

## Section 2. Anti-Harassment & Discrimination Policy

Belwood Lodge and Camp believes in providing and maintaining a work environment in which all employees and volunteers are free from workplace harassment, sexual harassment and discrimination. Such actions are not tolerated and should they occur are to be corrected and remedied.

### Part 2.A.

#### *Discrimination (Definition)*

"Discrimination" is differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, sex (gender), sexual orientation, age, marital status, family status or disability. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

### Part 2.B.

#### *Bullying & Harassment (Definition)*

"Harassment" means engaging in a course of vexatious comment or conduct against a worker that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship; and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

"Bullying" is defined as an action to seek harm, intimidate, or coerce against vulnerable person. Bullying can occur in the form of physical, psychological, social, or emotional means either face-to-face, without the victim present, or online/social media. Bullying can be performed by one person or a group of people.

### Part 2.C.

#### *Violence (Definition)*

"Violence" is defined as behaviour involving physical force intended to hurt, damage, or kill someone or something.

Violence in the workplace is any act in which a person is abused, threatened, intimidated, or assaulted in his or her employment.

### Part 2.D.

#### *Sexual Harassment (Definition)*

"Sexual Harassment" is any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats, unwelcome remarks, jokes, taunts, or suggestions about a person's body, a person's physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

### Part 2.E.

#### *Inappropriate Behaviour (Definition)*

"Inappropriate Behaviour" is any behaviour action that is deemed unwelcome or unsuitable for a workplace. Examples can include: inappropriate discipline of participants (neglect, lack of care, physical punishment, denying food or drink as a form of punishment, punishment for soiling, wetting or not using the toilet); pranks towards participants or staff; harsh gossip and/or bullying towards other employees.

### Part 2.F.

#### *Confidentiality with Reporting*

Belwood Lodge and Camp recognizes that individuals may find it difficult to come forward with a complaint under this Statement because of concerns about confidentiality. Therefore, all complaints concerning workplace harassment or discrimination, as well as the names of parties involved, shall be treated as confidential. No record of the complaint will be maintained on the personnel file of the complainant unless it has been found that the complaint was deliberately false or misleading. The above statement applies to all employees and volunteers. The above statement applies not only during working time, but to any activities on or off camp property and includes, for example, out-trips, activities on property during free time or after hours and camp-sponsored events in the off-season.

Employees or volunteers are requested to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination or harassment.

### Part 2.G.

#### *Reporting Procedures*

**STEP 1:** Employees and volunteers are encouraged to attempt to resolve their concerns by direct communication with the person engaging in the unwelcome conduct. Keep a written record of the date, time, details of the conduct, and witnesses, if any and of all attempts to resolve concerns.

**STEP 2:** Employees and volunteers who are not comfortable with step 1 and/or who believe they are victims of discrimination or harassment, are encouraged to report these matters to a leadership team member or Executive/Directing Team.

**STEP 3:** If informal attempts are ineffective: file a formal complaint. The employee or volunteer should provide a letter of complaint that contains a brief account of the offensive incident(s), the remedy sought and sign and date it. They should give this letter to the Executive Director or Directing Team. Where an employee or volunteer believes that he or she cannot take a complaint to a Leadership Team member or to the Executive/Directing Team, they should immediately contact either the Chair of the Board and/or an Executive Board Member. The names and contact information of the Chair and Executive Board Members are available in the emergency contacts book in the main office as you walk in the door. This complaint may initially be provided orally but the complainant must also be willing to provide a written statement of the complaint.

**STEP 4:** All formal complaints shall be investigated:

- This process shall involve interviews.
- Both the complainant and the person against whom the complaint is made shall be interviewed. Each has a right to bring with them another person to provide support.
- The person against whom the complaint is made has a right to hear the full case made against them and give their side of the account.
- All complaints shall be handled in a confidential manner.

**STEP 5:** A written decision shall be provided to the complainant by the investigator. A copy of this decision shall be provided to the Chair of the Board and the Executive Board Members. Disciplinary action for violations will take into consideration the nature and impact of the violations and may include a verbal or written reprimand, suspension or termination. Similarly, **deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination.**

## Section 3. Seasonal Staff Qualifications and Requirements

Belwood Lodge and Camp believes in providing an exceptional work experience, and vacation experience for our participants. As such, there are numerous rules and controls put in place that keep staff safe while working at camp and with a special needs population.

