termination procedures occur.3. Employees who are terminated without cause will receive notice or pay in lieu of notice as required in the <i>Employment Standards Act, 2000</i>.
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	<ol style="list-style-type: none">4. Employees will be entitled to all salary and benefits owing to them up to the last day worked, together with any legislated termination benefits. Employee time overages (i.e. sick time, vacation, etc.) will be deducted from the final payment.5. Any vacation, lieu and stat time owing to an employee will be included in their final pay.6. The employee will be notified of their termination in a meeting with the Executive Director, Director or designate.7. The employee will be provided with a letter advising them of their termination.8. In cases of immediate termination, the employee will be given the opportunity to collect personal items and be escorted off the premises.9. In cases of working notice, the employee will work up to the last day of work identified and collect their personal items and leave the premises.10. The Director or designate is responsible for finalizing the employee's time records with the Director of Operations. The Director of Operations is responsible for ensuring an employee's time record is up to date and the termination of all benefits.11. The Finance and Payroll Manager is responsible for issuing the final payment and completing a record of employment.
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Employment Status Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021	
Purpose	<p>Pride Toronto clearly defines various positions within the organization to address organizational needs. A position at Pride Toronto is defined under three categories:</p> <ol style="list-style-type: none">1. Probationary employee2. Permanent employee3. Contract employee <p>Within these categories, Pride Toronto has four types of employees:</p> <ol style="list-style-type: none">1. Permanent Full-time2. Permanent Part-time3. Contract4. Relief <p>The Director of Operations in collaboration with the appropriate Director or designate is responsible for ensuring employees are classified appropriately as per employee categories and types.</p>
Enactment & Procedures	<p>Categories of Staff</p> <ol style="list-style-type: none">1. Regular Full-time: An employee who is normally scheduled to work a maximum of thirty-five (35) hours per week.2. Regular Part-time: An employee who is normally scheduled to work less than twenty-four (24) hours per week.3. Contract: An employee engaged in a term contract of greater than three (3) months.4. Relief: Employees who are not regularly scheduled to work but are called in from time to time as the need arises and at an agreed-upon rate. <p>Probationary Period</p> <ol style="list-style-type: none">1. All new employees shall serve a probationary period of three (3) months worked. This provision is not to be interpreted as a

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	<p>guarantee that the probationary employee shall be entitled to the said three (3) months of work.</p> <ol style="list-style-type: none">The decision of whether to retain the probationary employee's services shall be the right of the Employer. <p>Review of Probationary Period</p> <ol style="list-style-type: none">Each probationary employee's performance will be subject to a probationary performance review within the defined probationary period based on their employment status.Once the probationary review is complete, a decision will be made whether to change employment status to permanent, extend the probationary period (for a further specified period) or terminate employment.The decision will be confirmed in writing by the Executive Director in consultation with the Director or designate. <p>Students / Internships</p> <ol style="list-style-type: none">Students are engaged by Pride Toronto in a learning capacity and must be affiliated with an academic institution. With the exception of summer students hired under the Canada Summer Jobs Program, students receive no remuneration from Pride Toronto, however, training and instruction to advance their academic and future career competencies are provided. Unpaid student placement positions are not eligible for any benefits or entitlements.
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<p>Exit Interview Policy</p> <p>Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021</p>	
<p>Purpose</p>	<p>Pride Toronto is committed to a culture of ongoing learning and continuous quality improvement, and is committed to taking every opportunity to learn from feedback. Exit interviews are in place to provide the organization with valuable feedback to integrate into future human resources planning, policy development, and program and service delivery.</p> <p>The goals of the exit interview are to:</p> <ol style="list-style-type: none"> 1. provide a final opportunity for a staff member who is leaving to share specific or general information about their experience at Pride Toronto from a staff or management perspective; 2. allow the staff member to share both positive and negative experiences in order that Pride Toronto may learn from them and make continued improvements; 3. help both the staff member and the organization put closure to the working relationship; and 4. adhere to the organization’s values of inclusiveness, accountability, excellence, and collaboration.
<p>Enactment & Procedures</p>	<ol style="list-style-type: none"> 1. An accessible offer will be made to each staff member by the Director of Operations, or another member of the Senior Leadership, to have an exit interview. In the case of the departure of a Director, the Executive Director or Board Chairs will conduct the exit interview. <ol style="list-style-type: none"> 1.1. Exit interviews will be made available in person or online and may be submitted in a recorded or written format 1.2. The staff member will have the option to conduct the Exit Interview during their last week of employment. 2. The exit interview will include a list of questions developed by the Director of Operations in consultation with the Senior Leadership Team and be scheduled as close to the staff member’s last day at the organization as possible. 3. The interview will be recorded by the interviewer and filed in the staff member’s personnel file. 4. The staff member who is leaving is not obliged to participate in an exit interview.



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Honoraria Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021	
Purpose	<p>Pride Toronto is committed to creating employment opportunities in the communities served and respects people’s right to be compensated appropriately for their work. In many cases, Pride Toronto does not have the resources to create paid employment for people who want to provide their services but are still committed to recognizing their contribution.</p> <p>Staff may choose to provide honoraria to volunteers, student placements or interns in some programs. If it is deemed necessary to provide a payment, it should be recognized not as an equivalent value to a professional charge rate or opportunity cost, but as a token of appreciation, and a nominal value assigned to it. An honorarium is typically a small payment (one-time or ongoing) made to an individual who is a volunteer of Pride Toronto to recognize or acknowledge their contribution to the organization.</p>
Enactment & Procedures	<ol style="list-style-type: none">1. An honorarium is not based on an agreed or negotiated amount between Pride Toronto and the individual receiving the honorarium. If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes and related factors. Additionally, the honorarium amount shall not be invoiced.2. Requests of all honoraria must be submitted to the Director of Operations for processing and approval.3. The cumulative total of all honorariums per individual throughout the calendar year will not exceed \$475. Any amounts in excess of this will be considered taxable and will be subject to regular statutory deductions (CPP, EI, EHT) that are the responsibility of the individual to report.4. Where regular, ongoing disbursements of honoraria are intended (i.e. focus groups, peer outreach, etc.), an explicit and approved budget must be available for that purpose and approval from the appropriate Director or designate be obtained. The Director or designate must take into consideration consistency and fairness throughout Pride Toronto’s programs, and pre-determined, specific criteria to be met by those receiving the honoraria before approving such requests



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	<p>5. No member of Pride Toronto’s Board of Directors, staff, contractors or its various volunteer committees shall receive payment for work that is a regular part of their duties as members of that volunteer group.</p>
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Hours of Work Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021	
Purpose	<p>Staff at Pride Toronto are a valued resource within the organization and support the achievement of Pride Toronto's goals and objectives.</p> <p>Pride Toronto is open for business, typically, from 9:00 am – 6:00 pm Monday, Tuesday, Wednesday, Thursday and Friday.</p> <p>Pride Toronto is open for business at different times depending on the site that an employee works:</p> <p>Staff working hours vary depending on the responsibilities within the position. Working hours and schedules are established at the time of hire and clearly stated in the letter of employment. An employee's regular schedule may be changed based on the needs of the organization. Changes are made in consultation with the employee, Director and Executive Director.</p> <p>Staff are expected to comply with this policy and do not have the authority to change their regular schedule without approval from their Director or designate.</p>
Enactment & Procedures	<ol style="list-style-type: none">1. The number of hours of work for each employee will be specified in their letter of employment. The regular full-time workweek for regular full-time employees is a maximum of thirty-five (35) hours per week.2. Attendance at staff meetings during a regular working day is required.3. Attendance at Board or committee meetings, organizational committees, programs or events may be necessary based on an employee's role.4. Changes to an employee's regular schedule must be discussed with the employee, Director and Director of Operations. Changes in the regular schedule will be documented in an addendum and/or new letter of employment.5. Employees who are scheduled to work four (4) hours or more on a shift shall be entitled to a one half (0.5) hour mid-shift meal period, as scheduled by the Employer, with pay.

