

Health and Safety

Health and Safety is a serious matter, and it should be viewed as such. The Soloway Jewish Community Centre is committed to providing its employees with a safe and enjoyable working environment. A Health and Safety Committee has been established in accordance with the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act of Ontario* (as amended from time to time) in order to create and maintain active interest in health and safety, reduce accidents, and to stimulate an awareness of health and safety issues company-wide.

The Health and Safety Committee is committed to regular monitoring of safety and health programs, establishing and promoting health and safety programs for employee education, ensuring adequate records are maintained on accidents, regularly monitoring health and safety-related data, maintaining records pertaining to the disposition of complaints, and conducting regular meetings.

In the event of an accident, you must immediately report the incident to your Supervisor so that appropriate follow up action can be taken to

- a) ensure that you are all right, and
- b) to ensure that a similar incident will not occur in the future.

To ensure everyone's safety, please immediately report any unsafe conditions or situations. In addition, please do your part to maintain the following conditions:

Floors:

- Clean, orderly, sanitary conditions.
- Free of slip, trip, or fall hazards.
- Free of protrusions.

Workstations:

- Clean and organized.

Aisles and passageways:

- Clear and organized.

Respect Policy

Freedom From Discrimination

The Soloway Jewish Community Centre recognizes the dignity and worth of every person, and will provide equal rights and opportunities without discrimination. The organization's aim is to create and promote a climate of understanding and mutual respect so that each person feels a part of the corporate community, and will be able to contribute fully to the development and well-being of the organization.

Every person has the right to equal treatment with respect to employment and the right to be free from harassment in the workplace because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability in accordance with the Ontario Human Rights Code.

Harassment

The Soloway JCC will not tolerate any harassment in the workplace, whether between employees, between management and an employee, or between employees and clients that is contrary to the Ontario Human Rights Code.

Harassment is any inappropriate and unwelcome behavior - being verbal, physical, deliberate, or unintentional. It may be one incident, or a series of incidents.

The Soloway Jewish Community Centre will make every reasonable effort to ensure that no employee is subjected to harassment, and should an incident occur, disciplinary measures, up to and including termination will be taken against any person who knowingly engages in this behavior.

Confidentiality is also required so that the reputations and interests of those accused of harassment are protected. Therefore, the name of the complainant or the circumstances related to the complaint will not be disclosed to any person unless disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the complaint. Any person breaching confidentiality may be subject to disciplinary sanction or other appropriate action.

Harassment/Discrimination Complaint Resolution Procedures

Every employee who feels that he or she is or has been a victim of harassment or discrimination, or is aware of any workplace harassment, whether directed at them or not, has the right to make a complaint. An employee can make a complaint to either the supervisor of their department, the Personnel Committee or to another member of management with whom the employee feels comfortable discussing the matter. All complaints brought to a supervisor, or other member of management, will be referred to the President and COO.

If the complaint is against the President and COO the employee should bring their concerns to any member of the Senior Management or Personnel Committee for investigation.

False Accusations

False accusations will be treated as an equally serious offence. If an employee knowingly brings a false accusation against any individual in the Soloway Jewish Community Centre it will have consequences up to and including termination for cause.

Documentation

For everyone involved in the process, it is important to make and keep written notes about the events leading to the complaint. These details should include:

- i) What happened - a description of the events or situation;
- ii) When it happened - dates and times of the events;
- iii) Where did it happen; and
- iv) Who saw it happen - the names of any witnesses, if any.

Any other documents or materials that may have something to do with the complaint (such as letters, notes, or offensive pictures) should be kept.

Resolution

Upon filing a complaint, the Soloway Jewish Community Centre will work with the complainant to ensure fair and swift resolution to the issue, possibly through an investigation of the alleged offense.

An investigation is intended to be used in cases where the alleged harassment may have had a serious impact on the complainant or respondent, where the case is important to the goals of the Soloway Jewish Community Centre, or where the respondent has refused to participate in earlier efforts to deal with the complaint.

To the greatest extent possible, the goal of any resolution will be to bring an end to the discrimination or harassment, address any concerns of victim, and restore workplace harmony. To achieve this goal, the Soloway JCC will consider a range of remedies and actions.

Protection from Reprisal

Persons who make a complaint, as well as anyone else who is involved, should not be penalized for doing so. This is called "reprisal". Protection from reprisal covers:

- i) Complainants;
- ii) Witnesses;
- iii) Representatives of complainants and witnesses;
- iv) Investigators; and
- v) Decision makers/management.

Representation

The people involved in an internal complaint resolution process are allowed to have representation. Representatives may include a supervisor or a colleague. All representatives will be protected from reprisals (see Protection from Reprisal above).

Discipline

The Soloway Jewish Community Centre will follow the concept of progressive discipline and will take the following matters into consideration:

- The severity of the offence;
- Whether the offence was intentional or unintentional;
- Whether the offence was an isolated incident or involved repeated acts;
- Mitigating or aggravating circumstances affecting either party;
- Whether there was an imbalance in power between the parties;
- The respondent's work record; and
- Sanctions applied in similar cases.