### Part 3.A.

#### *Alcohol-Free and Drug-Free Zone*

Belwood Lodge and Camp acknowledges and respects the laws of Ontario and Canada. Belwood Lodge and Camp recognizes that employees should be drug-free so that an efficient working environment is established. The distribution, possession, being under the influence of and/or use of controlled substances will not be tolerated in or around the work site (including business trips, business meetings, camp sponsored events and business-related social events; as well as personal property on camp grounds: luggage, cars, etc) at any time, or while an employee is acting on behalf of Belwood Lodge and Camp.

ANY consumption, use or possession of alcoholic beverages or drugs on Camp premises, while on night off or reporting to work under the influence of alcohol or drugs is strictly prohibited and disciplinary action may be taken, up to and including dismissal. For those on prescription medications, please see **Section 3, Part M**.

### Part 3.B.

#### *Lodging Policies*

All staff will be placed in appropriate lodging during their employment with us. The position the employee holds dictates where they will be staying (i.e. cabin counsellors stay in the cabins).

Some scenarios for shared lodging exist including: treehouse bunking for program and support staff; leadership team sharing rooms in the Hoffman house.

Couples who work with us may stay in the same cabin/room if they are considered common-law according to the law (at minimum). Proof of common-law status may be required. If the cabin placement does not work in the camp's favour (i.e. spacing issues, etc.), the camp will not accommodate and we have the right to ask the couple to stay separate, at the discretion of the Directing Team.

Males are not permitted to be in female areas and females are not permitted to be in male areas, unless they are helping a participant in one of those areas.

### Part 3.C.

#### *Criminal Background Checks*

All employees are required to complete a criminal background check either by their local police, or with our service with Sterling Solutions. Staff must complete this check before working with any participants.

Copies of all police checks are stored in the main office in the Director's office, as part of their personnel file. Checks done with Sterling Talent Solutions are maintained for 10 years on their database. Physical police checks are retained for three years at which point a new record will have to be obtained.

### Part 3.D.

#### *Health Information (Collection) & Staff Medical concerns/Accidents.*

The health information form must be presented to the Directing Team prior to the start of employment. If an employee's physical condition is affecting job performance, the administration may require, at its expense, subsequent physical examinations. For minors, parent or guardian signature and signed permission to seek emergency medical care may be required. Employees are expected to be responsible for maintaining an excellent health condition through personal habits and reporting for treatment of sickness and injuries. Special diets, allergies also must be noted.

If an employee is injured while at camp and requires hospital attention, you will be asked to complete a WSIB claim form at the hospital. The Directing Team will also fill out a form and send to WSIB. From there, WSIB will be responsible for determining if the worker is suitable to return to work whether in the current job or a modified job role (with the same pay as their contract), as per WSIB's recommendations. If the employee chooses not to return to work and/or take the alternate position, the employee shall be terminated as per the rules and guidelines of WSIB.

If an accident or illness arises that interferes with an employee's day-to-day job performance, administration may terminate employment after meeting and discussing matters with the employee (upon follow-up with WSIB).

### Part 3.E.

#### *Care Policies*

All staff are expected to care for all participants during their stay. This may mean helping other cabins with any care that may be required.

"Caring For" means taking care of personal needs, physical needs, feeding, toileting, etc.

"Caring About" means knowing where they are at all times, putting their holiday experience first, and treating them with respect.

### Part 3.F.

#### *Effective Behaviour Management of Participants*

No employee has a right to perform any discipline method on participants that will hurt them physically or emotionally.

- Corporal punishment, including spanking, is prohibited.
- No participant shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No participant shall be denied food or shelter as a form of punishment.
- No participant shall be punished for soiling, wetting or not using the toilet.
- Any display or demonstration of sexual activity between employed employees or volunteers and participants will not be tolerated.
- Sexual advances or sexual activity of any kind between employed staff and participants.
- Infliction of sexually abusive behaviour upon participants, including sexual touching and bodily contact, exhibitionism, and/or voyeurism.
- Infliction of physically abusive behaviour or bodily injury upon participants.
- Physical neglect of participants, including failure to provide adequate health or safety measures, care, and supervision in relation to Belwood Lodge and Camp activities.
- Pranks are not allowed. Employees will refrain from malicious mischief and horseplay that is directed against participants or other employees, and will not tolerate malicious mischief or horseplay. This includes any kind of activity that tampers with or causes damage to any personal well-being or the security of personal belongings and living space.