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	<p>6. Employees scheduled to work greater than five (5) hours on a shift will be granted two (2) fifteen (15) minute paid rest periods as well as one half (0.5) hour mid-shift meal period, as scheduled by the Employer, with pay.</p>
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Mileage Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: May 18th, 2021	
Purpose	To create rules, oversight and identify the administration required for employees who receive kilometrage reimbursement for the use of personal vehicles or TTC reimbursement or Taxi/Uber/Lyft etc... for business related purposes. This policy incorporates best practices which include limiting reimbursement to the current maximums outlined through the Canada Revenue Agency (CRA) - only applicable to mileage.
Enactment & Procedures	<ol style="list-style-type: none">1. Staff must request in advance from their Director reimbursement for all travel. The Staff must also identify what means of travel is appropriate and cost effective for the organization.<ol style="list-style-type: none">1.1. Requests must include an estimated number of kilometres to be travelled for the business related purpose.1.2. If a personal vehicle is being requested, the request must identify the benefit of Pride requiring an employee to use a personal vehicle versus renting a vehicle.1.3. Reimbursement will be based on the least amount of distance needed to get to the approved destination.2. Board Members are pre-approved for all public transit and mileage to regular Board Meetings or other pre-assigned Pride related events. All other travel expenses must be requested in advance from the Treasurer. The Board Member must also identify what means of travel is appropriate and cost effective for the organization.<ol style="list-style-type: none">2.1. Requests must include an estimated number of kilometres to be travelled for the business related purpose.2.2. If a personal vehicle is being requested, the request must identify the benefit of Pride requiring a Board Member to use a personal vehicle versus renting a vehicle.2.3. Reimbursement will be based on the least amount of distance needed to get to the approved destination.2.4. In the event the expense is for the Treasurer, the Co-Chairs will review the request.3. Volunteers must request in advance from the Volunteer Coordinator reimbursement for all travel. They must also identify what means of travel is appropriate and cost effective for the organization.<ol style="list-style-type: none">3.1. Requests must include an estimated number of kilometres to be travelled for the business related purpose.

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	<ul style="list-style-type: none">3.2. If a personal vehicle is being requested, the request must identify the benefit of Pride requiring a Volunteer to use a personal vehicle versus renting a vehicle.3.3. Reimbursement will be based on the least amount of distance needed to get to the approved destination.4. As of May 2021, Pride Toronto will reimburse \$0.51 per km travelled on business related travel for personal vehicles.5. If using a personal vehicle, Staff, Board Members and Volunteers must submit the directions of their travels to calculate the appropriate km usage for reimbursement (i.e. start and end destination[s]).6. Gas receipts, unless pre-approved, will not be reimbursed.7. Everyday travel to and from the Pride office to home or home to Pride office will not be calculated. In the event a detour is needed on behalf of Pride Toronto, the distance of the detour will be the only applicable reimbursement.8. Any travel request for a personal vehicle over 200km in a single trip must be reviewed and approved by the Executive Director for any Staff and Volunteer. Any travel request for a personal vehicle over 200km in a single trip must be reviewed and approved by the Treasurer, in consultation with the Executive Director for any Board of Directors.<ul style="list-style-type: none">8.1. In the event it is the Executive Director, the Co-Chairs will review the request. In the event it is the Treasurer, the Co-Chairs will review the request.
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EXPENSE CLAIM FORM:

Name: _____

Month Ending: _____

Date	Purpose	Kms (Mileage)	Mileage Cost	Parking	Other Expenses	TOTAL COST
TOTAL						

I acknowledge that I have read and understand all *Work Expenses Approval and Reimbursement Policies* and expenses being claimed are in compliance with the principles and mandatory requirements of this policy.

Submitted by: _____ Authorized by: _____

Date: _____ Cheque #: _____

Pride Toronto will reimburse out of pocket expenses related to authorized activities. Travel expenses are paid at 51 cents per kilometre. Meal costs are according to policy and must not include alcoholic beverages.



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Personnel Records Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto maintains information files for each employee to assist with human resource management and to ensure that legal, regulatory and procedural requirements are met. All personnel records both paper and electronic will be kept confidential.</p> <p>Employees are responsible to notify the Director of Operations of any change of information on file, such as benefit status, name, address, phone number, change in payroll information, etc. on an ongoing basis. The Director of Operations or designate is responsible for ensuring an employee's personnel file is up to date and securely stored.</p>
Enactment & Procedures	<p>Information in Personnel Records</p> <ol style="list-style-type: none">1. Pride Toronto personnel records include the following information for all employees:<ol style="list-style-type: none">1.1. Contact information and emergency contact information;1.2. Letter(s) of employment outlining conditions of employment;1.3. Current job description;1.4. Completed orientation checklists and forms;1.5. Payroll information (i.e. start date, salary level, approval of pay decision, leave records, benefits information);1.6. Resume and related recruitment documents (i.e. results of reference checks);1.7. Confidentiality and conflict of interest statements;1.8. Performance reviews and related performance documentation;1.9. Professional development records; and1.10. Letters of discipline or disciplinary processes.2. Employee files will be retained for seven (7) years following termination. At this point, all records - paper and electronic - will be shredded and permanently deleted.

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	<p>3. A tracking list is maintained of previous employee records that are deleted or destroyed and include the employee’s name, social insurance number, date of hire, end of employment date, the reason for termination (i.e. resignation, termination, end of contract, death, etc.) and destruction date.</p> <p>Security of Personnel Records (Paper & Electronic)</p> <p>1. Employee information is kept in confidential paper files in the Director of Operations office. In addition, records pertaining to payroll are handled in a confidential manner by the Finance department. Cabinets and/or offices containing employee information are locked at all times.</p> <p>2. Access to all personnel paper and electronic files is limited to the Executive Director, Directors, and Finance and Payroll Manager.</p> <p>Employee Access & Changes to Records</p> <p>1. Upon request, employees may examine their personnel file in the presence of the Director of Operations or designate.</p> <p>2. Employee records are the property of Pride Toronto. Personnel files should be examined in private and no material may be removed from, or added to, the file. Employees are permitted to make copies of any information in their files.</p> <p>3. Personnel files are not, under any circumstances, to be removed from the work premises or accessed on non-Pride Toronto servers.</p> <p>4. Upon review of their employee personnel file, an employee may submit a request to change the information in their file to their Director. A decision to make changes is at the sole discretion of the Director based on the nature of the request (i.e. request to remove letters of discipline).</p> <p>Disclosure of Information</p> <p>Pride Toronto will not discuss information or confirm employment via email, phone or in writing without written permission from an employee. Information requested from an employee’s file by an employee or legitimate organization must be requested by the employee or legitimate organization in writing.</p>
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Registered Savings Plan Policy Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	A Registered Savings Plan is offered to encourage staff to save for their retirement. This program is only applicable to employees where it is outlined in their Employment Contract. The only applicable Registered Savings Plan is a Tax-Free Account (RTFA) or Registered Retirement Savings Plan (RRSP).
Enactment & Procedures	Procedures: <ol style="list-style-type: none">1. Employer contribution outlined in the Employment Contract will be deposited to a Registered Savings Account as designated by the employee.2. The Registered Savings Account is portable and belongs to the employee.3. The Executive Director or designate is responsible for providing eligible employees with information concerning this benefit.