The range of disciplinary sanctions may include, but is not limited to: a warning, a letter of reprimand, suspension, and dismissal. In addition, the respondent may be required to participate in a harassment awareness program. Both the complainant and respondent will be informed of the final decision.

Conflict of Interest

Principles and Objectives

This policy is in addition to other Soloway Jewish Community Centre regulations, policies and guidelines relating directly or indirectly to the duty of loyalty that is owed by members to the Jewish Community of Ottawa.

Any member of the Soloway Jewish Community Centre employee base may become involved in situations where their loyalties may be divided or where their personal interest may conflict with their duty. This policy sets a general standard to govern conduct when such situations arise.

It is the intention of this policy that anyone who finds themselves in a Conflict of Interest will self-declare to their manager or the President and COO.

Definition

A conflict of interest exists where the employee owes a duty of loyalty to the Soloway Jewish Community Centre, which is or can be compromised, directly or indirectly, by the pursuit of an employee's personal interests or other interests.

Examples

The following are examples of conflict of interest situations that may arise in the Soloway Jewish Community Centre context. The situations enumerated are illustrative only and not exhaustive:

- Employment, supervision or evaluation: No employee shall participate in the appointment, employment, promotion, supervision or evaluation of members of their family or a person to whom they owe a personal or legal obligation.
- Outside employment: The Centre allows its employees to hold second jobs, although this is not encouraged and is subject to prior approval of the President Chief Operating Officer or Board of Directors and to all the restrictions outlined in this section. Employees who have accepted outside employment are not eligible for paid sick or personal absence when the absence is used to work on the outside job or is the result of an injury sustained on the second job.
- Acquisition and disposition of assets: No employee shall influence, participate in or authorize the acquisition or disposition by the Soloway Jewish Community Centre of any asset, including supplies or services from or to an enterprise in which the member has a financial or other interest.
- Participation in organizations doing business with the Soloway Jewish Community Centre: No member may influence the decisions of an external enterprise doing business with the Soloway Jewish Community Centre, whether or not for profit, as it relates to the Soloway Jewish Community Centre in general and to the member's activities at the Soloway Jewish Community Centre specifically.

Duty of Loyalty

The following provisions set out some instances of the duty of loyalty, which arises either as a consequence of the employment relation that exists between the employees and the Soloway Jewish Community Centre, or by virtue of other voluntary undertakings of members.

- External commitments: A member may not accept external employment or engage in activities which:
by virtue of their time commitment, interfere with or prevent the performance of the Soloway Jewish Community Centre duties; bring the member into a position of divided loyalty between the Soloway Jewish Community Centre and the external employer or activity.
- Unauthorized use of privileged information: Information acquired as a result of the employee's position may not be used for purposes unrelated to that position.
- Use of the Soloway Jewish Community Centre services and resources: An employee may not use the services of other members or make more than inconsequential use of the Soloway Jewish Community Centre facilities, supplies or resources to serve a personal interest of that member unless authorized to do so.
- Acceptance of gifts:

(1) Vendors - Acceptance of gifts, gratuities, or favours in any form (except for gifts of purely nominal value - less than \$25.00 and social entertainment considered in keeping with good professional ethics and which do not obligate the member) are prohibited.

(2) Donors - Acceptance of gifts, gratuities, or favours in keeping with good professional ethics and which do not obligate the member are acceptable.

- No employee may be associated in any manner with an enterprise, which in any manner, including through its name, publicity or operations, falsely implies that it is associated with or benefits from the Soloway Jewish Community Centre, unless authorized to do so.
- If an employee is unsure on any points above; Duty of Loyalty, ethics, or acceptance of gifts it is expected that the employee should seek counsel from their Manager or the President and COO.

Procedures

In addition to reporting requirements contained in other Soloway Jewish Community Centre policies or regulations, an employee in a conflict or potential conflict of interest must disclose the circumstances to the President and COO.

- If the President and COO has an interest in the matter disclosed, disclosure should be made to the employee's manager.
- The President and COO will determine whether a conflict or potential conflict of interest exists.
- In the event that such a conflict or potential for conflict does exist, the President and COO and the employee will agree in writing on a course of action to avoid or monitor the conflict.
- In the event that agreement cannot be reached the case will be referred to the Personnel Committee for resolution/decision.
- All information and disclosures made in accordance with this policy will be held in confidence unless otherwise agreed by the parties involved.
- It is the responsibility of those with supervisory authority who detect what they **deem** to be violations of the policy to act promptly in order to provide or initiate the appropriate remedial or disciplinary measures.

Staff and volunteers working with children:

All staff and volunteers working with children at the SJCC require a police records check. They also require references from previous work, an interview and a supervised interaction with children before being hired.