



# Artemis Place Society

## Human Resources

### Policy Manual

Revised April 2023

## CONTENTS

INTRODUCTION.....	4
WELCOME TO ARTEMIS PLACE SOCIETY .....	5
ABOUT ARTEMIS PLACE SOCIETY .....	5
Vision.....	5
Mission.....	5
Artemis Code of Ethics.....	5
ABOUT THIS MANUAL.....	7
Anti-Oppression and Diversity .....	8
SELF-CARE .....	8
Maintaining Professional Boundaries .....	9
Counsellor and Non-counsellor Roles.....	10
Staff Modelling.....	11
EMPLOYMENT .....	12
Definitions.....	12
Employee .....	12
Regular Full-Time Employee .....	12
Full-time Contract Employee: .....	12
Part-time Contract Employee: .....	12
Casual Employee .....	12
Contractor .....	12
Hiring.....	12
Hiring Process.....	12
Contract Renewal.....	12
Appointments .....	13
Criminal Record Checks.....	13
Probationary Period.....	13
Orientation of New Employees.....	14
Hours of Work.....	14
Employee Records.....	14
Job Descriptions .....	15

Performance Reviews .....	15
Professional Development .....	16
COMPENSATION AND BENEFITS .....	17
Compensation .....	17
Benefits .....	17
Group Registered Retirement Savings Plan (GRRSP) .....	18
Overtime .....	18
Travel Expenses .....	18
Out of Pocket Expenses .....	19
TIME AWAY FROM WORK .....	20
Statutory Holidays .....	20
Vacation .....	20
Sick Leave .....	21
Leave of Absence .....	21
Bereavement Leave .....	21
Compassionate Care Leave .....	21
Family Responsibility Leave .....	22
Personal Wellness Days: .....	22
Jury or Court Duty .....	22
Pregnancy and Parental Leave .....	22
Personal/Professional Extended Leave of Absence: .....	22
CODE OF CONDUCT .....	24
Personal Information Privacy For Employees and Volunteers .....	24
Confidentiality .....	29
Representation of Artemis .....	30
Conflict of Interest .....	30
Harassment and Bullying Prevention .....	30
Appeal .....	31
Disciplinary Procedures .....	32
Drugs and Alcohol in the Workplace .....	32
Social Media .....	33

Computer and Network Acceptable Use .....	34
DEPARTURE.....	35
Abandonment of Position .....	35
Layoff.....	35
Resignation and Retirement .....	36
Termination.....	36
Exit Interviews.....	36
References .....	36

# INTRODUCTION

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## WELCOME TO ARTEMIS PLACE SOCIETY

It is an honour to welcome you to Artemis Place Society.

Since the early 1970's the Society has offered educational alternatives for young women, transgender or non-binary youth and young parents. The Society's focus on young parents and their babies is central to our identity as a Society and supporting these young families in optimizing their wellness is a privilege. Our Vision and Mission speaks to our purpose and objectives in supporting young people to experience success. It is a gift to be able to walk alongside these youth and reflect their strengths and value. We work to send each one of our students out in the world better equipped to experience happiness and fulfillment. The students inspire and motivate us, and we have the gift of aligning our personal values with the work we do for a living.

Thank you for being an essential component of the staff team that facilitates the Society's Vision and Mission.

## ABOUT ARTEMIS PLACE SOCIETY

### **Vision**

Students experience educational success, find their voice, fulfill their potential and have the power to achieve their dreams.

### **Mission**

To provide:

- Holistic social and emotional support and high school education to young women and trans youth in our nurturing community.
- An enriched early childhood experience to infants and toddlers of young parents while modeling care-giving skills and supporting each student in their parenting.

## ARTEMIS CODE OF ETHICS

Artemis is a workplace environment, which places a high priority on safety and respect for its employees, participants, Board members, and volunteers. The "Artemis Code of Ethics" represents our commitment to maintaining a safe and healthy workplace; it provides guidelines for participants, Board members, volunteers, and staff alike.

- I will promote the well-being and safety of the students and children I serve as my primary professional obligation.
- I will respect the intrinsic worth of each of the students and children I serve.
- I will promote the right of the students and children to participate in decisions that affect them.
- I will respect the students' and children's right to privacy and confidentiality.
- I will maintain my professional competence.
- I will act with integrity, honesty and fairness.

# ABOUT THIS MANUAL

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This manual provides information about Artemis Place Society and the terms and conditions of your employment.

Employment policies describe the rights and expectations of both the Society and our employees. They are intended to provide a framework for equality within the organization, and to promote a clear and open climate for personnel management and staff relations.

Periodically, this manual will be amended when policies are revised, or new policies are developed. Employees will be informed of any changes made in writing.

Policies that are added or modified over the course of time will indicate a revised or added date below the relevant policy.

As a condition of employment, all employees must acknowledge by signature that they have received, read, understand, accept, and agree to follow the policies set out in this manual.

# Anti-Oppression and Diversity

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Artemis Place Society is committed to creating and maintaining an environment free from all forms of discrimination. The Society also actively nurtures an environment that promotes respect for human rights, ensures equality of opportunity, and supports diversity.

The Society shall not tolerate any conduct of discrimination toward any individual or group. This policy applies to all members of the Artemis community including students, employees, board members, parents, guardians, volunteers and guests.

Discrimination in this policy is defined as the subordination of groups or individuals resulting from a distinction, preference or exclusion based on the grounds of race, religion, colour, ethnicity, place of origin, ancestry, political belief, language, age, physical or mental disability, family status, gender identity, gender expression, sexual orientation, criminal conviction where not directly related to employment, or any other difference.

Discrimination includes harassment, any negative or adverse conduct, comment, gesture or contact, and systemic barriers based on the above grounds. This conduct is harmful and can create a working or learning environment that is intimidating, humiliating, or uncomfortable. It includes any behaviour that is known, or reasonably should be known, to be offensive.

Artemis Place Society is committed to providing quality services to its students by establishing a qualified and unique workforce that reflects the diverse students it serves. Artemis fosters an environment of inclusion that respects people's dignity, ideas and beliefs, and ensures equal access to employment for all people who have the qualifications and abilities required to perform the duties of their job.

Valuing diversity and creating an equitable employment environment includes the following principles:

- Fairness and equality
- Openness and transparency
- Inclusion and support
- Safety
- Ownership and empowerment
- Maintenance of confidentiality and privacy

These principles are reflected in all of Artemis' practices and policies regarding hiring, training, work assignments, promotions, transfers, wages, termination, and other forms of compensation.

## SELF-CARE

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As an organization, we have identified the elements of self-care that we value within our workplace and recognize that observing these elements is an essential requirement of working effectively at Artemis Place Society.