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<p>Staff Orientation Policy</p> <p>Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23rd, 2021</p>	
Purpose	<p>Pride Toronto is committed to ensuring that all staff participate in an orientation process. An orientation is provided to all new staff to assist them in learning about Pride Toronto and their respective role.</p>
Enactment & Procedures	<p>Orientation</p> <ol style="list-style-type: none"> 1. On the employee’s first day, the Director of Operations or designate provides the employee with a Human Resources orientation including: <ol style="list-style-type: none"> 1.1. Mission, vision and values; 1.2. Programs and services; 1.3. Policies and procedures; 1.4. Staff rights and responsibilities; 1.5. Workplace Health and Safety; 1.6. AODA 1.7. Security while working; 1.8. Appropriate and safe use of equipment and supplies; and 1.9. Roles and responsibilities. 2. The Director of Operations will provide the new employee with an orientation package and the new employee is responsible for signing off on the forms required for Human Resources (e.g. payroll, confidentiality, IT, etc.). 3. The Director of Operations will provide the new employee with access to all mandatory online training modules required as per legislation and/or operational requirements. 4. At the end of the orientation, the employee must sign the <i>Human Resources Checklist Form</i> (see attached) confirming orientation completion. 5. The new employee’s immediate Director or designate will provide orientation to the new employee outlining: roles and responsibilities, a detailed discussion of the job description, equipment needs and safety requirements and any other pertinent program-specific information. All staff are required to sign off on their job description before their employment begins. 6. Orientation with additional members of the management team and/or staff will be coordinated by the Director or designate, as required. 7. A new employee notification email is distributed to all staff prior to an employee starting by the immediate Director or designate.

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	<p>8. For the Executive Director, the Chairs of the Board and assigned staff are responsible for conducting a joint orientation process.</p> <p>9. The orientation package is reviewed by the Director of Operations or designate on an annual basis to ensure that the contents are comprehensive, relevant and reflective of the organization.</p>
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Annex I

Pride Toronto's Orientation Onboarding Checklist

Employee Name:

Date:

Director Name:

To be completed prior to start date:

- Employment Agreement (signed by the employee and submit to HR)
- Confidentiality Agreement (signed by the employee and submit to HR)
- Job Description (signed by the employee and submit to HR)
- Declaration of Conflict of Interest (signed by the employee and submit HR)
- Employee Personnel Data Forms to be completed
- Police Check to be submitted, if applicable
- Benefits Enrollment Form (if applicable)
- Policies and Procedures Index (signed by the employee and submit HR)_____
- Request for Computer System Access and equipment to the Director of Operations (requested by the direct manager)
- Standing (Professional- if applicable)
- Professional Credentials (ensure original and up-to-dated copy is presented)

To be completed on the first day of employment:

- Introduction to the organization
- Mission, Vision, Values
- Strategic Plan
- Organizational Chart
- Team & Staff Meetings (purpose and attendance)
- Alarm system and keys (if appropriate)
- Use of Office Equipment/Office Supply Purchasing/Business Cards/Medical Supplies
- Policies and Procedures Index and location on the public drive
- Forms (i.e. time off requests, continuing education, expense claims, timesheet)
- Payroll Change Form
- Employee Performance Appraisal Process _____
- Assigning office location
- Introductions to Staff and Tour of Building, including Occupational Health and Safety (i.e. building safety procedures, identifying and reporting hazards, incident form, fire safety plan, emergency exits) Parking

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- Business cards - if applicable
- Enrolment in AODA Training and any other suggested training from Directors
- Occupational Health and Safety Training (WHMIS)
- Equipment Received (signed by the employee and submit to HR)
- Telephone use and Voicemail set-up
- AODA Training link sent
- Workplace Violence Training link sent

Staff Performance Reviews Policy	
HR - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto believes that performance evaluation is an important reflective practice that promotes employee growth and enhances the organization's capacity to meet its designated mandate. Pride Toronto is committed to the personal and professional development of staff supported by a performance evaluation process that is based on constructive feedback and dialogue.</p> <p>The performance review process is multi-faceted and provides supervision and feedback to the employee, builds productive relationships between supervisors and employees, provides an opportunity to review work plans and job descriptions, measures performance, sets future goals and recommends professional development opportunities. All staff performance reviews are strictly confidential.</p> <p>Staff performance reviews are conducted at the end of a probationary period and regularly on an annual cycle marked at the beginning of a new fiscal year. The Executive Director is evaluated by a process determined by the Board of Directors.</p>
Enactment & Procedures	Responsibilities <ol style="list-style-type: none">1. Staff are responsible for submitting their performance review with their personal rankings to their Director or designate.2. Directors or designates are responsible for completing their portion of the performance review form and meeting with staff to discuss their performance review.

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3. Directors or designates are responsible for conducting probationary reviews and annual performance reviews for every staff member that is accountable to them. Reviews must be completed in a timely manner and submitted to Human Resources.
4. The Director of Operations is responsible for tracking all probationary reviews and performance reviews in an employee's human resource files.

Staff Performance Reviews – General

1. Staff have regular supervision meetings with their Director or designate to monitor work and performance, professional development, workload and other issues, as required.
2. Staff and their Director or designate work together to develop a plan for the staff member on an annual process. This plan identifies annual priorities and goals.
3. Probationary staff receive a formal performance review prior to the end of the probationary period to determine if they will continue in their role and achieve full employment status.
4. Probationary reviews can be extended at the discretion of the Executive Director or designate.
5. Following successful completion of the probationary period, formal performance reviews are conducted annually.
6. A performance review is an assessment prepared by an employee's immediate Director or designate in conjunction with the employee.
7. The Director or designate and employee meet to discuss the performance review and complete the performance review template and associated documents. The staff may respond, in writing, to the review. This information is included in their personnel file and appended to the final performance review package.
8. The Director or designate will print two copies of the final performance review package; one will be distributed to the employee and the other will be submitted to the Director of Operations.
9. The Director or designate will ensure that the final performance review package submitted for filing to the Director of Operations contains all required signatures.

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	<p>Staff Performance Reviews</p> <ol style="list-style-type: none">1. The performance review meeting between a staff member and their Director or designate consists of the following:<ol style="list-style-type: none">1.1. A written self-evaluation from the staff person (includes staff performance review form and annual work plan).1.2. Director’s staff performance review.1.3. One peer staff performance review selected by the Executive Director.1.4. The evaluation ratings are not to be averaged (i.e. all ratings will appear in the final document).1.5. Verbal assessment from the Director or designate.
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EMPLOYEE PERFORMANCE REVIEW FORM

Employee Name:	Review Date:
Department:	Position:
Employee Number:	Evaluator:
Start Date in Present position:	Review Period - From:

Factor	Meets Expectations	Needs Improvement	Not Applicable
Professionalism			
Demonstrates competence and expertise			
Accountability for work			
Quality of work – accuracy, thoroughness			
Meets professional and organizational standards			
Example / comments			
Decision Making			
Makes informed decisions through appropriate consultations			
Ability to take action			
Follow through to conclusion			
Communicates decisions effectively			
Example / comments			



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Communication			
Ability and willingness to listen to, be sensitive to and communicates with others			

Factor	Meets Expectations	Needs Improvement	Not Applicable
Communication			
Ability to make clear and effective oral and written presentations			
Competency in computer-based communication			
Example / comments			
Team Work			
Actively participates in team functioning			
Contributes to a shared sense of purpose amongst team members			
Ability to balance individual responsibilities with team responsibilities			
Example / comments			
Planning, Reporting and Organizing			
Results of client record audits have been reviewed, as applicable.			
Able to organize information/knowledge for practical use.			
Example / comments			
Goal Setting			
Addressed previous year's work goals			



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Able to identify work goals			
Example / comments			

Factor	Meets Expectations	Needs Improvement	Not Applicable
Professional Development/Continuous Learning			
Demonstrated commitment to ongoing learning			
Example / comments			
Individual Responsibilities			
Attendance			
Punctuality			
Flexibility			
Example / comments			
Supervision/Management of Others			
Coaches and develops staff/students/volunteers			
Encourages generation of ideas and feedback			
Motivates staff/ students/volunteers to work towards excellence			
Example / comments			
Supervision and Feedback			
I feel comfortable receiving and providing feedback to my manager			



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Feedback provided by my Manager has been used to improve my work			
I feel comfortable addressing concerns with my Manager			
The Senior Leadership Team is open and available to staff feedback			
Example / comments			

Other Comments:

Please check that each of the below boxes has been discussed during the performance review meeting. Please use the comments section below if further explanation/clarification is required.

