

Bill Reid Foundation Policies
Personnel - Human Resources 2024.1
Area: Limitations
Date Adopted: March 31, 2016
Reviewed: March 19, 2024

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 culturally safe place to work and volunteer.

The Foundation will:

1. have written job descriptions for all employees, and volunteers;
2. provide a physically and culturally safe work environment where identities of others are recognized and respected, and where people's participation is not compromised by power imbalance, discrimination, and bias;
3. comply with relevant employment standards, *Canadian Code for Volunteer Involvement*¹, and the Labour Relations code of the Province of British Columbia;
4. maintain general liability insurance as well as Directors and Officers liability insurance; and
5. offer appropriate opportunities for orientation, professional development and/or mentorship related to Foundation's mission, vision, core values and exhibits to all employees and volunteers.

B. CONTENT

1. Contracts

The Bill Reid Foundation requires a written signed contract describing the conditions of employment for all employees.

2. Recruitment, Orientation and Training

Employees 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, Board Members, and volunteers.

3. Performance Reviews

Employees

All employees 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.

¹ *Volunteer Canada, the national voice for volunteerism in Canada*

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

Volunteers

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, volunteers or Board members of the Bill Reid Foundation are committed to and support the Bill Reid Foundation's mission, vision and core values. All are expected to be ambassadors of the Bill Reid Foundation. A Code of Conduct will be provided and agreed to by each person working at the Foundation. 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 volunteers by complying with the privacy and personal information protection laws of the federal and provincial governments.

6. Exit Interviews

Bill Reid Foundation leadership (Governance Committee and Management) will ensure Exit Reviews are conducted 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.

¹ https://volunteer.ca/vdemo/ResearchAndResources_DOCS/Volunteer_Canada_Canadian_Code_for_Volunteer_Involvement_2017.pdf