

SHOAL LAKE 40 FIRST NATION

2023/12/14

Code

Shoal Lake 40 First Nation Human Resources Code



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SECTION 1: INTRODUCTION

This document shall be known as “The Shoal Lake 40 First Nation Human Resources Code” and referred to herein as the “Code.”

1.1 Welcome Message

Shoal Lake 40 believes that its employees are essential to its functioning and the foundation of maintaining a healthy community. We recognize employee contributions by providing a respectful workplace that values personal and professional growth. This Code is to reflect and incorporate the culture, traditions, and values of Shoal Lake 40 First Nation. We are Anishinaabe and have a right to our traditions and cultures in running our own employment standards.

The purpose of this Code is to highlight and outline the general themes and objectives to maintain and promote a positive and productive work environment and healthy relationships between employees and the employer to ensure the efficiency, continued growth, and integrity of Shoal Lake 40 First Nation. This Code will come into effect following a successful ratification by Shoal Lake 40 First Nation membership in accordance with a ratification policy established by Chief and Council.

This Code will provide essential information and education to employees and outline Shoal Lake 40 First Nation’s core values as an employer.

In addition, this Code:

- aligns with applicable Federal, Ontario Provincial, Manitoban Provincial legislation, and By-Laws of Shoal Lake 40 First Nation.
- confirms that members of Shoal Lake 40 First Nation are provided appropriate conduct from employees working for Shoal Lake 40 First Nation; and,
- confirms that Shoal Lake 40 First Nation conducts itself as an employer in a consistent and fair manner towards employees.

1.2 History

Shoal Lake 40 First Nation is an Ojibway First Nation reserve located in the Eastman Region of Manitoba and the Kenora District of Ontario and is occupied on Treaty 3 Territory.

1.3 Objectives

This Code is designed to:

- a) Establish the terms and conditions of employment for Shoal Lake 40 First Nation employees as described and limited herein.
- b) Set forth the governing structure for the administration of the human resources functions of Shoal Lake 40 First Nation.
- c) Delegate to a member of Chief and Council, the Band Manager, Human Resources, or his/her designate the authority to adopt and implement all rules, practices and/or procedures necessary or appropriate for administering this Code.
- d) Establish employment standards, policies and procedures that recognize Shoal Lake 40

First Nation's commitment to provide community services in an efficient and cost-effective manner that looks to all resources to accomplish that purpose in a culturally appropriate and holistic manner.

1.4 Authority of Chief & Council and/or Appointed Delegate

- a) Chief and Council, and/or their appointed delegate retains all rights to manage all Shoal Lake 40 First Nation's operations and affairs in accordance with the powers and authority that an employer possesses including, but not limited to, the right to make work assignments, to determine the number of personnel assigned at any time to any function, to make reductions in force as determined necessary or appropriate subject to the limitations of this Code, to develop workplace rules that promote efficiency and productivity in the workplace, and to promote any related services to Shoal Lake 40 First Nation.
- b) Chief and Council and/or their appointed delegate hereby will have the authority to develop all policies, processes, accommodations, and procedures necessary to appropriate or implement this Code.
- c) Any changes to all policies, processes, accommodations, and procedures necessary to implement and appropriate this Code will be approved through Quorum.

1.5 Applicability

This Code applies to all employees of Shoal Lake 40 First Nation. Specific provisions of this Code may not be applicable to all employees covered under this Code depending on the employee's individual contract terms, employment position, or benefit status. In general, this Code applies to:

- a) Chief and Council, Band Manager, and Finance.
- b) Officers of Shoal Lake 40 First Nation.
- c) Directors appointed by Council that sit on the Boards of Shoal Lake 40 First Nation.
- d) Wholly owned corporations and the Officers appointed by those corporations.
- e) Member representatives appointed by Chief and Council as the Shoal Lake 40 First Nation representatives of partnerships, joint ventures, or non-incorporated entities.
- f) Shoal Lake 40 First Nation committee members and appointees.
- g) Employees of Shoal Lake 40 First Nation; and
- h) Contractors with agents acting for Shoal Lake 40 First Nation.

