

**Bill Reid Foundation Policies**  
**Personnel - Human Resources 2020.1**  
**Area: Limitations**  
**Date Adopted: March 31, 2016**  
**Reviewed: March 29, 2018**

## **A. PURPOSES – OBJECTIVES**

The purpose of the Human Resources Policy is to provide guidelines with respect to roles and responsibilities, accountabilities and performance for all who work at the Bill Reid Foundation – employees, contractors, Board members and volunteers. It is also to ensure that the Foundation is a positive, respectful, fair and safe place to work and volunteer.

The Foundation will:

1. have written job descriptions for all employees, contractors and volunteers;
2. provide a safe, respectful and satisfying work environment by complying with relevant employment standards, *Canadian Code for Volunteer Involvement*<sup>1</sup>, and the Labour Relations code of the Province of British Columbia;
3. maintain general liability insurance as well as directors and officers liability insurance; and
4. offer appropriate opportunities for orientation and professional development/education related to Foundation’s mission, vision, core values and exhibits to all employees, contractors and volunteers.

## **B. CONTENT**

### **1. Contracts**

The BRF requires a written signed contract describing the conditions of employment for all employees and contractors.

### **2. Recruitment, Orientation and Training**

Employees, contractors and volunteers will be recruited and selected through an objective, consistent process that complies, at minimum, with human rights legislation.

Orientation procedures and manuals will be developed for all employees, volunteers and Board Members.

Professional development will be available for employees, contractors, Board Members, and volunteers.

### **3. Performance Reviews**

#### **Employees and Contractors**

All employees and contractors will have documented performance discussions at least annually. All reviews will be performed by direct supervisors and take into consideration the individual’s current position description, changes occurring over time as well as annual individual, team and organizational goals.

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<sup>1</sup> *Volunteer Canada, the national voice for volunteerism in Canada*

<http://volunteer.ca/about-volunteerism/canadian-code-volunteer-involvement>

**Volunteers**

All volunteers must be members of the Bill Reid Foundation. Volunteers will liaise with the staff member who oversees their work to ensure that their volunteer placement meets their personal objectives and actively supports the mandate of the Bill Reid Foundation.

**Board Members**

The Governance Committee will perform an annual Board evaluation to ensure Board is appropriately engaged and passionately committed to the Foundation.

**4. Code of Conduct**

It is expected that all those who work as employees, contractors, volunteers or Board members of the BRG are committed to and support the Gallery's mission, vision and core values. All are expected to be ambassadors of the Gallery. A Code of Conduct will be provided and agreed to by each person working at the Gallery. The Bill Reid Foundation is committed to providing an environment free of harassment and discrimination (see Process Policy: Harassment and Discrimination)

**5. Privacy**

The Bill Reid Foundation will respect the privacy of its employees, contractors, Board members and staff by complying with the privacy and personal information protection laws of the federal and provincial governments.

**6. Exit Interviews**

BRG leadership (Governance Committee and Management) will design and conduct Exit Reviews to foster positive and constructive results for both the person leaving and the Foundation.

**C. MONITORING – EVALUATION OUTCOMES**

Employee performance evaluations will be completed annually and filed for future reference.