<p><b>Part 3.G.</b> <i>Camper (Child) Abuse Policy</i></p>	<p>As employees in a child care facility you are mandated reporters of all forms of suspected child abuse. All employees are required to immediately report any suspected form of child abuse/neglect to the Directing Team. By the Family Children's Services of Guelph and Wellington County's definition a child is considered any individual under the age of 18.</p> <p>Staff are expected to report any unusual behaviour or characteristics that includes, but is not limited to, uncharacteristic bruises or scrapes, excessive bed wetting, heightened sexual awareness, stories of abuse, or reports told in confidence by the victim.</p> <p>For all cases of suspected abuse, the employee, with assistance from the Directing team <b>MUST</b> notify the Family and Children's Services of Guelph and Wellington County within 48 hours. The Ontario Provincial Police will also be notified. Parents/guardians may be notified by the Directing Team informing them of findings and/or concerns. All parts of this process are confidential, and shall not be discussed with other employees or participants in or outside of camp grounds.</p>
<p><b>Part 3.H.</b> <i>Lodger (Adult) Abuse Policy</i></p>	<p>For individuals who are 18 years and older, the employee, with assistance from the Directing team <b>MUST</b> notify the Ontario Provincial Police, whether the abuse was on or off campgrounds, before or during camp session. Parents/guardians may be notified by the Directing Team informing them of findings and/or concerns. All parts of this process are confidential, and shall not be discussed with other employees or participants in or outside of campgrounds.</p>
<p><b>Part 3.I.</b> <i>Photographing Participants</i></p>	<p>Participants may be photographed if they are not on the "No pictures" list. Use of these photos are permitted online. If a staff member is asked to remove a photo, for any reason, they are expected to adhere to this request in the on and off-seasons.</p> <p><b><u>Absolutely NO photos of participants taken, posted, used in any way if they are on the no-picture list.</u></b></p>
<p><b>Part 3.J.</b> <i>Piggy-backs/Carrying Participants</i></p>	<p>There are to be no piggy-backs/carrying of participants or staff as this is a risky activity and there are many dips and possible gopher holes in the ground that one can fall in resulting in not only injury of the staff, but possibly injury of the person being carried.</p> <p>For smaller campers, sometimes their behaviour requires this type of physical approach. This acceptable, but the camper can be no heavier than 30 pounds and it can only be used as a redirection strategy.</p>
<p><b>Part 3.K.</b> <i>Uniform Requirements</i></p>	<p>Employees are expected to dress in a manner appropriate for their job duty and serve role models to participants and other Employees. During all opening and closing days &amp; out-trips, and other times when the public is present, the current year's staff shirt will be worn, along with designated name badges. All staff are expected to look presentable to caregiver and lodgers when they arrive, during their stay, and upon their departure. This includes clean grooming, proper hair and facial hair care, and clean clothes.</p>
<p><b>Part 3.L.</b> <i>Foot Dress</i></p>	<p>Employees are expected to dress their feet in environmentally appropriate shoes and ensure that participants follow suit. <b>Flip-flops and crocs are not permitted</b>, as they do not protect the foot in any way. Shoes must be close-toed and provide ankle support. <b>Injuries sustained from wearing inappropriate footwear will follow procedures outlined in Part 3.D.</b></p> <p>For staff in higher-risk areas like maintenance/equipment use - steel-toed shoes/boots and protective eye wear must be worn.</p>
<p><b>Part 3.M.</b> <i>Swimwear</i></p>	<p>During swim times, male staff are permitted to dress in appropriate swim trunks, which go no higher than 2 inches from the knee. Female staff are permitted to dress in a one-piece swim suit. No staff are to wear two-piece swimwear. Staff are also permitted to wear "surfing" suits as long as they tightly fit the body. <b>T-shirts are not permitted in the pool</b>, (they can be grabbed easily if a participant starts struggling in the water).</p>
<p><b>Part 3.N.</b> <i>Medications</i></p>	<p>Medications are not allowed in cabins or other buildings, other than the Health Centre. <b>All medication must be kept in the Health Centre</b> and administered by the Health Director. This includes non-prescription drugs and vitamins of counsellors, participants.</p> <p>No employees other than the Health Director or designee will be allowed to administer medication to participants. If in the event that the Health Director is not on camp grounds or the camper/lodger is away on a field trip, a designated health care professional under the supervision of the Health Director will administer the medication to participants. All medication shall be under lock and key in the Health Centre and when no longer needed by participants shall be returned to caregivers. Inhalers and Epipens are exceptions and may be required to have on person.</p> <p>Employees who do not adhere to the medication policy may be subject to disciplinary action.</p>
<p><b>Part 3.O.</b> <i>Parking/Transportation</i></p>	<p>Parking for staff is at the edge of property, along the road behind the Executive Director's office/residence.</p> <p>Some years there are many cars with staff which congests the parking lot. If this is the case, you may be asked to take an alternate spot on the Directing Team's request. Please park in this designated spot for the season.</p> <p>Under no circumstance are staff allowed to transport participants outside of their immediate family in their own vehicles unless given written permission to do so by the Directing Team. Trips to the hospital are exceptions, and are to be under advisory of the Health Director or Directing Team and majority of the time in the camp truck.</p>
<p><b>Part 3.P.</b> <i>Signing In &amp; Out</i></p>	<p>All employees must sign in and out when arriving and leaving property. The sign in book is in the main office. Please fill out all information properly.</p>