This Code will come into effect following the successful ratification of Shoal Lake 40 First Nation membership in accordance with a defined ratification policy established by Chief and Council. Except for any changes resulting from style, formatting or typographical errors/oversights or amendments/updates to applicable Federal or Provincial Employment standards, all other contents of this Code will be subject to change only by ratification by Shoal Lake 40 First Nation membership. Any and all changes to this Code will be documented and referenced through a Council resolution.

SECTION 2: DEFINITIONS

"Accommodate"- the act of accommodating, adapting, adjusting to someone or something, the

state of being accommodated such as the providing of what is needed **or desired up to the point of undue hardship to enable one to fully participate.**

“Accommodation Process” - the process in which someone or something is accommodated.

“Band Manager”- is the Manager responsible for providing overall leadership and strategic advice to Chief and Council on all aspects of the management of Shoal Lake 40 First Nation.

“Casual Employees” - employees that are hired for work in the community with working hours that are not permanent and occasional.

“Chief and Council” - the elected officials of Shoal Lake 40 First Nation who represent and serve the Nation members at large.

“Code”- term used to define the Shoal Lake 40 First Nation First Nation Human Resources Code.

“Contracted Employees” - or independent contractors, are generally hired for specific projects or services on a shorter-term basis.

“Cultural Leave” - leave taken to meet the Employee's customs, for attending or participating in traditional or faith-based ceremonies or activities.

“Employee Initiated Termination/Resignation” – when an employee decides to leave voluntarily. It can happen for personal or professional reasons and is initiated by the employee.

“Employee Evaluations” - also known as a performance review, is a periodic appraisal of an employee’s performance by their manager. It is an opportunity to assess the employee’s progress, praise their accomplishments, review challenges, and collaborate on goals to improve performance and help achieve objectives.

“Employer” – herein known as Shoal Lake 40 First Nation and is the authority which employs and pays their employees for specific jobs, tasks, or roles for Shoal Lake 40 First Nation.

“Employer Initiated Termination” - any termination of employment initiated by Shoal Lake 40 First Nation other than a termination of employment on account of death, disability, or retirement on or after normal retirement age.

“Exempt Employees” - are managers, and those employees who perform management functions who are employed by Shoal Lake 40 First Nation that do not receive overtime pay.

“Federal” - the national government of Canada, centered in Ottawa. The term can refer narrowly to the Canadian Cabinet, or more broadly to the Cabinet and the public service.

“Personal Health Information File” - is the demographic information, medical histories, test and laboratory results, mental health conditions, insurance information and other data.

“Outside employment” - when an employee of Shoal Lake 40 First Nation chooses to work additional employment outside of Shoal Lake 40 First Nation.

“Personnel File” - is the official record containing personal information on each employee, which is held and kept secured by Shoal Lake 40 First Nation.

“Probationary Period” - is a trial period of employment during which someone is employed by Shoal Lake 40 First Nation.

“Provincial” - is responsible for issues that affect the province as a whole. These include education, health care, the environment, agriculture, and highways.

“Regular Employees” - an employee who is employed for work which is of a permanent full-time or part-time nature.

“Faith Based and Cultural Accommodation” – accommodations based on traditional, cultural, or faith-based beliefs. See definition of “accommodation.”

“Shoal Lake 40 First Nation” – term referenced in lieu of Chief and Council, Band Manager and/or designate.

“Shoal Lake 40 First Nation Policies and Procedures”- Policy Manual for Shoal Lake 40 First Nation that is a comprehensive text that details every aspect of policy and the procedures for following those policies.

“Social Media” - are interactive technologies that facilitate the creation and sharing of information, ideas, interests, and other forms of expression through virtual communities and networks.

“Temporary Employees” – an employee who performs a job for a defined period and generally a short amount of time.

“Vacation Time” - is a benefit that Shoal Lake 40 First Nation offers their employees. It is a designated period of time employees can take off from work, usually with pay.

“Quorum” - the minimum number of members of Chief and Council that are required to make decisions or pass, approve, or revise processes, policies, procedures on behalf of Shoal Lake 40 First Nation.