- Occupational Health and Safety
- Review Job Description
- Conflict of Interest
- Career/ Professional Development Goals
- Work plan discussed (if applicable)

Please attach a copy of the employee’s work plan

I Agree with my supervisor/director’s assessment and comments

I do not agree with my supervisor/director’s assessment/comments on the following points
(Please explain)

Signature of Employee:	Date:
Signature of Supervisor:	Date:
Signature of HR:	Date:

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Workplace Violence, Harassment And Sexual Harassment Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. Pride Toronto will adhere to the principles and practices set out in the <i>Occupational Health and Safety Act, 1990 (OHS Act)</i>.</p> <p>Pride Toronto will not tolerate or condone any violent actions or behaviors directed towards any staff, students, Board members, volunteers, visitors or contractors. Pride Toronto will take action in an objective manner to address reports of workplace violence and harassment without retribution to the individual who reports incidents in good faith. Pride Toronto supports these commitments through the establishment, implementation, communication, and maintenance of appropriate processes and procedures that address the key elements set out below. No element of this policy limits an individual's right to report an incident of violence to the police or other law enforcement agency.</p> <p>This policy is in place to:</p> <ol style="list-style-type: none">1. Ensure that workplace violence and harassment is considered a serious offence and is addressed appropriately and in accordance with Pride Toronto's legal obligation, values and principles of a just society.2. Set out the strategies for the response to workplace violence and harassment against Pride Toronto's employees. <p>Workplace harassment or violence can occur:</p> <ol style="list-style-type: none">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; or6. Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship. <p>Workplace Violence</p>



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	<p>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. Workplace violence may include domestic violence that could cause physical injury to an employee in the workplace.</p> <p>Conduct That Does Not Constitute Harassment</p> <p>Reasonable day-to-day actions by a Director or designate that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager does not constitute harassment.</p> <p>Reporting Incidents of Workplace Violence and Harassment</p> <p>All incidents of workplace violence and harassment must be reported using Pride Toronto’s <i>Incident Report Form</i> (see attached – Appendix A). This includes incidents where the violence is originating from staff or volunteers. All applicable incident reporting procedures must be followed. In the event that the workplace feels that it is unsafe, the Executive Director will work with the complainant to find a reasonable solution pending investigation.</p> <p>Informal Procedure</p> <ol style="list-style-type: none">1. If an individual feels they have been subject to workplace violence or harassment, they may choose to confront the harasser without filing a formal complaint. They may:<ol style="list-style-type: none">1.1. Confront the harasser directly or in writing, detailing the unwelcome behaviour and requesting it to stop; or1.2. Discuss the situation with the harasser’s supervisor, their supervisor or any other supervisor other than their own.2. Any individual who feels they have been the target of workplace violence, threatened with workplace violence or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to a Director or designate, or to another member of the Senior Leadership team if the complaint relates to their Director or manager. Staff members who are concerned about violence from or who have been harassed by another staff member should report the facts to the Executive Director.
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	<p>3. The Director or designate, as applicable, will conduct a preliminary review of the allegation in consultation with the Executive Director to determine:</p> <ul style="list-style-type: none">3.1. If a mutually agreeable resolution between the complainant and respondent is possible, having regard to all applicable factors; or3.2. If reasonable grounds exist to continue with a formal investigation. <p>Formal Procedure</p> <p>If an individual believes they have been subject to workplace violence or harassment, they may make a written complaint.</p> <ul style="list-style-type: none">1. The written complaint must be delivered to the Director of Operations. This includes complaints from all individuals noted in this policy unless otherwise indicated above.<ul style="list-style-type: none">1.1. In the event the complaint is about the Director of Operations, the complaint is to be delivered to the Executive Director.2. The complaint should include:<ul style="list-style-type: none">2.1. The approximate date and time of each incident they wish to report;2.2. The name of the person or persons involved in the incident;2.3. The name of any person or persons who witnessed the incident; and2.4. A full description of what occurred in the incident. <p>Immediate Assistance Procedures</p> <p>If a violent or threatening situation is imminent or occurring, the following procedures must be followed:</p> <ul style="list-style-type: none">1. Place an immediate call to emergency services using 911.2. Refer to <i>Policy – Dealing with Disrespectful, Disruptive and Dangerous Behaviour</i> for more information. <p>Investigating Reports of Discrimination or Harassment</p> <ul style="list-style-type: none">1. Once a written complaint has been received, Pride Toronto will complete a thorough investigation. The Director or designate, as applicable, will follow the established incident procedures as indicated in the <i>Incident Report Policy</i>.
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	<ol style="list-style-type: none">2. The organization will ensure that, where practicable, the investigation is completed within ninety (90) days of the complaint being filed.3. The Director or designate, in consultation with the Executive Director or designate, will appoint an investigator(s). The investigator(s) is responsible for formally investigating the incident.4. The investigator will only release information that is deemed necessary and pertinent to the investigation.5. Privacy and confidentiality are maintained in an effort not to impede on the investigative process.6. Whenever possible, investigation reports are presented in a summary format without the names of witnesses.7. The investigation will follow the principles of due process. Outside authorities (i.e. professional bodies, law enforcement) may conduct a concurrent investigation. The outcome of the investigations may differ.8. Pride Toronto will cooperate with investigations conducted by external agencies to the extent required by law.9. In the absence of a formally reported incident, Pride Toronto may review or investigate suspected incidents of workplace violence and harassment.10. The investigation will include:<ol style="list-style-type: none">a. Informing the respondent of the complaint;b. Interviewing the complainant and any persons involved in the incident, including witnesses, and any other person who may have knowledge of the incident related to the complaint, or any other similar incidents.11. A copy of the complaint, detailing the complainant's allegations, will be provided to the respondent. The respondent will be provided with the opportunity to reply in writing to allegations. The complainant will be made aware of the reply before the investigation proceeds.12. During the investigation, the complainant, respondent and any possible witnesses will be interviewed. Statements from all parties involved will be taken and documented.13. If necessary, Pride Toronto may employ outside assistance or request the use of legal counsel.14. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances of another employee or because they
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	<p>lodged a harassment complaint when they honestly believed they were being subject to workplace violence or harassment.</p> <p>Post-Investigation Actions</p> <ol style="list-style-type: none">1. The Director or designate will identify and implement actions to remedy and follow-up on the complaint.2. The Director or designate, in consultation with the Executive Director, will ensure that at the conclusion of an investigation, the:<ol style="list-style-type: none">2.1. Respondent is notified, where appropriate, of the investigation’s conclusions and of further actions, if any;2.2. Complainant is notified, where appropriate, of the investigation’s conclusions and the general outcome, subject to applicable legislation and Pride Toronto policies; and2.3. Reported incidents may be forwarded, as required or permitted by applicable law to agencies including, but not limited to, the appropriate law enforcement agency or professional body.3. Pride Toronto individuals found to have engaged in workplace violence or harassment may be subject to disciplinary action, up to and including termination of employment, privileges, contractual or other relationship with Pride Toronto.4. Pride Toronto will provide support to all parties involved in an investigation, as required, to assist with the resolution of the incident.5. While it is hoped that such matters may be resolved internally, all individuals have the right to take complaints to the Ontario Human Rights Commission at any time during the process.6. The investigator will only release information that it deemed necessary and pertinent to the outcome of the investigation. Privacy and confidentiality will be maintained so long as they do not impede on the investigative process. Whenever possible, investigation reports are presented in a summary format without the names of witnesses7. Once the investigation is complete, the designated investigator will prepare a written report summarizing investigation findings, if appropriate.
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	<ol style="list-style-type: none">8. If the findings do not support the complaint, the investigator will recommend that no further action is necessary and no documentation concerning the allegation will be placed in the respondent's file or the complainant's file.9. The Director or designate, in consultation with the Executive Director, will ensure that the complainant and respondent are informed in writing about the findings of the workplace investigation and any next steps to be taken.10. Where practicable, the complainant and respondent will receive notification of the results of the investigation within ten (10) days of the investigation being completed.11. If the complainant decides not to lay a formal complaint, senior management team may decide that a formal complaint is required (based on the investigation of the incident) and will file such documents with the person against whom the complaint is laid (the respondent).12. If it is determined that harassment in any form has occurred, appropriate disciplinary measures will be taken as soon as possible. <p>Fraudulent or Malicious Complaints</p> <ol style="list-style-type: none">1. Reports of workplace violence and harassment will be made in good faith and be based on reasonable grounds. <p>This policy must never be used to bring fraudulent or malicious complaints against individuals. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the organization significant damage.</p> <ol style="list-style-type: none">2. If it is determined by the organization that any individual has knowingly made false statements regarding an allegation of workplace violence or harassment, immediate disciplinary action will be taken, up to and including termination of employment, privileges, contractual or other relationship with Pride Toronto.3. Documentation of an allegation of workplace violence or harassment will not be placed in the complainant's file, regardless of the outcome of the preliminary review or investigation, unless it is determined by the Executive Director or investigator that the
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	<p>complainant acted falsely, in bad faith, or maliciously by filing the allegation</p> <p>Disciplinary Measures If it is determined by the organization that any staff member has been involved in workplace violence or harassment of another individual, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, education, a formal warning, or dismissal.</p> <p>Retaliation against a staff member who reports an incident will be investigated by Pride Toronto and may lead to disciplinary action, up to and including termination of employment, termination of volunteer status, student placement and contracts or other relationships with Pride Toronto.</p> <p>Right to Refuse Work Any worker, volunteer or student of Pride Toronto may refuse to work or to do particular work where they have reason to believe that they are in danger of being a target of workplace violence (refer to <i>Policy - Right to Refuse Work</i>).</p> <p>Record Keeping Pride Toronto will ensure that appropriate records of complaints and investigations relating to workplace violence and harassment are kept, including:</p> <ol style="list-style-type: none">1. A copy of the complaint or details about the incident;2. A record of the investigation including notes;3. A copy of the investigation report (if any);4. A summary of the results of the investigation that was provided to the staff member who allegedly experienced the workplace harassment and the alleged harasser, if the alleged harasser is a worker of the employer; and5. A copy of any corrective action taken to address the complaint or incident of workplace harassment.6. All records will be kept for a minimum of one year from the date they are received and completed.
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	<p>Policy Review</p> <p>In accordance with the <i>Occupational Health and Safety Act</i>, this policy will be posted in a conspicuous place in the workplace and reviewed annually, or more frequently if necessary.</p>
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Work from Home Policy	
Hr - 01 Last Approved by Pride Toronto Board of Directors: February 23, 2021	
Purpose	<p>These guidelines have been developed to support remote work arrangements as part of Pride Toronto's response to the COVID-19 outbreak. In order for remote-based arrangements to work effectively, a combination of guidance and a strong level of trust is required to support staff. These guidelines have been compiled to identify the challenges associated with remote work and to provide guidance for making remote work successful.</p> <p>A homeworker is someone who undertakes a significant proportion of work from home on an agreed regular and predictable basis.</p> <p>In the context of the COVID-19 outbreak, the following points must be considered by the staff member and management before approving work from home:</p> <ul style="list-style-type: none">• Does the role and responsibilities of the staff member permit working from home?• What are the working conditions at the alternative place of work?• Does the staff member have the required equipment or software to work from home?• Is there a pre-arranged and agreed upon frequency and time for health and safety check-ins at the beginning/during/end of the workday between the employee and their direct supervisor? (e.g. an email or call at the start middle and end of the workday)
Enactments & Procedures	<ol style="list-style-type: none">1. Eligibility<ol style="list-style-type: none">1.1. Eligibility of employees to work from home will be based on job suitability for on-going remote work, as well as needs identified by management.1.2. In compliance with health and safety guidelines as well as the provincial and City of Toronto directives during the COVID-19 pandemic, <u>all staff</u> employed at Pride Toronto are eligible to work from home during the COVID-19 pandemic period (March 2020-2021). Work from home after the COVID-19 pandemic will