<p><b>Part 3.Q.</b> <i>Under 18 Policies</i></p>	<p>Employees under 18 years of age may not leave camp with other employees unless given permission by the Directing Team or Directing Team. Employees who do not adhere to this policy may be subject to disciplinary action.</p>
<p><b>Part 3.R.</b> <i>Staff Lounge/Lockers</i></p>	<p>The staff lounge is meant for staff to hang out on their time off only. It is a shared, communal space.</p> <p><b>All</b> food is to be stored in the cabins. There are to be absolutely no snacks, treats, drinks, etc kept in the cabins. New to 2018, we have designated lockers to store your food. All food is to be kept in the locker or in the staff fridge/freezer. Deviance from this (food being left out) will result in the leadership team confiscating the items.</p> <p>Lockers can also be used to store personal items like cell phones, valuables, etc. Employees are solely responsible for personal belongings such as money, clothing, appliances, musical instruments and sports equipment brought to camp. Any use in camp, either personal or for program, is at the Employees' risk. Valuables may be secured in the office. Since there is no need for cash in pocket at camp, it is strongly urged to keep cash, and other valuables in the staff safe in the Directing Team's office.</p> <p>Staff are asked to keep the staff lounge tidy and presentable. If the staff lounge is not kept in an orderly fashion, it will be closed.</p>
<p><b>Part 3.S.</b> <i>Cell Phones/Electronic Use</i></p>	<p>Cell phones are permitted at camp. They are NOT to be used while caring for lodgers unless they are being used to assist with lodger care/activity.</p> <p>Camp is not responsible for any lost or stolen items. Employees may choose to have their electronics locked in their locker (recommended). Employees agree that if a supervisor asks for the device to be removed they shall adhere to those requests. Employees found abusing cell phone policies may be subject to disciplinary action. We do reserve the right to ban cell phone/electronic use for one or all staff members if abuse of their use at our facility is found.</p>
<p><b>Part 3.T.</b> <i>Headphones/Music</i></p>	<p>Headphones are not permitted to use while on duty. Under no circumstances is our team to see anyone wearing headphones while performing their regular duties whether they work with lodgers or not. This is a safety concern as headphone use can lead to missed safety calls/sirens.</p> <p>Headphones are permitted during time off periods only. Regardless of this permission, we still do not recommend it.</p> <p>Loud music is not permitted in small areas (inside cabins, kitchen, etc).</p>
<p><b>Part 3.U.</b> <i>Smoking Policy</i></p>	<p>Belwood Lodge and Camp offers a designated smoking area (picnic table outside the staff lounge). Staff are allowed to use the smoking area only during their designated time off and breaks. Staff are not allowed to take smoke breaks in the middle times that they are responsible for the care of participants.</p>
<p><b>Part 3.V.</b> <i>Candles/Warming Tools</i></p>	<p>Candles and warming tools are not permitted in main buildings or in cabins.</p> <p>Candles – there is to be no open flame anywhere except during campfire program, outdoors in approved firepit areas.</p> <p>Warming/scent tools – these are not permitted in common areas (cabins, staff lounge, etc) because the risk of participants touching or interacting with them is high, resulting in possible injury.</p>
<p><b>Part 3.W.</b> <i>Pets</i></p>	<p>Pets are not allowed to be brought to camp unless they are a part of the camp program and approved by the Directing Team. All approved pets must stay in a designated area and only that area that is approved by the Directing Team. Pets are not to be brought into any buildings without consultation with the Directing Team. They may not disrupt program and must follow appropriate guidelines for care. Approved pets who prove to disturb the community of camp will be asked to be removed immediately.</p>
<p><b>Part 3.X.</b> <i>Weapons</i></p>	<p>No individual may bring weapons and/or hunting/military equipment to camp, under any circumstances. Discovery of these items will result in termination.</p>
<p><b>Part 3.Y.</b> <i>Laundry</i></p>	<p>Laundry facilities are provided to employees free of charge in the designated laundry area. Employees may only do laundry on their night off. The laundry attendant's duties come first and staff laundry may not start until the laundry attendant is done for the day.</p> <p>There is one washer designated for staff (the other two shut off automatically after 7pm). The staff may use the gas dryer to dry their clothes.</p> <p>Any employee found doing laundry instead of their duties may face disciplinary action.</p> <p>It is HIGHLY recommended staff do laundry on weekends off. In 2018, we will be evaluating the use of the laundry room by staff members and whether it is appropriate for us to provide laundry services to staff members.</p>
<p><b>Part 3.Z.</b> <i>Curfew</i></p>	<p>All employees are expected to abide by the applicable curfew rules.</p> <p>Curfew for staff is 11:30pm – this means <b>in bed</b> by 11:30. Those who are on night off, please arrive back at camp in time to be in bed by 11:30. If a staff member is found breaking curfew without permission may be subject to disciplinary action.</p>
<p><b>Part 3.AA.</b> <i>Fires</i></p>	<p>All fires must be cleared with the Directing Team or Directing Team before they are lit. Fires are not to be lit if there is a fire ban in the area. Fires at Harry's Hollow MUST be no bigger than 2m x 2m x 2m. Fires at the teepees MUST be no bigger than 0.6m x 0.6m x 0.6m. The amphitheatre fire pit is permanently closed. Fires at camp are not a necessity and as such they are a privilege. Abuse of the rules of this privilege will result in a property fire ban, at the discretion of the Executive &amp; Directing Teams.</p>