SECTION 3: EMPLOYMENT

3.1 Employee Types

Shoal Lake 40 First Nation shall have the following categories for employment:

- a) Regular Employees
- b) Temporary Employees
- c) Contracted Employees
- d) Casual Employees

3.2 Employee Orientations

Shoal Lake 40 First Nation will provide a new employee orientation for all new employees. New employee orientations will introduce all new employees to the Community’s goals, objectives, policies, procedures, and guidelines. New employee orientations also provide an opportunity to be introduced to the team and to job responsibilities and will ensure new employees are provided with all of the essential information they will need to be successful in their new roles.

3.3 Probationary Period

All newly hired employees shall be subject to a probationary period as Per Human Resources Policies and Procedures effective upon commencement of employment.

3.4 Employee Evaluations

Shoal Lake 40 First Nation will conduct employee evaluations. Appraisals will be discussed with the employees about their performance. The appraisal of performance will be completed and conducted by the Band Manager or entities within Shoal Lake 40 First Nation.

3.5 Overtime & Hours of Work

All overtime hours must be approved by Shoal Lake 40 First Nation.

The standard hours of work for full-time, part-time, temporary, and contracted employees will be determined and approved by Shoal Lake 40 First Nation through Quorum.

In accordance with applicable Federal and Provincial employment standards, Managers, superintendents, and those employees who perform management functions (the "Exempt Employees") are not eligible to receive overtime pay. Conditions for alternate compensation may be arranged by Shoal Lake 40 First Nation.

For all employees other than the Exempt Employees, hours worked in excess of the Standard Hours of Work will be paid overtime. The Band Manager or his/her designate shall develop and implement rules for the earning of compensatory time off in lieu of overtime pay. Eating Periods and Rest Breaks

Employees will be entitled to eating periods, health breaks, and rest breaks. This will be outlined in the Shoal Lake 40 First Nation Policies and Procedures.

3.6 Outside Employment

All full-time employees of Shoal Lake 40 First Nation should view Shoal Lake 40 First Nation as their main employer.

3.7 Ending Employment

At Shoal Lake 40 First Nation, there are 3 ways of ending employment:

- a) Employee Initiated Termination/Resignation; and,
- b) Employer Initiated Termination

SECTION 4: GENERAL

4.1 Other (Death, disability, or retirement on or after normal retirement age).Shoal Lake 40 First Nation Property, Equipment and Office Supplies

- a) All of Shoal Lake 40 First Nation's property and equipment is to be used for legitimate business purposes only. Employees must not use equipment or supplies for their own personal activities without approval from their immediate supervisor. In no case shall employees transfer Employer property to another person.
- b) Shoal Lake 40 First Nation ensures all employees are equipped with sufficient equipment and supplies in order to successfully complete work assignments and to assist in carrying out day-to-day functions.

- c) Should the Employee leave employment with Shoal Lake 40 First Nation, whether it is Employee or Employer initiated, they must return all equipment.
- d) Borrowed equipment must be returned after use. Failure to do so is subject to disciplinary action in accordance with the Shoal Lake 40 First Nation Policies and Procedures.

4.2 Dress Code

Employees of Shoal Lake 40 First Nation must present a professional image consistent with their perspective role and responsibility. Suitable clothing includes faith based and or cultural attire, whether they are at work, traveling on business, attending business functions, participating in training events, and/or participating in other business-related activities.

4.3 Employee Files

- a) Shoal Lake 40 First Nation will keep a personnel file on all employees employed by Shoal Lake 40 First Nation. Each employee will be entitled to access their own personnel file as outlined in Shoal Lake 40 First Nation Policies and Procedures.
- b) Shoal Lake 40 First Nation will keep a Personal Health Information file on all employees employed by Shoal Lake 40 First Nation to store information pertaining to his/her health and medical information received as a result of injury, sick leaves, benefits, etc. and is kept separately for each employee. A Personal Health Information file is strictly confidential and private. The contents of these files are never combined with any other employee file such as the personnel file.
- c) All Personnel and Personal Health Information files will be kept in a safe, locked, inaccessible location. Files will only be accessed by Human Resources under strict confidentiality as outlined in Shoal Lake 40 first Nation's Policies and Procedures.

