



HUMAN RESOURCES POLICY

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INTRODUCTION

This human resource policy manual is a summary of policies, procedures, and practices related to human resource management at The British Columbia Freestyle Ski Association, hereafter referred to as Freestyle BC (FBC).

The Executive Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Coaches, managers, and supervisors are responsible for human resource management within their own teams where contractor services may be required and should reference this manual to ensure organizational consistency in the application of these practices.

The Executive Director is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

STATEMENT OF PHILOSOPHY

Freestyle BC wishes to maintain a work environment that fosters personal and professional growth for all employees and contractors. Maintaining such an environment is the responsibility of every staff person. Because of their role, coaches, managers, and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations and communicate routinely to reinforce that understanding.
- Encourage and consider opinions of other employees or members and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.



WHO WE ARE

Freestyle BC offers freestyle skiing programs in British Columbia. Our organization is focused on delivering programs that enable our athletes to achieve success at the highest level of competition.

Freestyle BC strives to create healthy partnerships with local ski clubs, ski resorts, and training centres. We manage coach and official development in the province while supporting our member freestyle ski clubs in delivering our provincial series of events known as the Timber Tour. Freestyle BC works with a volunteer board of directors to ensure sustainable growth through quality programming.

Freestyle BC Vision

To be recognized as the leading Provincial Sport Organization in Canada.

Freestyle BC Mission

To place athletes on the Canadian National Team who ultimately win medals at the highest level through high quality programming and sport development.

EMPLOYMENT AT FREESTYLE BC

Employment Equity

Freestyle BC is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, we have a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, visible minorities, aboriginal peoples and persons with disabilities. For more information on Freestyle BC's commitment to employment equity, refer to the Equity and Access Policy.

Recruitment and Selection

All employment opportunities are posted for a minimum 10 working day period (2 weeks). They may be posted on Freestyle BC's website and may be posted on the websites of affiliated organizations. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.



Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Nepotism

No candidate shall be hired for a position where they may report to or supervise a member of their immediate family unless approval is granted by Freestyle BC's Board of Directors. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse {including common law and/or same sex partner}, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner). Personal relationships with other employees or members of the Freestyle BC's Board of Directors or Committees of Freestyle BC should be disclosed prior to accepting any offer from the employer.

Orientation

All new employees shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position or Freestyle BC an opportunity to learn the performance expectations management has with regard to the position in question. They will be given access to this policy manual; sign confirming receipt and will be expected to learn its contents.

Employee Duties

Attached to the Employment Agreement is a description of the job and the associated responsibilities, along with any additional tasks that may - be required. This document along with a work plan will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask their manager for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance, however the final decision on implementation will be made by the Executive Director.



Employment Designation

Employment designations are categorized as follows:

Full-Time Indeterminate:

- Salaried employment on a continuing basis, with no end date specified.

Full-Time Term:

- Salaried employment for a fixed period, and at the end of the fixed period, the employee ceases to be an employee.

Part-Time Indeterminate:

- Salaried employment on a continuing basis for hours less than the standard workday, week or month.

Part-Time Term:

- Salaried employment for a fixed period, for hours less than the standard workday, week or month, and at the end of the fixed period, the employee ceases to be an employee.

Casual:

- Casual employees are paid by the hour to work on a casual basis as necessary. Benefits and deductions will be in accordance with current legislation.

Contractor:

- Contractors perform work that is usually non-recurring, temporary and specialized in nature. The bulk of the work is conducted off site. This person is not to be construed as an employee and no deductions will be made on his/her behalf. The individual must invoice for professional services rendered as per the terms of the contract agreement. The individual must also supply their own equipment and tools and cover costs related to their use. The employer may pay for travel and expenses as negotiated in their contract.

Personnel File

Freestyle BC does collect personal information for inclusion in personnel files. This information is available to the employee and the Executive Director. This information is kept in a secure location and is not shared with members of the Board of Directors or with funders. Information which is contained in an employee's personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, signed acknowledgement and agreement of the HR policy manual, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

Probation

The first 3 months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period,



employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the *Employment/Labour Standards Act* of our respective jurisdiction, as may be amended from time to time. Upon satisfaction of the requirements under the ESA, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date.

