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| <b>Policy #</b> | D-15       |
| <b>Approved</b> | 2012-05-08 |
| <b>Revised</b>  | 2024-03-19 |
| <b>Motion</b>   | 15-03-24   |

## **D - EXECUTIVE LIMITATIONS**

## **STAFF RELATIONS**

### **Background**

Staff are entitled to a workplace environment that maintains the rights afforded to them by the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. The President, therefore, shall not cause or allow staff working conditions which are unfair, undignified, unsafe, or in contravention of legislated employment standards or negotiated collective agreements, or terms and conditions of employment.

This policy establishes conditions for the President's interactions with staff (an inclusive reference for all employees of the College without regard for position, function, or other status of employment).

### **Policy**

The President shall:

1. develop and make accessible to all staff, written human resource policies and procedures which, at minimum, are consistent with stated Board values, clarify expectations, accountability and working conditions for staff, and provide for effective handling of grievances and discipline.
2. not allow circumstances that do not respect equity, diversity and inclusion.
3. ensure that there is an effective staff education and development process in place that includes growth and enhancement of leadership skills.
4. establish and maintain a work environment that fosters teamwork, communication, and clear decision-making, and supports staff during change.
5. consult, where appropriate, with the faculty and staff concerning future directions of the College and matters that affect faculty and staff.
6. provide the opportunity for effective representation on relevant College committees.
7. develop human resources policies and procedures that prevent conflict of interest.



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8. utilize equal opportunity principles as specified by the laws of Ontario and Canada so that:

- employment decisions are made on the basis of individual merit and ability;
- each individual is treated with dignity and respect;
- action is taken to eliminate discrimination and harassment;
- barriers that prevent people from having a fair chance to participate and succeed in the workplace are identified and removed;
- equity and human rights principles are upheld.

The President shall annually confirm instances of non-compliance with this policy.

*Note: Please note that while this policy has been updated to align with the latest Board Policy template, no changes have been made to the policy content since its last revision date.*