Effective self-care includes:

- Establishing and maintaining appropriate professional boundaries
- Identifying stress and difficult emotional responses and taking steps to reduce negative impacts
- Identifying our need for breaks and arranging to take the time required
- Setting limits to the time we work that are respectful of the needs of the program and the hours we are contracted to work
- Respecting our individual limits and not taking on more work than we can handle
- Addressing any discomfort we feel in relation to our workplace directly with the person involved and respectfully collaborating on a resolution
- Asking for help and or support as needed

The value of effective self-care will be evident in enthusiasm for our work and a clear willingness to be at Artemis and to support the work of the Society.

## **MAINTAINING PROFESSIONAL BOUNDARIES**

For the well-being of staff and participants and the program overall, staff and volunteers will maintain professional boundaries with youth and their families. Including:

- Staff/volunteers will not use personal phones, personal email addresses or personal social media accounts (Facebook, etc.) to contact youth/families.
- Staff/volunteers will not have current students or their children to or in their homes. This includes visiting, fostering or providing respite to youth or their children.
- Staff/volunteers will not babysit for students.
- Staff/volunteers will only visit youth in their homes with the knowledge of the staff team and/or supervisor.
- Staff/volunteers may at times give students a ride to a community resource or as an opportunity for relationship building.
- Staff/volunteers will not give gifts or money to the students, unless doing so has been agreed to by the staff team or supervisor.

If staff are unsure about boundaries in any situation, they shall discuss the matter with their direct supervisor.

Youth and Family Counsellors shall meet for supervision with their supervisor on a regular basis, and after any major disclosure or event.

When non-counselling staff meet with or talk to a youth's family or outside agencies about topics other than the educational program, staff will share that interaction with the counsellor, as the case manager.

When staff members encounter youth outside of the program, they will take their cue from the student regarding acknowledging or interacting with them. Staff members will continue to act professionally in those interactions, even outside of program times.

Staff will continue to maintain professional boundaries after students have left the program and for a period of no less than two years.

## COUNSELLOR AND NON-COUNSELLOR ROLES

Artemis Place Society aims to provide a safe and nurturing environment where youth grow and find success. While each staff member will work to develop supportive relationships with each student, all staff members, including counsellors, are expected to operate within the limits of their skills, experience, role, and within the limitations of the structure of our programs when working with youth.

Our counsellors provide a safe and supportive relationship which may lead to disclosures from the students. They do not engage in therapeutic clinical counselling - they offer crisis support, helping youth to stabilize and access appropriate community resources.

Each staff member is responsible for developing healthy relationships with the students. Within that relationship, students may disclose trauma or other concerns. While each staff member is encouraged to be a support to the student, it is expected that each staff member will not act in the role of counsellor. Students should be encouraged and directed to speak to their counsellor about such disclosures. In any event, all pertinent information will be shared with the students' counsellor.

Counsellors will share only necessary information to help support the students within the program with other staff.

When a counsellor feels it would be in the best interest of the student to share a disclosure or situation with the rest of the staff, the counsellor will work with the student about the details of information to be shared with the staff team, unless their safety requires otherwise. Limits and boundaries will be respected while always keeping the safety of the student in mind.

Counsellors will make referrals to appropriate outside agencies. All students attending Artemis must have the support of a community resource. Counsellors will assist students to access support that is outside the limits of our program.

If there are concerns that a student may be suicidal, a suicide risk assessment will be conducted before allowing the student to leave the presence of a staff member. The follow up will depend on the risk, and may include a trip to emergency, contacting Emergency Youth Mental Health or the Police.

Staff will work collaboratively with the best interest of the students at the core. Staff will seek the input of the team regarding goals and plans for students, as appropriate.

## STAFF MODELLING

Adult modeling is an integral part of our Society's approach to supporting the development of youth and children. It is especially important to model the type of behaviour and communication that we want to encourage.

Staff and volunteers will model appropriate and respectful communication. This includes refraining from gossip, excessive coarse language, derogatory remarks, gossip, inappropriate stories, and overly personal sharing.

# EMPLOYMENT

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## DEFINITIONS

**Employee:** Someone who has been employed by Artemis Place Society, according to the established recruitment policy, to fill a regular staff position and who has successfully completed the probation period; usually, this is either a new position or one that is vacant because an employee has left the organization.

**Regular Full-Time Employee:** Someone who has successfully completed their probationary period and who is regularly scheduled to work at least 28 hours per week over twelve months of the year. Full-time employees are eligible for the full range of employee benefits as outlined in this Manual.

**Full-time Contract Employee:** Someone who is employed by Artemis Place Society on a 10 month contract renewable on a school-year to school-year basis. The contract identifies the number of hours the employee will work and the payment schedule of wages. Full-time contract employees are eligible for the full range of employee benefits as outlined in this Manual.

**Part-time Contract Employee:** Someone who is employed by Artemis Place Society on a 10 month contract renewable on a school-year to school-year basis. The contract identifies the number of hours the employee will work, less than 28 hours, and the payment schedule of wages. Part-time contract employees are eligible for paid vacation but are not eligible for extended employee benefits.

**Casual Employee:** Casual employees are those who have an established employment relationship with Artemis Place Society and who are assigned to work on an intermittent and/or unpredictable basis to assist with coverage when needed, and have the ability to accept or refuse shifts offered. Casual employees are not eligible for Artemis Place Society's extended benefits program. Casual employees will receive vacation pay of 4% of wages on each cheque.

**Contractor:** Someone who is self-employed by Revenue Canada's definition and contracts to deliver services to Artemis Place Society apart from the responsibilities of employees of the agency.

## HIRING

### Hiring Process

When a position becomes available at Artemis, a hiring team of experienced staff members will be selected by the Program Director and/or the Education Director. Staffing will be completed through a hiring process that strives to recruit the best candidate possible. The primary factors taken into consideration will be the relative ability and merit of all candidates.

For the hiring of the Program Director and/or the Education Director, the Board of Director's HR Committee will be fully responsible. For hiring any other leadership position, one or two Board members will participate in the hiring process along with the Directors.

### Contract Renewal

Contract renewals for Artemis employees on 10 month contracts will typically be offered in the spring, to give employees sufficient notice to make appropriate plans for the following year.

## Appointments

From time to time, the Program Director and/or the Education Director may choose to appoint an employee to an open job position. Appointments will be made when regular recruitment practices are not appropriate for the situation at hand. Such circumstances may be:

- the position is short term
- an individual already possesses the skills and/or qualifications which are unique to the position and there would be no reasonable expectation of competition
- there is a short lead time to fill the position

## Criminal Record Checks

All individuals employed by the Society, or volunteering in a Society program, will be required to complete an Authorization for Criminal Records Search, vulnerable sector option, under the Criminal Records Review Act, prior to spending any unsupervised time with a student or infant/toddler. The results of the criminal record check will be maintained in Society's personnel files.