At this time one of three things will occur:

- Probation will end
- Probation may be extended for an additional 3 months
- Employment will end

Performance Appraisals/Work Plans

Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by their manager and amended as necessary. At the time of the performance appraisal, the manager and employee will review the objectives and the results achieved. Throughout the year, the employee and manager may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, may occur periodically throughout the year at an appropriate time. Employees should prepare for this meeting by preparing a draft work plan for the coming year. Performance discussion should occur throughout the year and take the form of coaching. Annually a formal meeting should take place to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Professionalism

When representing Freestyle BC, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

DEPARTURE

Exit Interviews

Employees who resign their position should be encouraged to take part in an exit interview. An Exit Interview Form will be used to complete each interview (see Appendix 'F'). The form will ensure that the information is collected in a fair and consistent manner and will help to identify:

- What we are doing well
- Areas where we can improve
- Barriers to success
- Performance feedback
- Understand why the employee is leaving

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, equipment or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

TIME AWAY FROM WORK

Vacation Leave

Vacation leave will be approved by the executive director upon receipt of application for leave from the employee. It is the employee's responsibility to make sure that their responsibilities are delegated to another Freestyle BC employee during their absence.

All Freestyle BC employees cannot take vacation days off at the same time. Preference will be given to employees for time off on a first-come-first-serve basis. There may be opportunities during the year for multiple employees to take days off at the same time depending on work responsibilities and office duties. It is a joint responsibility between management and employees to manage the use of vacation leave throughout the calendar year.

Sick Leave

Employees will be entitled to eighteen days of sick leave per calendar year accumulated on the basis of one and a half days per month. A maximum of six days of sick leave may be carried forward to the next calendar year so that an employee shall have no more than twenty-four sick days in any one calendar year. No additional sick leave days beyond the twenty-four will be

accumulated. Moreover, regardless of the amount of sick leave accumulated, sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason. Furthermore, since sick leave has no cash value, employees may not use more than they have accumulated, without the express written permission of the Executive Director. Employees working less than full-time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, quarantine, and visits to specialists.

Employees may book off a day of sick leave by contacting the Executive Director. It is the employee's responsibility to give as much notice to the Executive Director as possible, should they need to take a day of sick leave.

The Employer reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor's note for absences of three days or longer.

Bereavement Leave

Freestyle BC will grant up to one-week paid working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law a/o same sex partner), step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner).

Additional compassionate leave may be granted at the discretion of the Executive Director for reasons not covered elsewhere in this manual. These requests should be discussed with the Executive Director and followed by a written submission.

Maternity, Parental and Adoptive Leave

Maternity, parental and adoptive leave varies within each jurisdiction. Please see Appendix 'C'.

Protected Unpaid Leave

Protected unpaid leave varies within each jurisdiction. Please see appendix 'E' for applicable leave in your jurisdiction. The rules regarding seniority, vacation accumulation and health benefits while on protected unpaid leave can be found in the regulations within each respective Employment/Labour Standards Act.



Non-Protected Unpaid Leave

Employees may be granted unpaid leave with the written consent of the Executive Director. During periods of unpaid leave, any applicable medical, dental, life, and AD&D coverage shall be suspended, vacation accrual shall cease, and length of service shall be interrupted. Any matching contributions to the group RRSP will also cease. Every attempt will be made to return employees to a position of equal responsibility on return from leave, however, no guarantees exist that the exact position left will be available on return.

PROFESSIONAL DEVELOPMENT

At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars, and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Executive Director, then some or all of the cost of registration, course materials and travel expenses may be covered.

If Freestyle BC has agreed to pay for a course, the fees will be paid on evidence of successful completion. If Freestyle BC sponsors a course (or courses) and the employee departs Freestyle BC within a year of completion, the course fees will become repayable in full.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

Confidential Information

From time to time, employees of Freestyle BC may come into contact with confidential information, including but not limited to information about Freestyle BC's members, suppliers, finances, and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment, must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Freestyle BC shall be the property of Freestyle BC and the employee is deemed to have waived all rights in favour of Freestyle BC. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

IT Information Storage and Security

Any storage devices (CD's, USB's, Hard Drives) used by employees at Freestyle BC, acknowledge that these devices and their contents are the property of Freestyle BC. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

HEALTH AND SAFETY

Freestyle BC is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, members, and visitors. Freestyle BC along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the British Columbia Workers Compensation Act, Occupational Health and Safety Regulation.

Employees who have health and safety concerns or identify potential hazards should contact the Executive Director.

Following Public Health Advisories

In the event of a public health advisory being in affect, all Freestyle BC employees shall follow the recommendations of the local public health authorities and Freestyle BC.