<p><b>Part 3.BB.</b> <i>Visitor Policies</i></p>	<p>Your parents and immediate family members are allowed to visit as long as the visit doesn't prevent you from doing your job. Other visitors must be approved by the Directing Team. Visitors must check in and out in the office each time they visit and visibly display their visitor badge. While at camp, you are responsible for your visitors, including ensuring that they abide by all of camp's policies.</p> <p>Past staff members are welcome to visit, but only after asking permission from the Directing Team.</p> <p>There are to be no visitors during Staff Training or during Week 1.</p> <p>Unwelcome visitors will be addressed by the Directing Team and are to be dealt with by the administration. If you come across anyone whom you do not recognize as a staff or lodger and who is not wearing a visitor badge, please ask them to go to the main office. If they refuse, please get help immediately.</p>
<p><b>Part 3.CC.</b> <i>Online Conduct</i></p>	<p>The use of Belwood Lodge and Camp's logo or name is the property of the Belwood Lodge and Camp, Inc. and needs permission from the Directing Team.</p> <p>It is understood that the Chairperson of the Board of Directors is the sole spokesperson for the camp. With this, at no time are staff allowed to post messages in reference to any crisis or incident on social networking sites such as Facebook, Twitter or Social media. This includes, but is not limited to, updating status messages to reflect the current happenings according to a current camp crisis or incident.</p> <p>Employees will also refrain from posting negative comments about camp on any social media/website. Doing so will result in disciplinary action, as it reflect badly on our company. Staff are asked to bring their concerns to their supervisor or Directing Team. If the Directing Team feels that camp is being spoken about poorly, or the people at camp are being spoken about poorly to the public, whether the camp name or participant/staff names are explicitly used, disciplinary action will follow.</p> <p>Employees, both on and off season, are expected to keep their online presence professional and appropriate for lodgers and caregivers to view. We reserve the right to ask employees to take down things posted online if we feel they affect or reflect on us poorly. Staff are expected to comply both in the on and off-season.</p>
<p><b>Part 3.DD.</b> <i>Off-Weekend Property Access</i></p>	<p>Employees may stay at camp during off-weekends with permission from the Executive or Directing Team. All employees staying on camp grounds during off weekends, must obey all camp personnel policies. Employees must respect curfew times set forth by the Camp Administration during off-weekends.</p>
<p><b>Part 3.EE.</b> <i>Off-Season Property Access</i></p>	<p>During the off-season (September - end of June), no person is permitted to be on camp property without permission from the Directing Team or an Officer on the Board of Directors. Persons who access property without permission during the off-season will be considered trespassing, and the appropriate action will take place from there.</p>
<p><b>Part 3.FF.</b> <i>Disciplinary Structure</i></p>	<p>Deviance from these policies, or in other rules, regulations, policies that are presented to staff either during staff training or during camp may result in disciplinary action. We have a revised strategy for 2018 and it is as follows:</p> <p>First offence – <b>Warning 1</b> – this is documented and signed by the Leadership Team member and staff member involved. It will also be reviewed by a Director. This is kept on employee's for 1 full year.</p> <p>Second offence – <b>Warning 2</b> – this is documented and signed by the Leadership Team member and staff member involved. It will also be reviewed by a Director. This is kept on an employee's fall for 2 full years.</p> <p>Third offence – <b>Dismissal</b> – this is documented and signed by the Leadership Team and 2 Directors. It is also forwarded to the Board of Directors. This is permanent. Dismissed employees are banned from camp indefinitely.</p> <p><b><i>Leadership Team/Directing Team can skip to Warning 2/Dismissal if the offence is serious enough to deem that determination. We reserve the right to use this strategy outlined above in any way that is appropriate for the function of the camp.</i></b></p>