Employee criminal record checks will be renewed every five years. For practicum students, the Society may accept criminal record checks performed by their educational institution. Any costs associated with completing criminal record checks and renewals will be paid by the Society. If an employee or volunteer is charged with or convicted of a relevant offence subsequent to a criminal record check, the employee must promptly report the charge or conviction to the Program Director and/or the Education Director and provide a signed criminal record check Authorization Form.

If the Society becomes aware that an employee has an outstanding charge for, or has been convicted of, a relevant offence, the Society must require the employee to provide a signed criminal record check Authorization Form for a further criminal record check. A review process of the charge and repercussions will then take place and will be conducted by the Program Director and/or the Education Director with the support of the HR Committee. If the employee is also a registered member of a Governing Body, the the Program Director and/or the Education Director must take reasonable steps to notify the registered member's governing body that it is taking action.

## PROBATIONARY PERIOD

All employees will be subject to a three-month probationary period upon being hired with Artemis Place Society.

The objective of the probationary period is to provide the organization with an opportunity to evaluate whether or not an employee is the most suitable candidate for the position being filled, and to provide feedback to a new employee on their performance. It is also an opportunity for employees to evaluate their new responsibilities and assess if the position and the Society is the right fit for them.

Successful completion of the probationary period is based on the employee's ability to demonstrate that they possess the qualifications and aptitudes necessary to work as a member of the staff team and fulfill the responsibilities outlined in their job description.

At the three-month point, a written evaluation review will be conducted with the employee and their supervisor to assess the employee's ability to perform the job based on the job description, and to discuss any other concerns either party may have.

During the first three months of the probationary period, either the employee or the Society may end the employment relationship at any time without notice or pay in lieu of notice.

## **ORIENTATION OF NEW EMPLOYEES**

The Society recognizes that a thorough orientation for all new employees is important. New employees will be provided with an orientation of the organization and job specific training by their direct supervisor and will begin on their first day of employment and be completed within a week.

Orientation is provided to ensure a new employee is properly trained in their role, understands the organization's vision, mission, principles and objectives, health and safety and becomes familiar with the programs, students and children it serves. Thoughtful observation of all aspects of the program i.e. academics, life-skills and child care is an integral part of the orientation process.

## **HOURS OF WORK**

Hours of work for employees are reviewed annually and outlined in the employee's annual employment contract. Employees are provided with a 30 minute paid lunch break each day. Staff are encouraged, but not required, to take their lunch breaks in the lunch room, as an active participant in the community.

Any specific scheduling-change requests can be reviewed on a case by case basis, by the Co-Directors, who will take into consideration program needs, position, and other scheduling arrangements.

## **EMPLOYEE RECORDS**

An employee file will be created for all new employees upon being hired to maintain the employee's documents as it relates to their employment with Artemis Place Society. The employee file may contain information such as: the application for employment (resume), references, employment contracts, other correspondence, details of salary and payroll records, performance reviews, relevant medical certificates, proof of education, letters of commendation or complaints, copies of car insurance, drivers' license and abstract, and any other matters related to the employees' employment history with Artemis Place Society.

Employee files will be kept confidential, stored in a secure place, and may be accessed by the Program Director or the Education Director only. The Board of Directors will have access only to the Co-Directors employee file. No information from an employee file will be released to any unauthorized person.

Employees may make an appointment with the Program Director and/or the Education Director to review their employee file. The employee will not remove, alter or add anything to this file without the approval of the Program Director and/or the Education Director. Employee files will be retained by Artemis Place Society for four years after the employment relationship ends.

*Refer to the Artemis Place Society Privacy Policy for more information on privacy and protection of personal information.*

## JOB DESCRIPTIONS

Artemis Place Society will provide all employees with a job description that outlines the responsibilities of their position. Job descriptions will be reviewed and approved by the Co-Directors.

Job descriptions will typically contain the following information:

- Job Title
- Summary statement
- Assigned responsibilities or duties
- Essential job qualifications
- Conditions of employment
- Reporting relationships

Job descriptions will be used for a variety of employment decisions, including, but not limited to: employee selection, performance reviews, and organizational structuring.

Job descriptions will be reviewed and updated annually and signed by employees upon contract renewal.

## PERFORMANCE REVIEWS

The performance review process is an important collaborative activity, providing valuable insight into the work being done, and ensuring efforts of the employee can be recognized.

The performance review process has the following goals:

- Identify and encourage individual employee contribution to achievement of the overall goals of the society;
- Assist in recognizing the connections between employee contribution and the outcomes of its students;
- Recognize employee achievements;
- Identify and develop career and growth plans; and
- Assess the employee's ability to perform the job based on the job description.

Performance reviews will be conducted annually. During the review, the employee and their supervisor will contribute to planning and goal setting, will look at the year ahead, and will evaluate the employee's performance over the previous year. A written summary will be kept in the employee's personnel file. The performance review process is an ongoing activity and check-ins and feedback will occur throughout the year to assess the progress made and address any concerns to ensure success of the employee meeting their goals.

The performance review process also plays an important role in professional development. It is important that employees participate in creating annual goals and related training priorities and prepare fully for performance conversations throughout the year.

## PROFESSIONAL DEVELOPMENT

Artemis Place Society is committed to working with its employees and supporting on-going professional development and training to ensure that employees are knowledgeable and well equipped to carry out their responsibilities.

During the yearly performance review process, each staff member will identify, together with their supervisor, annual goals and related training priorities, and then share this information with the Co-Directors. Teachers participate in a Professional Learning Community that uses the Teaching Effectiveness Framework Rubric (2009: Freisen “What Did You Do In School Today”) and (2022) Halbert, Judy *Leading Through Spirals of Inquiry*.

Artemis provides funds for professional development and staff training for full-time and part-time employees, based on funding availability and amounts are detailed in annual employment contracts. On occasion, monies may be pooled within the team to provide a training opportunity for the entire team. Funding will be re-visited annually and incorporated into annual employment contracts. If travel is involved, there is to be prior agreement negotiated on which travel expenses may be claimed by the employee (*see Travel Expenses policy*).

Additional internal staff training and professional development opportunities may be supported based on timing and funding availability, to the extent determined by the Program Director and/or the Education Director; provisions may be made for a staff training budget administered by the Program Director and/or the Education Director.

All staff must complete a *Professional Development Request Form* to be approved by the Program Director and/or the Education Director, outlining the desired course/workshop and how it will be of benefit to the employee and the organization. This must be completed prior to the professional development taking place.

Some work time may be provided for training; if approved, employees will make arrangements for this time away by ensuring coverage of their areas of responsibility.