ALCOHOL, DRUG USE, SMOKING, AND VAPORIZING

This Policy is created in consideration of the following:

- Freestyle BC is committed to the health and safety of all of its employees, contractors, members and volunteers.
- Employees who are intoxicated while conducting Freestyle BC business can pose a health and safety risk both to themselves and other employees, contractors, members and volunteers and negatively impacts on work quality and the image of Freestyle BC.
- Freestyle BC recognizes that the casual consumption of alcoholic beverages during Freestyle BC social events does occur from time to time and does not intent to curtail that practices.
- Freestyle BC expects all employees, contractors, members and volunteers to take reasonable steps to manage the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing.



- Freestyle BC has a zero-tolerance policy for the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing by minors.
- This policy is meant to enhance the Freestyle BC Code of Conduct.

Employee Conduct

The following expectations apply to all employees, contractors, and volunteers alike while conducting work on behalf of Freestyle BC (all of whom are referred to herein as “employees” regardless of their technical status as volunteer, contractor or employee):

- Employees are expected to be fit for duty and able to perform their duties safely and to remain fit for duty while conducting Freestyle BC business.
- Employees are prohibited from reporting to work, performing Freestyle BC business and working with minors while intoxicated.
- Employees shall not drive to or from activities on behalf of Freestyle BC while intoxicated.
- Employees who take prescription medication must communicate to management (Executive Director or Board Member) any potential side-effects, risks, limitations, or restrictions arising from the use of such medication that requires or may require the modification of duties or that may give the appearance of intoxication. All such medical information shall be kept confidential by Freestyle BC unless authorized by law.

Substance Dependency

Freestyle BC understands that individuals may develop a dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of dependencies, though Freestyle BC will accommodate any disability to the extent required by law.

Freestyle BC supports early diagnosis. Any employee who has or suspects that he/she might have a substance dependency is expected to:

- Seek appropriate treatment promptly; and
- Communicate that dependency or suspected dependency to Freestyle BC so that it can be accommodated appropriately.

Employees will not be disciplined due to current or past involvement in a rehabilitation effort or for requesting help due to a substance dependency, and Freestyle BC will make best efforts to provide the individual with the appropriate support.

All medical information provided to Freestyle BC shall be kept confidential unless otherwise authorized by law.

Disciplinary Action

Employees will be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy.

HARASSMENT AND DISCRIMINATION

Freestyle BC wants to provide a harassment and discrimination free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Freestyle BC will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment and discrimination, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which is insulting, intimidating, humiliating, degrading, hurtful, malicious, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

For additional information pertaining to Freestyle BC’s commitment to reduce harassment and discrimination in sport and the workplace, refer to Freestyle BC’s Safe Sport, Freedom from Bullying and Harassment, and Code of Conduct Policies.

WORKPLACE VIOLENCE

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes

fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Freestyle BC has a zero-tolerance limit with regards to violence in the workplace. Employees or volunteers engaging in violent activities and/or behaviours will be subject to discipline, which may include termination of employment, removal from Boards or committees, and possibly criminal charges.

Reporting Procedure: Discrimination, Harassment & Violence in the Workplace

If you believe you have been personally harassed, discriminated against or experienced violence in the workplace you may make a written complaint. The written complaint must be delivered to the Executive Director, the President of the Freestyle BC Board, or Directors or any member of the Freestyle BC Board of Directors.

Your complaint should include:

- the approximate date and time of each incident you wish to report
- the name of the person or persons involved in each incident
- the name of any person or persons who witnessed each incident
- a full description of what occurred in each incident

Investigating Reports of Discrimination, Harassment, & Violence

Once a written complaint has been received, Freestyle BC will complete a thorough investigation. Harassment, discrimination, and violence in the workplace should not be ignored as silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

For the purposes of this section the following definitions apply:

Complainant – The person who has made a complaint about another individual who they believe committed an act of violence against them.

Respondent – The person whom another individual has accused of committing an act of violence.

The investigation will include:

- Informing the respondent(s) of the complaint.

- Interview the complainant, any person involved in the incident and any identified witnesses.
- Interview any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- Freestyle BC will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- If necessary, Freestyle BC may employ outside assistance or request the use of our legal counsel.
- Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Where it is determined that harassment, discrimination and/or violence in the workplace has occurred, a written report of the remedial action will be given to the employees concerned.

If the complainant decides not to lay a formal complaint, the Executive Director may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid (the respondent(s)).

If it is determined that personal harassment, discrimination and/or violence in the workplace has occurred, appropriate disciplinary measures will be taken as soon as possible.