4.4 Information Systems & Electronic Devices

Information systems and electronic devices, such as computers, USB's, printers, photocopiers, smart phones, software, e-mail, landline phones, cellular phones, fax machines and internet access are tools that Shoal Lake 40 First Nation may provide to employees to assist them in their work. These resources and related access systems are Shoal Lake 40 First Nation's property and subject to review or access by Shoal Lake 40 First Nation at any time. They are provided for business purposes, however occasional use for personal reasons is permitted. Employees must refrain from sending chain/spam letters, inappropriate joke emails or other harassing, inappropriate, illegal or offensive content from a Shoal Lake 40 First Nation accounts. No user should have the expectation of privacy as to their computer-related usage at work whether for business or personal reasons.

Shoal Lake 40 First Nation retains the right to review all communications conducted and data saved, reviewed, or accessed via Shoal Lake 40 First Nation information systems and electronic devices.

4.5 Social Media

Shoal Lake 40 First Nation will be responsible for developing and implementing social media policies, procedures, usage, news media guidelines, interview & information requests, reporting & delegation, source of detailed information, reporter & camera in-community guidelines.

4.6 Unforeseen Circumstances/Severe Weather/Closure Policy

Shoal Lake 40 First Nation recognizes that unforeseen circumstances outside of Shoal Lake 40 First Nation's control such as unfavorable weather conditions, or other comparable circumstances

can prevent employees from reaching their place of employment and in certain circumstances may require the business of the First Nation to temporarily close.

Shoal Lake 40 First Nation will always ensure that the health and safety of all of our employees is never compromised. Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, accommodation, and other processes related in detail to the following unforeseen circumstances (e.g., vehicle collision and/or personal injuries), severe weather, and closure issues including:

- a) Inability to attend work.
- b) Ensure Travel Safety
- c) Arriving at work late.
- d) Leaving work early.
- e) Community work closures.
- f) Short term closures.
- g) Long-term closures.
- h) Payment of wages.
- i) Employee benefits coverage.
- j) Continuation of benefits.
- k) Childcare provision when schools and daycares are closed.
- l) Leave of Absences.
- m) Work Refusals; and,
- n) Employee Communication.

4.8 Business Expenses & Travel

Shoal Lake 40 First Nation will reimburse reasonable out of pocket expenses incurred by employees when on approved community business. Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, accommodation, and other processes related to business and travel expenses.

4.9 Smoking

Shoal Lake 40 First Nation is to provide smoke-free environments for employees, suppliers, members, and visitors. Smoking indoors of any kind is prohibited including e-cigarettes, Cannabis, and vaping. There is no smoking permitted in the school or daycare grounds. A designated outdoor space will be assigned where smoking is permitted.

***PLEASE NOTE* that the presence of smoke (e.g., smudge, ceremonial pipes), or use of tobacco for faith-based, traditional, and cultural practices will be exempt from this Code and will be permitted.**

4.10 Telephone Usage

Due to the large volume of business calls, Shoal Lake 40 First Nation's telephones are only to be used for business purposes. Only in the case of emergency, or with the immediate supervisor's approval, should employees use a business telephone for personal calls. General Holidays

Shoal Lake 40 First Nation's employees are entitled to recognized holidays with pay in line with Federal, Ontario Provincial, and Manitoba Provincial Statutory Holidays and applicable employment standards. Chief and Council may include other holidays with pay that include other holidays or events that are recognized by Shoal Lake 40 First Nation.

Full-time Employees who do not work on these days will receive general holiday pay.

Employees required to work on statutory holidays will receive pay in line with applicable employment standards and as set out in Shoal Lake 40 First Nation Policies and Procedures.

SECTION 5: TIME AWAY FROM WORK

5.1 Faith Based, Traditional, and Cultural Leaves

Shoal Lake 40 First Nation respects the faith, traditions, culture and territory of all members, employees, and clients. Accordingly, Shoal Lake 40 First Nation understands that employees may require time away from work to participate in cultural events and activities throughout the year. As such, Shoal Lake 40 First Nation will compensate each employee for this purpose. The guidelines for Cultural Leave will be outlined in Shoal Lake 40 First Nation Policies and Procedures.

5.2 Vacation Time

Shoal Lake 40 First Nation understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. All employees are encouraged and required to use their allotted vacation time in full every year.

Statutory holidays will not be considered vacation time. Should a statutory holiday occur during an employee's selected vacation time, that day will not be calculated as paid vacation time taken.