# COMPENSATION AND BENEFITS

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## COMPENSATION

Artemis Place Society Compensation Philosophy:

- To remain current and comparable to the average wages and benefits paid in the not-for-profit, social service and alternative school sectors
- To review on an annual basis in order to remain current
- Ensure that the organization does not agree to incur costs that will consistently put the agency in deficit with its wages
- Desire to be as generous as possible to ensure that staff appreciation is clear

Employees will be paid on an hourly basis (with management exceptions) and will be paid bi-weekly via direct deposit. Artemis Place Society will make all deductions required by law, such as: Income Tax, Canada Pension Plan, and Employment Insurance.

Employees requesting additional assignment or deduction of wages such as for special donations and additional tax, must do so in writing to the Program Director and/or the Education Director. Employees should make requests for changes or cancellations to additional wage deductions in writing to the Program Director and/or the Education Director.

Written wage statements, in accordance with the requirements of the BC Employment Standards Act, will be provided for each pay period detailing all relevant information concerning wages earned and deductions made.

Artemis Place Society is committed to attaining and maintaining fair wages and benefits for all employees, based on the work performed. The Program Director and the Education Director salary and benefits are determined by the Board of Directors and reviewed annually. The Program Director and/or the Education Director will review and potentially adjust staff wages during the annual budget cycle and consider employee performance, cost of living adjustments, and funding availability. A wage scale for all staff positions will be drafted by the Program Director and/or the Education Director and brought to the HR Committee and the Finance Committee for review and approval; and, to ensure contracts can be completed well ahead of the school year start in September. Staff positions are contingent upon ongoing funding.

## BENEFITS

After three months of consecutive employment, full-time employees who regularly work a minimum of 28 hours a week are eligible to join the third party Extended Medical Health and Dental Benefits Plan. The Society reviews its Benefits Plan and premiums annually and pays a percentage of the premium for extended health and dental coverage. The paid percentage of this coverage may change from year to year depending on premium rate increases.

The Extended Benefits Plan includes:

- Extended health and dental coverage
- Life insurance (*Mandatory*)
- Accidental death and dismemberment insurance
- Long-term disability (*Mandatory*)

Coverage is also available for family members including spouse/partner and dependent children.

Employees can choose to opt out of third-party benefits if they have insurance through a spousal plan, with the exception of life insurance and long term disability, which is mandatory for all employees. Artemis Place Society will pay a percentage of the premiums for all extended benefits including family members. Employees pay 100% of the premiums for LTD, as it is a taxable benefit to employees (i.e. if LTD needed to be used, that amount would not be taxed). If an employee opts out of coverage, they will only be able to re-join the plan if coverage through their spouse or partner's plan is lost. Employees cannot choose to opt in and out of the plan. For detailed information regarding your benefits and opting out, please discuss with the Co-Directors.

Artemis will continue coverage during the summer months for employees on ten month contracts who have signed a contract renewal for the following year.

New employees will be provided with a summary of the benefits included upon hire. The extent of all benefits is determined by the parameters of the contract signed between the Society and the carrier of the benefits plan.

## **GROUP REGISTERED RETIREMENT SAVINGS PLAN (GRRSP)**

Artemis Place Society has a Group Registered Retirement Savings Plan (GRRSP) for all regular full-time staff. The RRSP initiative is to recognize and value staff, as well as provide meaningful support around retirement planning.

Participation in the GRRSP is mandatory for all regular full-time employees, and is a condition of employment. In the first year of employment staff may make voluntary contributions but these will not be matched by Artemis. Once staff have completed one year of service they will be required to enroll and contribute to the plan. Artemis will provide contributions based on a percentage match of employees' base earnings according to a length of service schedule. Contributions will be made throughout the year by payroll deductions. Contribution percentages will be reviewed and may be adjusted periodically.

## **OVERTIME**

Any overtime hours required must be discussed and approved in writing by the Co-Directors in advance. Artemis Place Society will follow BC Employment Standards in respect to overtime compensation.

## **TRAVEL EXPENSES**

Artemis Place Society will reimburse work related travel expenses, given that the estimated expenses are discussed ahead of time, and approved by the Co-Directors. Artemis bases its travel compensation rates on the current Provincial Treasury Board amounts.

Employees are expected to provide original receipts for approved travel-related expenses, as well as submit a *Travel Expense Reimbursement Form*. Vehicle mileage should be tracked using the Society's *Mileage Form*.

The Society encourages employees to travel on work time when the travel is a requirement of the position. Travel for professional development may not be considered paid work time and can be addressed with the Co-Directors on a case by case basis.

Whenever possible, employees are expected to modify their work schedule so as not to accrue overtime. Employees are expected to discuss with the Co-Directors and obtain prior approval when travel requirements fall outside of regular working hours.

## **OUT OF POCKET EXPENSES**

The Society expects that employees making large purchases or purchases that fall outside of typical spending will seek prior approval from the Co-Directors. Routine purchases of supplies, incidentals, or food intended for use in the Society's programs typically do not require pre-approval.

# TIME AWAY FROM WORK

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## STATUTORY HOLIDAYS

All statutory holidays, as set out in the BC Employment Standards Act, are observed. Employees receive the following paid statutory holidays as days off, based on [eligibility](#) and the [statutory eligibility calculation](#).

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- British Columbia Day
- Labour Day (depending upon days worked in August)
- Thanksgiving Day
- Remembrance Day
- Christmas Day

To qualify for payment on a statutory holiday, an employee must have been employed and working for at least 30 calendar days before the Statutory Holiday and have worked or earned wages for 15 of the 30 calendar days preceding the holiday.

## VACATION

Artemis values its employees and is proud of the culture of teamwork and dedication that is the backbone of the organization. It is for this teamwork and dedication that the Society maintains a generous vacation schedule for employees.

### Annual Leave

Employees working the ten month school year are entitled to a set three weeks of paid annual leave, during the school year. Holidays coincide with scheduled school holidays, including Easter Monday and Boxing Day. Since neither the daycare nor the school programs operate during these school holidays, it is not an option for staff to work and receive pay in lieu of holidays. On occasion, programming may be run in the summer months of July and/or August and separate contracts will be written up for those periods. Any variance of the annual leave is to be negotiated with the Co-Directors. Employees start accruing vacation time at the start of their employment with Artemis. Vacation pay will not be paid out in lieu of taking vacation time. Vacation pay will only be paid out upon an employee leaving Artemis prior to the end of the school year.

Vacation schedule for employees working 12 months will be negotiated on a case by case basis by the Co-Directors, or by the Board's HR Committee, in the case of the Co-Directors.

Casual employees are entitled to vacation pay at a rate of 4% of their gross wages. Vacation pay earned as part of a temporary position will be paid out to the employee and will not accrue as vacation time.