CONFLICT/DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Freestyle BC recommends the following process for conflict or dispute resolution:

- Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.

- If speaking to the individual does not work, speak to the Executive Director. The Executive Director will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the Executive Director is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.
- For more information, refer to the Freestyle BC Dispute Resolution Policy

OPERATIONAL POLICIES

Political Activity

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to Freestyle BC.

Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

Personal Use of Company Property or Equipment

All provided equipment and/or property are intended for their assigned business purposes and are also intended for use in the performance of Freestyle BC business. Employees must use FBC property and equipment in the manner and for the purpose outlined at the time they receive it.

Maintenance/Care:

- It is the responsibility of the employee in possession of Freestyle BC property to ensure that equipment and/or property are properly maintained.
- Freestyle BC materials and property are intended only for their approved use.
- In the event that any Freestyle BC owned materials or property are lost or stolen, employees are required to report the loss/incident to the Executive Director as soon as possible and will be required to participate in any investigations that are deemed necessary.
- Employees are expected to adhere to all operating instructions and guidelines, safety standards and general care instructions.

- In the event that damage to the material(s) occurs, it should be reported to the Executive Director as soon as possible, with a description of the extent of the damage, and whether or not it is still a viable piece of equipment.
- Damaged equipment/material(s) should be returned to the Executive for assessment and repair or warranty service.
- Employees are required to minimize any possible damage to equipment that is not in use by safely storing the equipment.

Mobile Phone/PDA Acceptable Use

Freestyle BC employees are directed to utilize their personal or company-supplied cellular phones for business purposes only during regular business hours. Compliance with the following rules and regulations are expected:

- Employees are expected to exercise the same discretion in using personal cell phones as they use with company phones.
- Employees are directed to avoid making or receiving personal calls during work time and use personal cellular phones only during breaks or lunch periods in non-working areas.
- Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
- Freestyle BC is not liable for the loss of personal cellular phones brought into the workplace.
- Employees are strictly prohibited from using cellular phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment.
- Employees are strictly prohibited from using cellular phones or similar devices for any other available purpose (i.e. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
- For privacy reasons, Freestyle BC employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission.

Operating a Mobile Phone while Driving:

It is strictly prohibited to manually use mobile phones, and PDA's while operating while operating a vehicle for Freestyle BC business.

To make or receive calls:

- Pull over and stop
- Use hands-free device or applicable features



- Allow a passenger to operate the phone
- Use voice mail and respond to the call at a safer time
- Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines and or charges laid by the authorities for illegal use of a mobile phone or PDA while operating a vehicle in the course of their employment. Employees who violates this policy will face disciplinary measures up to termination or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

Computer/Internet Acceptable Use

Computer-based technology and internet systems are to be used for appropriate Freestyle BC business only. All Freestyle BC information and correspondence, including email, transmitted/received using our computer-based technology is considered to be the business property of the company and is to be managed accordingly for appropriate business-related matters.

Password Protection:

- Internet access is managed via individual user accounts and confidential passwords.
- It is the responsibility of the employee to ensure the safety and security of their user accounts and confidential passwords pertaining to Freestyle BC correspondence, files, and sensitive information.

Security:

Any and all passwords may not be disclosed to, or shared with, other users or third parties. Internet accounts are to be accessed only by assigned users for legitimate business purposes. Employees are not permitted to obtain anyone else's account password. If a user has reason to believe that his/her password has been compromised, the user must inform Freestyle BC immediately.

Internet users must comply with the following security guidelines, rules, and regulations:

- Personal files or data downloaded from the internet may not be stored on Freestyle BC's PC hard drives or network file servers.
- Video and sound files must not be downloaded from the internet unless their use has been authorized for the purposes of conducting Freestyle BC business.
- Users must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.

- Users are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as for identifying and avoiding any online material deemed sensitive, private, and copyrighted.
- Employees utilizing the internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose Freestyle BC information or intellectual capital to unauthorized third parties.

Appropriate Use of Internet:

Employees may use the internet only to complete their job duties, under the purview of Freestyle BC's business objectives. Permissible, acceptable, and appropriate internet related work activities include:

- Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
- Collaborating and communicating with other employees, business partners, and customers of Freestyle BC, according to the individual's assigned job duties and responsibilities.
- Conducting professional development activities (i.e. news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the user's job requirements.