## Section 4. Work Periods, Time Off, and Compensation

### Part 4.A.

#### Work Periods and Time off

The main responsibility of all employees is the ongoing supervision of participants.

All Employees are expected to abide by the posted time-off schedule. All periods of time-off shall be designated by the Directing Team under the direction of the Directing Team in accordance with the staffing and program needs of the camp.

Time-off will consist of a minimum of:

1. ONE 24 hour block per session, on a weekend.
2. ONE 45-minute long break per day (designated in the program schedule and shall stay consistent the entire summer).
3. TWO 15-minute breaks per day (to be scheduled with your co-counsellor on a fair and rotating basis).
4. Nightly block of time (participants calm in bed until 11:30pm, approximately 1 – 1.5 hours). This does not apply if you are on patrol.
5. Any other blocks of time designated by directors (i.e. "Star" evening programs)

**All staff on property are to recall during periods of time off in case of emergency/crisis.**

### Part 4.E.

#### Sick Leave

A sick day may be granted by the Directing Team, upon discussion with the Lead Nurse and at least 1 Director but may not exceed one (1) day. Sick days are unpaid days. **No employee will be granted a sick day without consultation with the Lead Nurse and at least 1 Director.** After an illness of more than 3 work days an employee may be asked to submit a statement from a physician indicating that the employee is able to return to work (also indicating any possible limitations). Employees who cannot provide this statement may be released from their contract, should the Directing Team need to hire a replacement. If a replacement is not needed, the employee's contract will still be in effect, but the reward of the year-end bonus will be affected. Extenuating circumstances are of course granted, but at the discretion of the Directing Team, after consultation with the Nursing Team.

### Part 4.F.

#### Personal Leave

Personal leave (without pay) may be granted at the discretion of the Directing Team for emergency occasions or responsibilities which cannot reasonably be taken care of during time-off. Employees are expected to make every effort to handle personal matters during non-work time. Any request for such must be made in writing, and approved by the employee's supervisor and the Directing Team. Any employee who is found to abuse this policy shall be immediately terminated.

### Part 4.G.

#### Payment of Salary

Salaried Employees receive pay as determined by their position. Salaries will be issued in accordance with Ontario Law in a timely manner. In the event of a termination, salaries will be prorated and final paycheques will be mailed to the address given on their TD Forms.