## SICK LEAVE

Sick leave is time designated for sickness, accidents and other health related purposes with the goal of increased wellness. Regular full-time employees are entitled to two weeks of paid sick leave per year. For employees working regular part time but less than full time, sick leave will be pro-rated according to the number of days worked per week.

The Society requests that appointments with medical practitioners, doctors and dentists are scheduled outside of the Society's regular school hours as much as possible. These appointments may be taken during the school day when not possible to arrange otherwise.

An employee requiring sick leave or attending an appointment during work hours should make every reasonable effort to inform their supervisor as soon as they know they will be absent, and when they expect to return to work. Employees are required to contact their supervisor no later than their regular start time on the day they will be absent. Employees are expected to provide details on the coverage that is needed due to their absence and what responsibilities they have that need to be addressed that day. Time away is to be tracked on HUMI and is the responsibility of the employee to input time away.

Artemis reserves the right to request a doctor's note for sick leave absences of more than 2 days and may request a doctor's note that indicates an employee is fit to return to work.

An employee who has no remaining sick time may take sick leave without pay, and can discuss alternatives, such as using personal days or working time in lieu. Coverage of the benefits package will continue to be paid by Artemis during the period of short-term sick leave. If employees are sick for a period of longer than 2 weeks, they can access [Employment Insurance benefits](#).

Sick leave does not carry over from one contract year to the next. Upon an employee's end of employment, unused sick leave will not be paid out.

## LEAVE OF ABSENCE

In accordance with the BC Employment Standards Act, there are several different leave options available to employees when time off is needed, beyond the regular vacation and sick leave entitlements.

*For reference, an immediate family member is the spouse, child, stepchild, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.*

**Bereavement Leave:** In the event of the death of an immediate family member, up to three days of paid Bereavement Leave will be provided to an employee. In the event of the death of an extended family member or friend, Artemis will provide up to two days of paid Bereavement Leave. Additional unpaid days needed may be negotiated with the Co-Directors.

**Compassionate Care Leave:** Compassionate care leave may be granted to an employee at the discretion of the Program Director and/or the Education Director in the case of a serious illness of an immediate family member, or critical incident/trauma. Unpaid compassionate care leave may be granted for up to 27 weeks to care for or support a gravely ill family member. Artemis reserves the right to ask the employee to provide a medical certificate from a medical practitioner to provide care or support to the family member in accordance with the BC Employment Standards Act.

**Family Responsibility Leave:** Family Responsibility Leave may be taken to attend to the care or health of a child or any member of an employee's immediate family. In order to encourage balance and accommodate employees' parental responsibilities, the Society will provide up to two days paid leave, and three days unpaid leave, up to a total of five days in each employment year.

**Personal Wellness Days:**

Artemis recognizes the emotional impact of the work done at the Society and supports the use of personal days to minimize emotional stress and to promote the wellness of its employees.

Regular employees are entitled to two days of personal wellness leave per year to be used for self-care or wellness promoting purposes. Artemis is as flexible as possible in its approach for using personal leave, and trusts that staff will manage needed time off appropriately.

Artemis understands that unforeseen situations occur, and an employee may not be able to have the leave approved in advance. However, it is requested that, whenever possible, personal leave should be planned and approved by the Co-Directors at least two weeks in advance.

**Jury or Court Duty:** When an employee is subpoenaed by the Court for jury duty, the Society does not compensate the employee as on work time. The employee can request to be excluded from jury duty, as hardship. If employees participate in jury duty, there is a small honorarium provided by the courts.

In the event that an employee is subpoenaed to appear as a representative on behalf of Artemis or its students, the employee will be expected to do so on work time so as to avoid accruing overtime. Time spent should be limited to the actual time the employee is required to attend court.

**Pregnancy and Parental Leave:** Pregnancy Leave and Parental Leave will be granted in accordance with the BC Employment Standards Act. All requests for pregnancy and/or parental leave must be submitted in writing to the Co-Directors as soon as possible, but no later than 4 weeks before the start of the requested leave.

Benefits coverage will continue as normal while on parental leave. Employees are responsible to pre-pay or provide regular payments while on leave to cover Long-term Disability benefits premiums.

**Personal/Professional Extended Leave of Absence:** Extended temporary unpaid leave is a discretionary leave which may be granted by the Executive Director depending on the circumstance. Consideration of the circumstances will include:

- The duration of leave (maximum leave considered is one year)
- The reason for the leave, and potential benefits to the employee and/or the Society
- Whether the staff member has worked four years or more at Artemis
- Whether the staff member has previously taken leave
- Whether other staff members are seeking leaves or have taken leave at the same time
- The likelihood of the staff member returning to the position

Requests for leave exceeding one month must be submitted to the Co-Directors for approval at least three months prior to the start date of the requested leave.

For staff granted part-time leave in combination with a reduced work load, vacation pay and sick leave will continue to accrue on a prorated basis, given that the hours worked are above 20 hours per week.

*For all other leaves, Artemis Place Society will follow the provisions outlined in the BC Employment Standards Act.*

# CODE OF CONDUCT

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Artemis Place Society strives for the highest standards in communication, conflict resolution, and anti-oppressive practice and consistently seeks to improve its practices. Staff members are expected to abide by and embody the Vision, and Mission of Artemis Place Society. The Society has the expectation that the behaviour of staff, Board members, contractors, and volunteers always meets the Code of Conduct. Any breach of the Artemis Code of Conduct policies, or of any professional Code of Ethics<sup>1</sup>, will be directly addressed and appropriate action taken.

*For information on the Bullying and Harassment complaint and investigation procedures, refer to the Health and Safety Policy Manual – Bullying and Harassment.*

## PERSONAL INFORMATION PRIVACY FOR EMPLOYEES AND VOLUNTEERS

Artemis Place Secondary school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. This policy describes the policies and practices of Artemis Place Secondary regarding the collection, use and disclosure of personal information about employees and volunteers, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

### Ten Privacy Principles

The Ten Privacy Principles govern the actions of Artemis Place as they relate to the use of personal information.

### Definition

In this Personal Information Privacy Policy, the following term has the meaning set out below.

“personal information” means any information about an identifiable individual, as further defined under British Columbia's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

### Principle 1 - Accountability

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<sup>1</sup> BCTF Code of Ethics, Teachers Regulation Branch Standards for Competencies, BC Association of Social Workers, Early Childhood Educators of BC, BC Association of Clinical Counsellors, & BC School Counsellors Association.



Artemis Place Secondary is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is(are) accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school. The Co-Directors, or Designate, is the Privacy Officer of Artemis Place.