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	<p>be re-evaluated and will need to be pre-approved by a manager.</p> <p>1.3.</p> <p>1.4. Employees will be allowed to work from home on a designated number of days per week, as long as employees are able to fulfil all of their duties and as long as work from home does not adversely impact the organization.</p> <p>1.5. Approved work-from-home requests must include the completion of a Work-from-Home Checklist (refer to Appendix 1). Staff are required to complete the checklist and forward a signed copy to their Director or designate. The Director or designate is responsible for sending the completed checklist to the Executive Director.</p> <p>2. Compensation of Employees</p> <p>2.1. Salary, benefits, work status and work responsibilities of Pride Toronto staff will not change because of remote work.</p> <p>3. Work Hours and Communication</p> <p>3.1. The number of hours Pride Toronto employees are expected to work per day will not change as a result of working from home. All employees are expected to be available to work from 9:00 a.m. to 5:00 p.m.</p> <p>3.2. Reasonable shifting of work hours is permitted; however, for the majority of the time, employees are expected to be available during core office business hours (9:00 a.m. to 5:00 p.m.) and are required to work an 8-hour workday (with one hour for lunch).</p> <p>3.3. Employees must be available by phone and email during business hours. Employees will also be available for staff meetings, and other meetings deemed necessary by management.</p> <p>4. Designated Workspace</p> <p>4.1. Pride Toronto employees are encouraged to designate a workspace within their home for the performance of remote work. The employee's designated work area is to be used for the placement and installation of equipment while doing remote work.</p> <p>4.2. Pride Toronto staff shall do their best to maintain their designated workspace at home in a safe condition, free from hazards and other dangers to the employee and the equipment provided by the organization.</p> <p>5. Safeguarding Confidentiality</p> <p>5.1. To safeguard all confidentiality information, Pride Toronto employees are encouraged to safely store all files and/or other work-related documents in their designated workspace.</p>
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	<ul style="list-style-type: none">5.2. To comply with potential breaches of privacy and confidentiality, employees are encouraged to:<ul style="list-style-type: none">5.2.1. Have passwords for your work computer and other work-related accounts;5.2.2. Avoid leaving your computer on and the contents of the screen visible to others when not in use (i.e. log out of or shut down the computer).6. Equipment and Technology<ul style="list-style-type: none">6.1. Pride Toronto will provide staff with relevant equipment and tools needed for employees to be able to perform their duties. This may include but is not limited to the following: a laptop computer, computer hardware, software, technological support, and other applicable tools and resources as needed to perform their duties.6.2. The use of office equipment provided by Pride Toronto for use at the remote work location is limited to Pride Toronto personnel for the performance of work duties only.7. Liability<ul style="list-style-type: none">7.1. Pride Toronto will be liable for injuries or illnesses that occur during the employee’s agreed-upon work hours and that is disclosed in the Employee’s Benefits package.7.2. Pride Toronto assumes no liability for injuries occurring in the employee’s home workspace outside the agreed-upon work hours.
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<p>Gender Identity And Expression Policy</p> <p>Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021</p>	
<p>Purpose</p>	<p>Pride Toronto is committed to providing an inclusive workplace environment where trans, intersex and two-spirit individuals are treated with dignity and respect.</p> <p>Pride Toronto shall not tolerate any discriminatory actions or harassment on the basis of gender identity or gender expression directed towards any staff, clients, contractors, students, Board members, volunteers or visitors. Gender identity and expression includes, but are not limited to, individuals that identify as trans, intersex or two-spirit.</p> <p>Each individual has the right to work or receive services in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices which are contrary to the Ontario Human Rights Code.</p>
<p>Enactment & Procedures</p>	<p>All staff, clients, contractors, students, Board members, volunteers, and visitors have the right to:</p> <ol style="list-style-type: none"> 1. be identified and referred to as the gender and pronouns they identify with; 2. Be referred to as their chosen pronouns; 3. be free from discrimination, harassment and violence; 4. be communicated within a respectful manner; 5. be treated in a supportive and equitable manner; 6. be able to launch a complaint under the Anti-Discrimination and Harassment Policy without fear of reprisal; and 7. dress in accordance with their self-identified gender. <p>Staff have the right to change their personnel records upon request if they are undergoing or have undergone a transition process.</p> <p>It is the responsibility of all staff to:</p> <ol style="list-style-type: none"> 1. provide all individuals with the right to be identified, referred to and addressed as the gender they identify with; 2. interact respectfully and consistently with all individuals and participate in the development of knowledge and skills involving human rights and health equity; and 3. to provide equitable access to programs and services.