5.3 Medical, Dental, and Other Leaves

Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, accommodations, and other processes where an employee must take leave from work related to medical, dental, or other issues including:

- a) Job protected leave of absences.
- b) Personal leave.
- c) Compassionate care leave.
- d) Bereavement leave.
- e) General leave of absence.
- f) Maternal, parental and reassignment leave; and
- g) Court Leave.
- h) Education Leave

SECTION 6: WORK ENVIRONMENT

6.1 General Employment Practices

Shoal Lake 40 First Nation is committed to fostering and maintaining a diverse workforce that is characterized by dignity, respect, and equity. Shoal Lake 40 First Nation provides equal opportunity to all employees and applicants for employment. It is our intent and desire that fair and equitable opportunities will be provided in employment which includes recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

6.2 Workplace Harassment and Violence Prevention

Shoal Lake 40 First Nation is committed to providing a safe, healthy, harassment and violence-free work environment in which all employees are treated with respect and dignity. Workplace

harassment will not be tolerated from any person in the workplace including customers, clients, other employers, supervisors, employees, and members of the public, as applicable. No one has the right to discriminate against, harass, bully, show disrespect or be violent towards anyone while at work or in any situation related to employment. This applies to all persons listed in **“Section 1.5 Applicability”**. This also applies to:

- Any location where the business of Shoal Lake 40 First Nation is being conducted.
- Other locations and situations such as during travel on behalf of Shoal Lake 40 First Nation, attendance at conferences and trade shows, work-related social gatherings, or other locations where the prohibited behavior may have a subsequent impact on the work relationship, environment, or performance; and,
- Communication on/through all social media sites, email, text message or other forms of communication.

Shoal Lake 40 First Nation will not tolerate or condone any type of behavior which contravenes the above and will take necessary and appropriate action to address situations that occur which are a breach. It is the responsibility of every employee to conduct themselves in a manner consistent with this Code.

Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, accommodations, and other processes related to the following:

- a) Defining discrimination and harassment.
- b) Workplace harassment.
- c) Workplace sexual harassment.
- d) Personal & psychological harassment- “bullying.”
- e) Preventing workplace violence.
- f) Domestic violence.
- g) Workplace assessment.
- h) Preventative measures.
- i) Risk Factors.
- j) Emergency measures.
- k) Reporting/ complaint procedures.
- l) Investigation process.
- m) Resolution, implementation, & confidentiality; and,
- n) Incident Record keeping.

6.3 Respecting Culture and Faith in the Workplace

It is imperative that all programs and services reflect the values and philosophies of the Anishinaabe, whereby every effort is made to represent the community in which these programs and services support. In keeping with its fundamental principles, Shoal Lake 40 First Nation encourages employees to preserve, protect and respect the culture and faith of Shoal Lake 40 First Nation.

6.4 Accommodation

Shoal Lake 40 First Nation is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, pregnancy, gender identity, gender expression, sexual orientation, record of offences for which a pardon has been granted, marital status, family status and disability. Shoal Lake 40 First Nation commits to providing accommodation for needs related to the statutorily protected grounds unless doing so would cause undue hardship, as defined by human rights law.

Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. Shoal Lake 40 First Nation will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

6.5 Faith Based and Cultural Accommodation

Shoal Lake 40 First Nation understands and respects all traditional, cultural, and faith-based values in the community. Legitimate faith-based, and cultural requirements are protected under Human Rights legislation and Shoal Lake 40 First Nation will accommodate up to the point of undue hardship.

Shoal Lake 40 First Nation will be responsible for advising, maintaining, monitoring, and revising policies, procedures, accommodations, and other related processes regarding faith-based and cultural accommodations.

6.6 Accommodation Planning

Shoal Lake 40 First Nation must work cooperatively, share information, and work towards potential solutions to accommodation planning. Shoal Lake 40 First Nation will be respectful and mindful throughout the accommodation process.

Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, accommodations, and other processes related to:

- a) Appropriating accommodations
- b) Monitoring accommodations
- c) Undue hardships

6.7 Health and Safety

Shoal Lake 40 First Nation recognizes that safety, accident prevention and the preservation of health are of primary importance in all Shoal Lake 40 First Nation operations.