## **Principle 2 - Identifying Purposes**

### **What Information is Collected, Used and Disclosed?**

#### **Employees**

Artemis Place Secondary collects, uses and discloses personal information about employees in order to establish, manage and terminate the employment relationship and for other purposes identified when the information is collected. Set out below are some examples of personal information about employees collected, used and disclosed by Artemis Place:

- personal information collected, used and disclosed in the hiring process, including information on resumes and application forms (contact information, personal and professional history, qualifications, emergency contact information) results of criminal records checks, information collected from references;
- payroll and related information including, social insurance number, rate of pay, hours of work, deductions, bank account information, any court orders;
- benefit information including social insurance number, premiums or contributions, coverage information, date of birth, marital status, dependent information, medical information;
- performance information, including work history, performance reviews, discipline and related notes and memorandums, documentation related to job qualifications (professional or technical qualifications), internal competition information;
- other personal information as required or permitted by law.

#### **Volunteers**

Artemis Place Secondary collects, uses and discloses personal information about volunteers for the purposes of recruiting volunteers and establishing and managing an effective volunteer program and for other purposes identified when the information is collected. Set out below are some examples of personal information about volunteers collected, used and disclosed by Artemis Place Secondary:

- information collected, used and disclosed in the recruiting process including information on resumes and application forms (contact information, personal and professional history, qualifications) and information collected from any references;
- information related to the volunteer's services, including availability, schedule, duties, reviews, and related notes and memorandums and documentation related to volunteer qualifications (professional or technical qualifications);

- personal information about employees and volunteers (including photographs and biographical information) may also be collected, used and disclosed during the school's activities including in publications such as yearbooks and newsletters, and websites.

Computer use and e-mail are monitored in accordance with the Computer and Network Acceptable Use Policy and personal information is collected in the operation and maintenance of these systems.

Personal information about employees and volunteers may be collected and used and disclosed during the operation of building security systems.

### **Principle 3 - Consent**

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or is closed. In determining whether consent is required and, if so, what form of consent is appropriate, Artemis Place Secondary will take into account both the sensitivity of the personal information and the purposes for which Artemis Place Secondary will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate), or deemed.

Most personal information is collected, used and disclosed for the purposes of establishing, managing and terminating the employment or volunteer relationship. In most cases, consent is not required. In other cases, consent will be sought or implied where it is reasonable to do so.

From time to time, Artemis Place Secondary may advise employees and volunteers of other purposes for which it will collect, use or disclose personal information, in which case the school will, if appropriate, obtain consent for collection, use or disclosure of that personal information.

### **Principle 4 - Limiting Collection**

Artemis Place Secondary will limit the personal information collected to that information necessary for the purposes identified by the school.

### **Principle 5 - Use, Disclosure and Retention**

Artemis Place Secondary will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

### **How is Information Used?**

Personal information about employees and volunteers is used for the purposes identified under Principle 2.

If for any reason personal information is required to fulfill another purpose, the school will notify the employee or volunteer of that purpose.

Artemis Place Secondary may use anonymous information, such as information collected through surveys or statistical information about employees and volunteers to improve the school's operations.

### **When May Information be Disclosed?**

Artemis Place Secondary may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. Personal information about employees is disclosed to third parties for purposes related to the employment relationship, including to:

- government departments, bodies and agencies such as Canada Customs and Revenue Agency, Workers Compensation Board, Ministry of Education;
- payroll outsourcers;
- financial institutions for payroll related purposes;
- insurance companies, benefit, group RRSP and pension plan administrators for enrolment in and administration of benefits, plans and claims;
- teacher certification information as per form I-2001 filed with the Ministry of Education;
- advisors to Artemis Place Secondary including accountants, lawyers and consultants;
- when required or permitted by law.

Personal information about volunteers may be disclosed for the purposes of establishing and managing an effective volunteer program and for other purposes identified when the information is collected. Information may also be disclosed when required or permitted by law.

The school does not sell, lease or trade information about employees and volunteers to other parties.

### **Outside Service Suppliers**

At Artemis Place, the school sometimes contacts outside organizations to perform specialized services such as printing, payroll services, market research or data processing. Suppliers of specialized services are given only the information necessary to perform those services, and Artemis Place takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

### **Restricting Sharing Information**

If an individual wishes to limit the sharing of personal information as permitted by law, the individual must submit to the Privacy Officer a written letter specifying which items of personal information are to be limited and to whom these items are to be restricted. The Privacy Officer will advise the individual whether the requested information can be restricted in the manner requested.

### **How Long Is Personal Information Retained?**

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the

purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### **Principle 6 - Accuracy**

Artemis Place will take appropriate steps to ensure that personal information collected is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed. Employees and volunteers are responsible for providing up-to-date personal information to the school.

#### **How May I Update Outdated or Incorrect Information?**

An individual may, upon written request to Artemis Place, request that Artemis Place correct an error or omission in any personal information that is under Artemis Place's control and Artemis Place will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

### **Principle 7- Safeguarding Personal Information**

Artemis Place Secondary will protect personal information by security safeguards that are appropriate to the sensitivity level of the information. Employees and volunteers will be appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information. An employee's failure to abide by school policies may result in discipline, up to and including termination of employment. A volunteer's failure to do so may result in termination of the volunteer relationship.

#### **Employee Files**

Employee files are stored in secured filing cabinets. Access to personal information is restricted to authorized employees who have a legitimate reason for accessing it.

#### **Electronic Security**

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

### **Principle 8 - Openness**

Artemis Place Secondary will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer.

### **Principle 9 - Individual Access**

Artemis Place Secondary will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

### **How May I Access My Personal Information?**

An employee or volunteer may access and verify any personal information with appropriate notice so that the office is able to supply the information required.

### **Principle 10 - Complaint Process**

Individuals may question compliance with the above principles.

### **Questions, Concerns and Complaints**

Questions, concerns and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer.

## **CONFIDENTIALITY**

Artemis Place Society regularly comes into contact with confidential and private information about participants. From time to time, employees may come into contact with confidential and private information about the organization, and its employees. Employees are responsible for protecting any such sensitive information, and expected to use common sense and good judgement when determining if information would be considered confidential. Confidential information may include, but is not limited to:

- Student records, including case notes
- Names and personal information of past and present students and children in the daycare
- Personal information about volunteers, staff or members
- Financial information about the Society
- Information about Artemis partnerships or agreements
- Funding information
- Intellectual property or information about the organization's operations

Limits of confidentiality include:

- When someone threatens harm to themselves or someone else
- There is knowledge of current child or elder abuse
- Artemis is subpoenaed by a court of law

As set out in the employment contract, all employees are required to sign an agreement that they agree not to share any confidential information they may have access to with anyone outside of Artemis, including, but not limited to, family, friends, co-workers, and members of the community.