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Incident Reports Policy Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	Pride Toronto is committed to protecting the safety of staff, students, volunteers and visitors. Reporting all incidents, however trivial they may seem, enables a profile to be established of the risks to staff, students, volunteers and visitors. By reviewing patterns and trends of incidents, underlying risks can be identified and corrective action implemented to prevent a recurrence.
Enactment & Procedures	<p>Completion of an Incident Report: If there is an incident involving a staff, student, volunteer or visitor:</p> <ol style="list-style-type: none">1. Any pertinent information must be collected immediately by staff and/or witnesses and recorded on the Incident Report (see attached).2. Once complete, all incident reports must be submitted to the Director or designate and Executive Director within twenty-four (24) hours of the incident.3. The Executive Director will review and forward the incident report to the Joint Health and Safety Committee (JHSC) for review and follow-up, as appropriate. <p>Responsibilities:</p> <p>Executive Director The Executive Director is responsible for reporting all incidents to the Board of Directors on a monthly basis.</p> <p>Directors/Managers Directors/managers are responsible for conducting the investigation. Other persons, such as the Joint Occupational Health and Safety Committee, may be asked to participate.</p> <p>Staff Staff are responsible for cooperating fully in the investigation and for reporting incidents to their Director or designate using the appropriate forms.</p>

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	<p>Joint Occupational Health and Safety Committee (JHSC) Depending upon the severity of an incident, the JHSC may be involved as part of the investigation.</p> <p>Debrief and Follow-up If an incident occurred because of unsafe conditions, the incident report will be passed along to the JHSC and a meeting will be convened as soon as possible to discuss cause(s) and recommend preventative measures.</p> <ol style="list-style-type: none">1. Following an incident, staff will be provided with an opportunity to debrief with their immediate supervisor for support.2. If appropriate, a follow-up meeting will be scheduled by the Director or designate with staff involved to discuss any actions that may have been taken as a result of the incident. <p>See link for: Incident Report Form</p>
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INCIDENT REPORT FORM

Name:	Date:
Position:	Department:

Description Of Incident:
Work In Progress

Manager or Supervisor's Printed Name: _____

Manager or Supervisor's Signature: _____



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Annex

Annex 1: Incident Report

Annex 2: Performance review

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Annex 1: Incident Report

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Incident Report

Name:	Date:
Position:	Department:

Description Of Incident:

Work In Progress

Manager or Supervisor's Printed Name: _____

Manager or Supervisor's Signature: _____



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Annex 2: Performance Review

Employee Name:	Review Date:
Department:	Position:
Employee Number:	Evaluator:
Start Date in Present position:	Review Period - From:

Factor	Meets Expectations	Needs Improvement	Not Applicable
Professionalism			
Demonstrates competence and expertise			
Accountability for work			
Quality of work – accuracy, thoroughness			
Meets professional and organizational standards			
Example / comments			
Decision Making			
Makes informed decisions through appropriate consultations			
Ability to take action			
Follow through to conclusion			
Communicates decisions effectively			
Example / comments			
Communication			



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Ability and willingness to listen to, be sensitive to and communicates with others			
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Factor	Meets Expectations	Needs Improvement	Not Applicable
Communication			
Ability to make clear and effective oral and written presentations			
Competency in computer-based communication			
Example / comments			
Team Work			
Actively participates in team functioning			
Contributes to a shared sense of purpose amongst team members			
Ability to balance individual responsibilities with team responsibilities			
Example / comments			
Planning, Reporting and Organizing			
Results of client record audits have been reviewed, as applicable.			
Able to organize information/knowledge for practical use.			
Example / comments			
Goal Setting			
Addressed previous year's work goals			
Able to identify work goals			



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Example / comments	
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Factor	Meets Expectations	Needs Improvement	Not Applicable
Professional Development/Continuous Learning			
Demonstrated commitment to ongoing learning			
Example / comments			
Individual Responsibilities			
Attendance			
Punctuality			
Flexibility			
Example / comments			
Supervision/Management of Others			
Coaches and develops staff/students/volunteers			
Encourages generation of ideas and feedback			
Motivates staff/ students/volunteers to work towards excellence			
Example / comments			
Supervision and Feedback			
I feel comfortable receiving and providing feedback to my manager			
Feedback provided by my Manager has been used to improve my work			



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I feel comfortable addressing concerns with my Manager			
The Senior Leadership Team is open and available to staff feedback			
Example / comments			

Other Comments:

Please check that each of the below boxes has been discussed during the performance review meeting. Please use the comments section below if further explanation/clarification is required.

- Occupational Health and Safety
- Review Job Description
- Conflict of Interest
- Career/ Professional Development Goals
- Work plan discussed (if applicable)

Please attach a copy of the employee's work plan

<input type="checkbox"/> I Agree with my supervisor/director's assessment and comments
<input type="checkbox"/> I do not agree with my supervisor/director's assessment/comments on the following points (Please explain)

Signature of Employee:	Date:
Signature of Supervisor:	Date:
Signature of HR:	Date:

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<p>Joint Health And Safety Committee</p> <p>Uv - 01</p> <p>Last Approved by Pride Toronto Board of Directors: April 6th, 2021</p>	
<p>Purpose</p>	<p>The Joint Health and Safety Committee is a standing committee formed by management and staff to facilitate the development and maintenance of a safe and healthy workplace. The Joint Health and Safety Committee ensures compliance under the Occupational Health and Safety Act.</p>
<p>Enactment & Procedures</p>	<p>Objectives</p> <p>To define, identify and promote health and safety within the workplace, encompassing all employees.</p> <p>To encourage staff to utilize the Joint Health and Safety Committee with related workplace concerns.</p> <p>To be available as a resource and act as an advocate for all employees.</p> <p>To make recommendations to management and staff for the improvement of health and safety to the staff.</p> <p>To make recommendations to management and staff regarding the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of staff.</p> <p>To act in an advisory role while the responsibility for implementing and enforcing health and safety measures rests with management and staff. Authority is an integral part of management’s function. The Joint Health and Safety Committee makes recommendations to management.</p> <p>To fulfill the responsibilities of the Joint Health and Safety Committee as outlined in the Occupational Health and Safety Act.</p> <p>Participation</p> <p>The committee will be composed of at least two staff members and one member of the Senior Leadership team.</p> <p>An election to appoint the staff representatives will be held on an annual basis.</p>