We are now 100% paying by direct deposit. We can only pay you if we've received a payroll information sheet provided. Please ask us for a new one if needed. If you choose not to be paid by direct deposit, please allow at minimum 1 week after the schedule pay day for your cheque to arrive to us.

### Part 4.H.

#### Deductions from pay

All staff must submit a TD-1 and TD-FED prior to Week 1. Standard deductions are made for Federal / Provincial Income Tax, and all pay (including the year-end bonus) will be taxed. If you are eligible and claim exempt status on your TD forms, this exemption applies only to income tax.

Staff shirts will be deducted from first pay. Bonuses will be added onto the final pay, with the exception of the 4 performance bonuses, which are awarded separately.

### Part 4.I.

#### Work Review

All counsellors/employees differ in style, personality, effectiveness, and other traits. It is not desirable that all counsellors/employees to be alike, but yet there are common standards that are upheld.

While employed by Belwood Lodge and Camp, employees will undergo a minimum of 2 evaluations by their supervisor during the season (one around Week 3 or 4, and one at the end as a collective performance review).

The Executive Director is exempt from seasonal evaluations, as they are evaluated separately by the Board of Directors.

### Part 4.J.

#### Exit Interviews & Ask-backs

Depending on the summer, exit interviews may be conducted with each staff or groups of staff. A brief report will be collected from each staff or group, and a few questions will be asked regarding the staff's experience during the summer, as well as ideas they may have for change. These are all taken very seriously, and any ideas that can be implemented to make camp better. The staff's opinion is valued greatly and we look forward to hearing it! That being said, we always welcome your opinion throughout the entire summer and off-season, so staff are asked to bring opinions, concerns, comments to the administration at any time they feel they would like to (immediate concerns should be addressed in a timely fashion).

"Ask backs" are a welcome in the off-season to return on staff the following summer. It is possible that some staff will not be asked back, and they will receive this notification via e-mail as well. No letters or personal phone calls will be made to any staff member as it causes major disruption in the flow of camp business in the Fall.

The decision of who gets invited back for a following season is based on the 7 votes from the Leadership Team (conducted in the final week of camp). The Directing Team will take that information in October and determine a final decision.

The Directing Team can veto the result of any vote, for any reason at their discretion. Although this will likely not happen often, and the opinion of the staff and Leadership Team matters immensely, it is important to take all factors into account.

## **Section 5. Records & Privacy**

Belwood Lodge and Camp strives to keep accurate records of all important events and systems at camp, as well as respecting the privacy of participants and employees.

### **Part 5.A.**

#### *Personnel Files*

A personnel file is kept for each employee. These records are confidential and are kept by the Directing Team and HR Manager. Employees shall have access to their own personnel file upon request. Medical files are kept separate from the personnel file in the Health Centre. Personnel files are kept during the full employment of each employee, season after season, until the employee no longer works with us. All records may be disclosed as required by law.

### **Part 5.B.**

#### *Participant Reports & Files*

CampBrain maintains an online record of all participant forms, along with up to 10 years of a history in paper form from previous years. Any information shared about campers and lodgers from confidential reports and other communications shall be treated confidentially and in the professional manner as described by the Directing Team.

No employee shall furnish to any outside organization or individual any lists of campers and lodgers, parents, or staff members without the permission to do so by the Directing Team. Doing so may result in termination for breach of confidentiality.

### **Part 5.C.**

#### *Privacy Search*

Belwood Lodge and Camp reserves the right to search all buildings including living quarters and any camp locker for dangerous substances or weapons. The camp also reserves the right to request employees to present the contents of their personal belongings if required. If necessary, the Ontario Provincial Police may be called to search a seasonal camp employee's personal property on the camp premises when investigating a theft, upon suspicion of possession of illegal drugs or intoxicants and for other appropriate reasons. A seasonal camp employee's refusal to allow such a search may result in immediate termination of employment.

### **Part 5.D.**

#### *Grievance Procedure*

Employees are encouraged to discuss work-related questions, concerns, and problems with their supervisor as soon as they arise, so that corrective action may be taken when reasonably practicable. Suggestions may be left with the HR Manager or Directing Team, under the confidentiality agreement.