Inappropriate Use of Internet:

Inappropriate and unacceptable internet use includes, but is not limited to:

- Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
- Any usage that conflicts with Freestyle BC's mission, goals, and reputation.
- Copying, destroying, altering any data, documentation, or other information that belongs to Freestyle BC or any other business entity without authorization.
- Accessing, downloading, or printing any content that violates any of Freestyle BC's existing policies or Canadian law, i.e. sexually explicit material.
- Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon Freestyle BC.
- Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers during business hours.
- Engaging in any activity that could compromise the security of Freestyle BC host servers or computers. Any and all passwords may not be disclosed to, or shared with, other users.



- Allowing unauthorized or third parties to access Freestyle BC's network and resources.

Email:

Email communications must be conducted with respect and adhere to Freestyle BC's Code of Conduct. All email communications should be created with professionalism and attention to detail.

Accessing & Monitoring Computer/Internet Usage:

Freestyle BC reserves the right to access and monitor staff use of company email, computer usage and internet systems. Only authorized staff may examine such usage/records for business-related issues. Freestyle BC will do its best to accommodate employee privacy while being diligent and thorough when conducting investigations regarding company email, and computer and internet usage.

Social Media Personal Use

Social Media: forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. These include but are not limited to Facebook, Twitter, LinkedIn, Pinterest, Snapchat, Tumblr, YouTube, Google Plus+, Tik Tok, and Instagram.

Employees who maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Freestyle BC. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks, or disparaging remarks made about the organization, its employees, customers, vendors or competitors may result in disciplinary action, up to and including termination.

Employees should follow the guidelines below when making posts or comments on any social media site whether it is public or private:

- Employees are expected to conduct themselves professionally both on and off duty. Where a staff member publicly associates with the company, all materials associated with their page may reflect on Freestyle BC. Please be advised that inappropriate comments, photographs, links, etc. are to be avoided.
- Posts involving the following will not be tolerated and will subject the employee to discipline:
 - Proprietary and confidential company information



- Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors
- Defamatory statements regarding the company, its employees, customers, competitors, or vendors
- Where an employee mentions the company, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.
- Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.
- Employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Freestyle BC representative.
- Employees are prohibited from using social media during regular working hours unless required to do so as part of their work responsibilities. Employees should limit social media use to official breaks, (i.e. meal breaks).
- Employees are prohibited from using Freestyle BC protected materials (copyright material, branding and/or logo(s)) without prior permission and in compliance with Freestyle BC's Safe Sport and privacy policies.

ACKNOWLEDGMENT & AGREEMENT

I, _____, acknowledge that I have read and understand the policies stated above. Further, I agree to adhere to these policies and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in these policies, I may face disciplinary action up to and including termination.

Name: _____

Signature: _____

Date: _____

Witness: _____

Appendix 'A' - Public/Statutory Holidays

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

British Columbia:

- [Fact Sheet](#)
- [Employment Standards Act](#)
 - Part 5 – Statutory Holidays

Appendix 'B' - Termination

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

British Columbia:

- [Fact Sheet](#)
- [Employment Standards Act](#)
 - Part 8 – Termination of Employment

Appendix 'C' - Maternity, Parental and Adoptive Leave

Note: The fact sheets below are provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory.

British Columbia:

- [Fact Sheet \(Parental\)](#)
- [Fact Sheet \(Pregnancy/Maternity\)](#)
- [Employment Standards Act](#)
 - Part 6 – Leaves & Jury Duty; Pregnancy Leave, Parental Leave

Appendix 'D' - Health and Safety

British Columbia:

- [Workers Compensation Act - Occupational Health and Safety Regulation](#)



Appendix 'E' - Protected Unpaid Leaves

Note: The chart below is provided for your information and convenience only. It is not a legal document. For complete information, refer to the applicable Employment/Labour Standards Act and its Regulations for each province/territory – click on the province/territory name for applicable link.

British Columbia
<ul style="list-style-type: none">• Pregnancy Leave• Parental Leave• Family Responsibility Leave• Compassionate Care Leave• Reservist Leave• Bereavement Leave• Jury Duty



Appendix 'F' - Exit Interview Questionnaire

1. Overall, how did you find your experience working on this team?
2. What did you like about it?
3. What could have been better?
4. What was your primary reason for leaving?
5. Did you receive enough training and support to do your job effectively?
6. Did you receive sufficient feedback about your performance between reviews?
7. Did any policies or procedures (or any other obstacles) make your job more difficult?
8. Would you consider working for this organization again in the future?
9. What does your new position offer that your previous one doesn't?
10. Any other comments?

Employee Name: _____

Date: _____

Interviewer's Name: _____

Date: _____