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	<p>At least one management and one staff representative have completed levels 1 and 2 of mandatory training: Basic Certification and Workplace-Specific Hazard Training. Refresher training is required every three years to maintain certification.</p> <p>Members will be on the committee for a minimum of two (2) years. The Chairpersons will remain for two (2) years.</p> <p>The committee will meet a minimum of once every three months (as required by the <i>Occupational Health and Safety Act</i>).</p> <p>Minutes of every meeting will be taken and posted in the office.</p> <p>Role of the Co-Chairpersons (One Worker, One Management):</p> <ol style="list-style-type: none">1. Joint Health and Safety Committee meetings are to be chaired alternately by the management and staff co-chairs.2. To prepare an agenda for each meeting to be distributed to committee members prior to the meeting based on:<ol style="list-style-type: none">2.1. Unresolved issues from last meeting;2.2. Suggestions/concerns from staff;2.3. Incoming literature; and2.4. Incident reports3. Keep staff informed of Joint Health and Safety Committee's work.4. Review membership and rotation of committee members on an annual basis.5. Ensure tasks of the committee are distributed among members or designates:<ol style="list-style-type: none">5.1. Concerns of staff investigated;5.2. First aid boxes checked every three months (January, April, July and October);5.3. Fire extinguishers and smoke detectors, carbon monoxide detector checked monthly;5.4. Emergency power lights checked at minimum, on an annual basis;5.5. Workplace inspections completed monthly as required by the <i>Occupational Health and Safety Act</i>;5.6. Occupational Health and Safety bulletin boards kept up-to-date; and5.7. Present report at all-staff meetings, as required.
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Review incoming literature and provide opportunity for committee members to review.

Ensure that all committee members have an opportunity for input into discussions and/or decisions reached during committee meetings.

Orient new committee members to health and safety policies and their role.

Role of Committee Members

1. All members are expected to familiarize themselves with the *Occupational Health and Safety Act*, learn about health and safety needs at Pride Toronto and to perform duties of the Joint Health and Safety Committee.
2. The Joint Health and Safety Committee provides recommendations to management and staff for the resolution of unsafe conditions or actions that could lead to injury.
3. If a member is unable to attend a meeting, they will notify the Chairperson.
4. Members will contribute their experience and ideas to committee discussions.
5. Members will undertake specific responsibilities which are functions of the committee. For example:
 - 5.1. Carry out workplace inspections;
 - 5.2. Attend to “refusal to work” situations;
 - 5.3. Review incident reports and carry out investigations;
 - 5.4. Develop and maintain policies and procedures relevant to health and safety practices;
 - 5.5. Identify and provide information, resources, and training to staff on identified health and safety practices (i.e. fire drills, first aid, CPR, WHMIS);
 - 5.6. Accompany Ministry of Labour inspections and audits;
 - 5.7. Respond to staff requests and concerns regarding health and safety practices; and
 - 5.8. Undertake special tasks for the committee.

Decision-Making

The committee will attempt to reach a consensus on each decision it makes. If the committee cannot reach a consensus, a vote may be taken. The committee will go with the majority vote, when a vote is needed. Given the committee’s advisory role, the final authority for decision-making rests with the Senior Leadership Team.

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	<p>Accountability The Committee is accountable to the Pride Toronto staff.</p>
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Mandatory Use Of Mask Or Face Covering	
Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	Effective immediately, all staff, clients, students, volunteers (including Board members) and visitors are required to wear a mask or face covering upon entering Pride Toronto. This policy has been created in compliance with City of Toronto By-law 541-2020.
Enactment & Procedures	<p>The mask or face covering must cover the nose, mouth and chin. Temporary removal of the mask is permitted where necessary for the purposes of receiving services.</p> <p>The following persons are exempted from requiring a mask or face covering and will not be required to provide proof of such exemption:</p> <ol style="list-style-type: none">1. Children under two years of age.2. Persons with an underlying medical condition that inhibit their ability to wear a mask or face covering.3. Persons who are unable to place, remove or use a mask or face covering without assistance.4. Employees of Pride Toronto in a designated area not for public access, or within or behind a physical barrier.5. Persons who are reasonably accommodated by not wearing a mask or face covering under the Ontario Human Rights Code. <p>Staff are encouraged to provide any individual with a copy of this policy and the City of Toronto By-law 541-2020 upon request.</p> <p>Access to Hand Sanitizer</p> <ol style="list-style-type: none">1. Pride Toronto will ensure that hand sanitizer is available for use across all site locations.2. Alcohol-based hand sanitizer approved by Health Canada (must have a minimum of 60% alcohol) will be used. <p>Staff Training</p> <ol style="list-style-type: none">1. All staff are required to review this policy. Staff will be provided with an opportunity to direct questions to their Director or designate regarding compliance with this policy.

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Political Activity Policy Uv - 01 Last Approved by Pride Toronto Board of Directors: August 24th, 2021	
Purpose	<p>Pride Toronto describes the political activity rights and duties of staff and directors to balance the non-partisanship of Pride Toronto with an individual’s right to engage in political activity.</p> <p>The following procedures are intended to provide information for employees and Board Members about their political activity rights and restrictions.</p>
Enactment & Procedures	<p>What is political activity?</p> <p>An employee or Board Member engages in political activity when they:</p> <ol style="list-style-type: none">1. Do anything in support or in opposition to a federal or provincial political party or candidate in a federal, provincial or municipal election;2. Seek to become or are a candidate in a federal, provincial or municipal election; or3. Comment publicly about public policy issues or positions held by a federal or provincial party, or elected official or candidate at the federal, provincial, or municipal level. <p>What political activity is permitted?</p> <p>Employees and Board Members may generally engage in the following permitted political activity:</p> <ol style="list-style-type: none">1. Voting;2. Attending all-candidates and riding association meetings;3. Being a member of a federal or provincial party;4. Contributing money to political parties and candidates;5. Campaigning for an individual candidate in an election; and6. Pride Toronto making official public statements on issues, as approved by the Board or Senior Leadership Team.



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	<p>What political activity is restricted but not prohibited?</p> <p>Unless an unpaid leave of absence is granted or it is determined that no leave of absence is necessary, an employee or Board Members cannot engage in the following activities:</p> <ol style="list-style-type: none">1. Be a candidate in a federal or provincial election during the writ period, or in a municipal election 30 days prior to voting day;2. Comment publicly, outside the scope of their duties to the organization, on matters that are directly related to those duties and that are addressed in the policies of a federal or provincial party or elected official or candidate at the federal, provincial or municipal level;3. Engage in political activity if doing so could:<ol style="list-style-type: none">3.1. interfere with the performance of their duties, or3.2. conflict with the interests of the Corporation. <p>What political activity is prohibited?</p> <p>Employees and Board Members cannot:</p> <ol style="list-style-type: none">1. Engage in political activity in the workplace, during working hours, or performing any activities associated with their role in the organization;2. Use Pride Toronto resources (e.g. premises, equipment or supplies) for political activity;3. Associate their position with political activity (except if seeking to become a candidate in an election and then only to the extent necessary to identify their position and work experience);4. Engage in any political activities on company premises;5. Use Pride Toronto’s name for any political activity without the approval of two-thirds of the Board of Directors;6. Participate in political activities that reflect unfavorably on Pride Toronto; example of some activities are transphobic, white-supremacist, etc7. Executive Director not allowed to publicly endorse any candidate or political party;8. No candidate or political party will be endorsed on behalf of Pride Toronto. <p>Leave of Absence</p> <p>An employee or Board Members may apply for an unpaid leave of absence so as to engage in political activity that is otherwise restricted.</p>
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	<p>Purpose The request must specify the political activity at issue, with reference to the specific activities identified above in this policy.</p> <p>Length of Leave</p> <ol style="list-style-type: none">1. Political activity during an election period: The leave starts on the day the writ is issued and ends on polling day for provincial and federal elections and 30 days prior to a scheduled municipal election.2. Political activity other than during an election period: An employee who wishes to seek nomination or be a candidate at any time other than during an election period is not required to be on an unpaid leave of absence. <p>Continuous Service The period of leave is not counted as continuous service for employees, but service before and after the leave is considered continuous for all purposes.</p> <p>Penalty for Contravening</p> <p>There are several possible disciplinary penalties for contravening the political activity provisions including written warning, suspension and dismissal.</p>
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Right To Refuse Work Policy Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto supports the health and safety of staff and recognizes legislative requirements and its obligations as per the <i>Occupational Health and Safety Act</i>, 1990.</p> <p>The <i>Occupational Health and Safety Act</i> gives a worker the right to refuse work that they believe is unsafe to themselves or another worker. A</p>