## REPRESENTATION OF ARTEMIS

On occasion, situations may arise in which employees are asked to answer questions or provide a comment, statement, or presentation about Artemis Place Society or its employees. This request may come from the media or may be in the form of a reference for a former employee. Any media request is to be directed to the Co-Directors. For references, Artemis encourages individuals to identify themselves as an employee of Artemis. However, unless prior approval from the Co-Directors is provided, when giving a reference on a former employee, employees are required to indicate that they are not speaking on behalf of Artemis Place Society or representing the views of Artemis, but are expressing their own thoughts and opinions when answering questions or providing comments.

## CONFLICT OF INTEREST

Conflict of Interest could arise if an employee or someone with whom the employee has a close personal or business relationship has competing interests or loyalties that either are, or potentially could be, at odds with each other. Staff members should avoid situations that may present a conflict of interest and bring forward any uncertainties they have as to whether something may be considered to be in conflict. The Co-Directors will have final approval to determine the proper course of action pertaining to any matter of conflict of interest brought forward.

## HARASSMENT AND BULLYING PREVENTION

Artemis Place Society is committed to sustaining a positive work environment in which employees work constructively together. The conflict resolution policy and process has been established as a foundation for ensuring that the work environment remains positive.

Employees who are experiencing a work-related conflict or have a complaint are encouraged to first attempt to resolve it informally through discussions with their co-workers and/or supervisor. Following that step, all requests for conflict resolution, complaints and appeals will be investigated and followed up on as quickly as possible. There will be no penalty against an employee who initiates conflict resolution or makes a complaint, or participates in a conflict resolution investigation.

### **Problem complaint and resolution process:**

1. Employees involved in a work-related discomfort or conflict should first attempt to discuss and resolve the matter with the co-worker or supervisor involved, unless the situation is serious enough to warrant direct intervention by a supervisor or the Co-Directors.
2. If discussion with the involved party does not lead to resolution, concerns should be taken to the Co-Directors.
3. The Co-Directors will engage in a restorative discussion process in order to facilitate a resolution.
4. If the issue remains unresolved, the Board Liaison may be contacted. The contact information for the Liaison is available upon request to any administrative staff person.

5. The Board Liaison will act impartially, and listen to the concerns, and make recommendations to the Education Director and/or the Program Director regarding a course of action to resolve the conflict. This may include outside mediation.
6. The conversations in related meetings will be confidential; however, outcomes and recommendations will be shared.
7. Upon conclusion, the Board Liaison will forward a written response to the employee, sending a copy to the Education Director and/or the Program Director. A signed copy will be placed in the employee's file.

### **Staff conflict with the Co-Directors**

1. When the concern, conflict or disagreement is with the a Director, a staff member may contact the Board Liaison directly providing the staff member has informed the Director.
2. The Board Liaison will act impartially to listen to the concern and relay it to the Human Resources Committee.
3. The Human Resources Committee will inform the Board of Directors. The Director will be contacted about the concern as soon as possible; however, the Committee will use reasonable discretion regarding the appropriate time to bring the matter to the attention of the Director.
4. The Committee will investigate the complaint and make recommendations to the Board regarding a course of action to resolve the issue. Recommendations for resolution may be given to the Director, at the Board's discretion.
5. The Board's decision regarding a course of action to resolve the issue will be final.

## **APPEAL**

All staff members, including teaching staff, non-teaching staff and the Education Director and/or the Program Director, have a right to appeal decisions that impact them. They will have an opportunity to contribute additional information before a final decision is made, and to have their appeal considered in an unbiased manner. Decisions will be clearly communicated in a timely manner.

A teacher may appeal a decision by providing the appeal in writing to the Education Director. The teacher may provide additional information. The Education Director will respond in writing within 14 days outlining the steps to resolve the appeal. If the teacher wishes to continue pursuing the appeal, the teacher and the Education Director will appoint a mutually agreed upon committee to mediate the appeal. At least one of the committee members will be from the board of directors. If the teacher continues to be dissatisfied with the decision, the board of directors and the teacher will appoint a mutually agreed upon an outside mediator to make a final decision. At each step of the way, written notification of the steps taken or decisions made will be provided within 14 days.

The same process will be used if a counsellor wishes to appeal a decision but will be appealing to the Program Director.

The same process will be used if a early childhood educator wishes to appeal a decision but will be appealing to the Program Director.

## **DISCIPLINARY PROCEDURES**

When and if needed, Artemis Place Society will take disciplinary action with an employee, depending on the severity and nature of the issue at hand. Progressive discipline may be used when unsatisfactory performance and/or behaviour is identified. The following stages may be used:

- i. Verbal discussion
- ii. Written warning
- iii. Suspension
- iv. Dismissal

In some cases, not all steps will be taken, and some circumstances may be serious enough that all three steps are not used, and immediate dismissal of the employee is necessary. Some examples of situations that will not be accepted are theft, assault, or wilful neglect of duty. Documentation of all conversations and warnings will be included in the employee's file.

## **DRUGS AND ALCOHOL IN THE WORKPLACE**

Artemis Place Society strives to provide a safe work environment and encourages personal health and well-being for all its employees. Employees have the responsibility to encourage a safe and harmonious work environment for one another, and to role model appropriate behaviour. In respect to the nature of the work that Artemis does and the student groups it serves, Artemis Place Society takes a zero tolerance approach to the use and/or misuse of drugs or alcohol on the job. Therefore, it is Artemis policy that an employee found with the presence of any impairment-causing substance, such as alcohol or drugs in their system (including detection of alcohol on breath), or being in possession of, using, selling (or offering for sale), or trading any impairment-causing substances during working hours will be subject to disciplinary action up to and including termination.

Substance misuse includes the possession, use, purchase, or sale of any impairment-causing substance, such as drugs or alcohol, on Artemis premises, during program delivery hours. It also includes reporting to work under the influence of drugs or alcohol. An employee reporting for work visibly impaired is unable to properly perform their required duties and will not be allowed to work.

It is expected that employees will be fit to work when reporting for each and every shift. An employee taking prescription drugs prescribed by a physician that need to be taken during work hours, should notify a manager of the potential side-effects of the prescription drugs that may affect the employee's work performance.



Employees attending events on behalf of Artemis Place Society where students are not present should exercise discretion and not overindulge in the consumption of alcohol. It is expected that staff will consider the context of the event, their role, and timing of the event.

The Society is committed to promoting holistic employee wellness. As such, Artemis encourages employees who are struggling in any way to speak with their supervisor or the Co-Directors for support.

## SOCIAL MEDIA

In the context of constantly evolving social media platforms, staff who personally use social media are expected to do so in a way that reflects a positive image and representation of Artemis Place. Personal social media accounts are not to be connected to student social media accounts under any circumstance. Staff or volunteers are not to have social media connections with former students for a period of at least one year after either party (staff, volunteer, or student) has left Artemis.