In the event of a substantial difference of opinion, or when significant facts seem to have been overlooked or ignored, or where the validity of judgment is questioned, employees may request a meeting with the HR Manager. The HR Manager will meet with the employee(s) and listen to the grievance. The HR Manager will then speak to the Directing Team and outline a response to the grievance within 10 days of the meeting.

If appeals to the HR Manager have not been resolved to the satisfaction of the employee(s), or the employee(s) has a grievance with the HR Manager, the employee(s) has a right to appeal to the Executive Director. All appeals must be made to the Executive Director must be made in writing.

Should the employee feel they cannot appeal to the Executive Director, or the grievance is with Executive Director, employee(s) has a right to appeal to the Board of Directors. All appeals to the Board of Directors must be made to the Chairperson of the Board in writing. Appeals must outline the grievance and what the outcome the employee(s) is requesting. Upon receipt of the grievance, the Chairperson of the Board will notify the employee(s) whether or not a hearing with the Camp Board will be granted and what date the grievance will be heard.

### **Part 5.F.**

#### *Termination/Separation*

Employees who fail to meet the policies of Belwood Lodge and Camp as outlined in this personnel document may be terminated by the Directing Team. Any staff member that is terminated will receive compensation up until their last day of employment by mail on the next scheduled payday. In most cases, if an employee has been terminated, they will be asked to leave the camp premises immediately. Failure to comply with this request will result in the police being called.

Employees who decide to resign from their position at camp, are asked to do so in writing. Resignation requests are asked to be completed as soon as possible, to allow time to find appropriate coverage for the position.

Employees must also be advised that in the event of termination of contract, whether voluntary or at the decision of the Executive/Directing Team, the nature and reason of this termination may be discussed with the staff in order for staff to know and understand the reason behind the decision that was made as it affects the staff, the lodgers, or camp. Employees who have a contract terminated, whether voluntary or at the decision of the Directing Team, forfeit the right to confidentiality as it pertains to the dismissal, resignation, or extended leave of absence. The details discussed with the staff regarding the dismissal, resignation, or extended leave of absence shall be treated confidential amongst the staff and details discussed outside any meeting regarding the nature of the dismissal, resignation, or extended leave of absence are prohibited.

### **Part 5.G.**

#### *Confidentiality Agreement*

Confidential information consists of any and all written or verbal information (i.e. applications, medical updates) in the possession of Belwood Lodge and camp about summer program participants (campers and lodgers) and about staff, including financial information, personal information (full name, address & phone numbers, or other information that can be used to contact an individual attending or working at camp), medical information, cabin and staff lists, pictures or videos which pertains to any individual attending Belwood Lodge and Camp and all employees.

The EMPLOYEE acknowledges and agrees that confidential information is disclosed by the EMPLOYER to the EMPLOYEE in confidence and the EMPLOYEE undertakes to treat and holds the same as strictly confidential.

The EMPLOYEE agrees to take all reasonable precautions to avoid disclosure of confidential information to any third party, whether generally in the public domain or to an individual member(s) of the public including past staff and volunteers, or any other unauthorized persons including friends, family, and others attending or working at the camp, or others who used to attend or work at camp.

The EMPLOYEE agrees not to share confidential information by verbal, written and/or by electronic means (including texting, posting photos and information to Facebook, Twitter, Snapchat, Instagram, or any other social media).

The EMPLOYEE agrees not to share information or details about any meetings deemed confidential at the time of the meeting with other employees, volunteers, or members of the public.

The EMPLOYEE agrees not to use the confidential information disclosed to them by the Camp for anything other than legitimate work-related purposes. The EMPLOYEE may only share confidential information with other employees requiring this information for work related purposes and who are governed by the same rules of confidentiality.

The EMPLOYEE agrees that he/she shall not make any confidential information available to any person for any purpose without prior written consent from Belwood Lodge and Camp, the individuals and/or their legal guardians.

The EMPLOYEE agrees to report breaches of confidentiality anonymously to the camp administration, to the administration member of the EMPLOYEE'S choice (Executive Director, Assistant Director, or Board of Directors).

The EMPLOYEE acknowledges that suspected cases of breach of confidentiality will be investigated by the Executive Director and outcomes of any investigation will be decided by the Executive Director and, if needed, by the Board of Directors.