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	worker who believes that they are endangered by workplace violence may also refuse work.
Enactment & Procedures	<p>Staff members will advise their immediate Director or designate and the Joint Health and Safety Committee of a work refusal immediately.</p> <p>All reported work refusals will be documented.</p> <ol style="list-style-type: none"> 1. As soon as the Employer is informed by the employee, it is the responsibility of the Director or designate, in consultation with the Joint Health and Safety Committee, to ensure that the necessary investigations, inspections and analysis of the situation giving rise to the work refusal are conducted. <p>When an employee refuses to do particular work:</p> <ol style="list-style-type: none"> 1. They shall inform their supervisor without delay; 2. They shall suffer no loss of pay or benefits during the period for which they withdraw their services; 3. They are entitled to be present while the investigation provided for hereinafter is conducted; 4. Until the situation is remedied, no other employee may be assigned to use or operate the machine, apparatus, material or object, or be assigned to the part of work that is the subject of the investigation.

<p>Staff Feedback</p> <p>Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021</p>	
Purpose	Pride Toronto is committed to ensuring a high-quality work environment that is informed by staff consultation and feedback. Staff are encouraged to contribute their ideas and experience to quality improvement processes at Pride Toronto.
Enactment & Procedures	<p>Pride Toronto utilizes a variety of mechanisms to gather staff feedback and monitor the quality of Pride Toronto's work environment including:</p> <ol style="list-style-type: none"> 1. Regular staff engagement surveys. 2. Performance Management Process.

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	<ol style="list-style-type: none">3. Human resources metrics including exit interviews, employee assistance program reports, benefit utilization reports, absenteeism and turnover rates, etc.4. Supervision meetings.5. Debrief meetings following incidents that take place within the organization.6. Involvement of staff on key organizational committees including strategic planning, human rights, and others as deemed necessary.
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Whistleblower Policy	
Uv - 01 Last Approved by Pride Toronto Board of Directors: April 6th, 2021	
Purpose	<p>Pride Toronto is committed to the highest standards of professional, ethical and legal behaviour on the part of its Board members, staff, students and volunteers. Any person, who becomes aware of a breach of professional, ethical, financial or legal behaviour, or contravention of any policy governing the conduct of persons associated with Pride Toronto and attempts to conceal any such breach or contravention, is responsible for reporting this immediately.</p> <p>In support of this policy:</p> <ol style="list-style-type: none">1. Whenever possible, the identity of the Complainant will be protected, and will not be disclosed to anyone (other than those included as part of the investigation). The identity of the Complainant will only be disclosed in connection with furthering the objectives of the investigation or if required by law to do so;2. There will be no retaliation, reprisals, or other action against a Board member, staff, student or volunteer who reports a situation in good faith;3. Procedures will be put in place to ensure that all reports are investigated in full;4. Any person found to have made a maliciously motivated report which is proved to be unfounded will be subject to disciplinary action, up to and including termination;5. The Executive Director or designate will address complaints in a manner consistent with these procedures. In circumstances where a conflict with the complainant exists for the Executive Director, the Co-Chairs will lead the process.6. The Director of Operations or designate will file a report with the Executive Director on a monthly basis. The monthly report will include a summary of complaints received or state that no complaints were received for the reporting period. The Executive Director will report to the Board of Directors through the monthly Executive Director report.7. The Executive Director will ensure that the complainant is advised when the investigation process has been completed.



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<p>Enactment & Procedures</p>	<p>Ethical, Legal, Professional or Financial</p> <ol style="list-style-type: none">1. Any person who witnesses or suspects that a criminal act, breach of professional or ethical behaviour or financial impropriety has occurred has the responsibility to report this act or breach.2. Internal Complainants are free to bring complaints to the attention of their Director or designate as they would any other workplace concern. The recipients of such complaints shall forward them promptly to the Executive Director. If the immediate Director or designate may be implicated in the witnessed or suspected criminal act or breach of professional or ethical behaviour, the report should be made directly to the Executive Director. To ensure that complaints are submitted confidentially or anonymously when internal Complainants so choose, Pride Toronto will maintain other formal means by which staff can communicate complaints, which may include:<ol style="list-style-type: none">2.1. A telephone number, (416) 927-7433 ext. 110, available at all times and accessed exclusively by the Director of Operations ("the Whistleblower Hotline"), who will be responsible for checking on a weekly basis;2.2. An email address to which complaints may be forwarded and which is accessed exclusively by the Director of Operations: whistleblower@pridetoronto.com; and2.3. By regular mail or other means of delivery, addressed to Pride Toronto's head office location, by which complaints may be submitted in a sealed envelope marked "Private and Strictly Confidential – Attention: (Director of Operations) – Pride Toronto"3. The Whistleblower Hotline number, the designated email address and the mail procedure will also be posted on Pride Toronto's staff intranet. <p>Executive Director</p> <p>If the suspicion of misconduct involves the Executive Director, that individual will not be informed in the ordinary course. The Director of Operations or designate will report the matter immediately to the Board Co-Chairs.</p> <ol style="list-style-type: none">1. The Board Co-Chairs or designate will investigate the circumstances, in consultation with any other persons with a legitimate interest in the process.
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	<p>2. If the suspicion of misconduct involves the Director of Operations, that individual will not be informed in the ordinary course. The staff will report the matter immediately to the Executive Director.</p> <p>Fraud</p> <p>It is the responsibility of the Board of Directors to ensure that the organization has appropriate procedures for the receipt, retention, and treatment of complaints about its accounting, internal accounting controls, and/or auditing matters.</p> <ol style="list-style-type: none">1. Under no circumstances, should staff, students or volunteers initiate an investigation of the alleged fraud. To do so may compromise any ensuing investigation.2. Once the Director of Operations or designate has been notified of possible fraudulent activity, they will:<ol style="list-style-type: none">2.1. Inform the Executive Director immediately, who will determine the appropriate course of action. If the Executive Director is suspected of engaging in a potentially fraudulent act, the Board Co-Chairs will be informed immediately via email;2.2. The Executive Director will advise the Board Co-Chairs immediately via email of the situation and the proposed course of action;2.3. A full report including the rationale for the final decision will be forwarded to the Board of Directors immediately via email; and2.4. The Executive Director will ensure that all allegations brought forward are evaluated fully and provide recommendations on how to proceed.3. Where suspicion of fraud is substantiated, the Executive Director or designate will, after the conclusion of the investigation, perform a thorough review of existing internal controls.4. A summary of internal control weaknesses and recommendations for internal control improvements required to minimize the likelihood of a recurrence will be presented to the Board for review.5. In the event that the Director of Operations is suspected of fraudulent activity, staff would report to the Executive Director immediately to follow the above process.
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