If there is a social network that you would like to use for work purposes (i.e. to promote an event or service), please discuss your idea with the Education Director and/or the Program Director prior to initializing any social media account. Artemis Place Society staff and volunteers who are authorized are free to publish or comment via social media in accordance with this policy. Publication and commentary on social media carry similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that Artemis Place Society staff and volunteers must otherwise follow.

1. Student privacy is to be maintained and upheld. Staff accessing students' social media profiles is not an ideal medium for communication and other options are to be first explored as alternatives.
2. Employees are personally responsible for the content they publish on social networking sites. Be mindful that what you post will be public for a long time – protect your privacy.
3. Be cognizant of your relationship with Artemis. Ensure that your profile and the content you post reflect positively on your professional role at Artemis.
4. Be aware that your actions captured via images, posts, or comments can reflect on the image of Artemis.
5. Be transparent. Identify yourself, name and role, when you discuss Artemis or Artemis related matters. Write in first person and make it absolutely clear that you are speaking for yourself, not for the Society.
6. As a charitable society, there cannot be posts that are political in nature.
7. Maintain confidentiality. Do not post confidential information about Artemis, our students and/or their families, member agencies, stakeholders or others.
8. Respect your audience and participate productively. Do not use personal insults, slurs, obscenity or engage in any conduct that would not be acceptable on Society premises.

9. Add value. Provide worthwhile information and perspective. The Society's image is best represented by our team.
10. Respect copyright laws and be mindful of fair dealing of copyrighted materials. It is good practice to link to others' work when it is being shared.

Inappropriate use will first be brought to the attention of an employee with the intent to clarify that such usage is restricted and prohibited on workplace computers. Continued infractions will result in disciplinary action up to and including termination.

## COMPUTER AND NETWORK ACCEPTABLE USE

Employees are provided with necessary computer and network equipment by the Society in order to be fully capable of completing their work. Any equipment, including hardware, software or storage devices provided, including any content stored on these devices, is property of Artemis Place Society. It should be understood by employees that company equipment should be used for organization business only during normal working hours, with the exception of break time. Computer use is intended for staff to complete administrative responsibilities, research and obtain information relevant to Artemis Place Society; and to communicate information to staff, volunteers, and students. Users are expected to practice good judgment and to demonstrate a sense of responsibility whilst using Artemis Place Society's network and services.

1. Downloading of personal materials or programs on company equipment can be harmful to equipment and the employee will be responsible for any and all resulting damages.
2. Passwords help maintain individual accountability and are to be changed regularly. Employee computers must have unique passwords and be logged off when employees are not present.
3. Students are not to use employee computers unless they are supervised at all times.
4. Any employee who obtains a password or identification from Artemis Place Society must keep that password confidential.
5. Authorized users shall not install or run security programs or utilities which reveal weaknesses in the security of a system, whether internal or external to the network.
6. Users shall not, in any way, attempt to access unauthorized/ confidential information to which they have not been previously granted access.
7. Information which would not be distributed to members of the public such as draft reports, confidential information or information which is legally protected may not be entered on the Internet or sent by email unless it is properly protected, and its distribution has been properly authorized.
8. Staff, volunteers, and students must comply with copyright and licensing restrictions on any information which has been downloaded.
9. Data originating on the Artemis Place Society network is owned by Artemis Place Society, and may not be distributed to outside contacts without proper authorization. This extends to downloading and/or retaining files for personal or future professional use upon leaving Artemis Place Society.

**Monitoring and Privacy:**

Artemis Place Society reserves the right to have software and systems in place that monitor and record internet and e-mail activity with the capability to record specific sites visited and e-mail correspondence.

While Artemis Place Society respects individual privacy, staff and volunteer privacy does not extend to electronic content on Artemis Place Society's equipment, therefore usage patterns may be reviewed and analyzed.

**Laptop and Remote Users:**

All Hardware and software provided by Artemis Place Society whether used on the premises of Artemis Place Society or from a remote location remains the property of Artemis Place Society and is therefore subject to the provisions of this policy. Laptop computers and computers set up at remote locations are to be used for Artemis Place Society purposes only, regardless of the location of their use.

## DEPARTURE

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**ABANDONMENT OF POSITION**

An employee who does not report for work for three consecutive working days without notifying their manager of the reasons for absence will be presumed to have abandoned their position. The employee has 10 working days to appeal, and to demonstrate that there were reasonable grounds for not informing the employer.

**LAYOFF**

Artemis Place Society may, from time to time, have to lay employees off as a result of unforeseen circumstances, including but not limited to program reorganization, reductions in operating funds and/or a reduction in enrolment.

*Any notice of layoff will be given in accordance with the BC Employment Standards Act, regulations and amendments.*

In the event of major changes in funding, Artemis Place Society will aim to be proactive and transparent to employees about how decisions are going to be made. A complete staffing analysis will be conducted.

A number of factors will be taken into consideration in the process of determining which employees may be laid off, including but not limited to, the following:

- Essential program and service requirements
- Requirements for delivery of quality services (i.e. particular qualifications or experience)
- Review of an individual's performance and contribution, qualifications, seniority, value and impact to the organization

The decision for reduction will be made by the Board based on the recommendation of the Co-Directors.

## **RESIGNATION AND RETIREMENT**

The Society requests that employees give at least one month's notice of their intention to resign from their employment. Upon receiving such notice, the Society may decide to pay the employee for the notice period provided, and end their duties immediately.

## **TERMINATION**

Artemis Place Society retains the right to terminate employees according to the BC Employment Standards Act. Any terminations will be handled in a confidential, professional manner by all concerned.

Terminated employees are entitled to receive their earned pay, including any vacation pay accrued during the course of employment and notice or pay in lieu of notice as set out in the BC Employment Standards Act.

## **EXIT INTERVIEWS**

Confidential exit interviews will be conducted with employees who are voluntarily leaving their employment, including those who are retiring, with Artemis Place Society. If it is not possible to conduct an interview in person, an Exit Interview Questionnaire may be provided to the employee for their completion. Employee participation in exit interviews is voluntary. However, the process is important for Artemis to gather information regarding the employee's departure and any concerns related to the employee's experiences, as well as to obtain suggestions for improving policies or general working conditions.

## **REFERENCES**

On occasion, Artemis Place Society will receive requests for references on current or former employees from individuals or company representatives outside of (and unaffiliated with) Artemis. Employees should seek permission of the person they are listing as a reference prior to providing their name as a reference. Only with prior permission from the employee, Artemis Place Society will provide information honestly and openly in the representation of the employee's time with Artemis.

Artemis employees who are asked to be a reference are required to indicate that they are not speaking on behalf of Artemis Place Society but

are expressing their own thoughts and opinions when answering questions.