Shoal Lake 40 First Nation will ensure Policies and Procedures will identify and eliminate or mitigate workplace health and safety hazards and will develop and implement policies, procedures, and other processes related to:

- a) Health & Safety.
- b) First aid services.
- c) Fire safety; and,
- d) Building evacuation.

6.8 Privacy

Shoal Lake 40 First Nation is committed to respecting the privacy of personal information about its employees and is committed to protecting the personal information of its employees provided in the course of employment and the operation of the business. Shoal Lake 40 First Nation will protect the privacy of personal information regarding its employees and, specifically, how such information is collected, used, and disclosed.

Shoal Lake 40 First Nation will ensure that the personal information it uses is accurate and complete and will protect this information by taking measures designed to prevent unauthorized collection, access, use, disclosure, or disposal.

Shoal Lake 40 First Nation will develop and implement policies, procedures, and accommodations that will outline clear obligations to the handling of private, personal information including their collection and storage.

6.9 Confidentiality

During their employment with Shoal Lake 40 First Nation, employees may be exposed to confidential and proprietary information. This information may not be discussed outside or within Shoal Lake 40 First Nation without the consent of Shoal Lake 40 First Nation. It should only be discussed with other employees in the workplace as necessary to complete the processing of daily business and in a confidential manner. Confidential and proprietary information includes and is not limited to the following:

- Community member information.
- Financial information.
- Business strategies.
- Planned programming.
- Contracts.
- Human resources information including payroll.
- Technology and computer systems. Policies and procedures; and
- Any other proprietary and confidential information relating to Shoal Lake 40 First Nation, its members, employees, Chief and Council, funders, or stakeholders.

Shoal Lake 40 First Nation will ensure that any materials containing confidential or proprietary information are filed and secured. Shoal Lake 40 First Nation will ensure Policies and Procedures address any breach of confidentiality which will include consequences and disciplinary actions taken.

6.10 Security & Loss Prevention

Shoal Lake 40 First Nation will identify, eliminate, or mitigate vandalism, workplace security, loss prevention, and will develop policies, procedures, and other processes related to security and loss prevention. Topics to cover may include but not limited to the following:

- a) Building/Office Keys.
- b) Building/Office Doors and Alarm.
- c) Building/Office Break-Ins,
- d) Employee Personal Belongings and Property,
- e) Key Codes/ Passwords.

6.11 Workplace Cleanliness

Shoal Lake 40 First Nation will provide all employees and visitors with a clean and orderly workplace. A clean and orderly workplace is an important part of creating a positive work environment. Cleanliness is good for business, makes the workplace more comfortable, and is important in terms of safety as it reduces the risk of accidents at work and health related injuries both for employees and visitors.

SECTION 7: STANDARDS OF CONDUCT

7.1 Conflict of Interest

A conflict of interest refers to any personal interest in any matter that is in conflict or appears to be in conflict with the duties and responsibilities of an Employee.

A conflict of interest occurs when a personal interest can influence an employee's ability to make honest and ethical decisions in the best interests of Shoal Lake 40 First Nation. A conflict of interest can arise when an employee takes actions or has interests that may make it difficult for

them to perform their work for Shoal Lake 40 First Nation, objectively and effectively or where it could reasonably be perceived that it would be difficult for them to carry out their duties objectively.

Conflicts of interest may also arise when an employee or a member of their family receives personal benefits as a result of the employee's position with Shoal Lake 40 First Nation. For example, accepting gifts, favors or entertainment may influence or be perceived to influence their ability to make objective decisions.

Shoal Lake 40 First Nation is dedicated to reducing, mitigating, and resolving all conflicts of interest in the workplace. Shoal Lake 40 First Nation will develop and implement policies, procedures, and accommodations that will outline clear expectations for employees in respect of conflicts of interest, which will include the hiring of relatives, direct management of immediate family members, and personal business conflicts as well as guidelines for accepting gifts.

7.2 Code of Conduct and Discipline

Shoal Lake 40 First Nation will develop and implement policies, procedures, and accommodations for employees' Code of Conduct. It will also outline disciplinary consequences and a disciplinary process for breaches of standards expected by employees.

7.3 Attendance

Shoal Lake 40 First Nation will develop and implement policies, procedures, and accommodations that will contain a statement outlining the obligations of employees to attend work and the process for alerting the employer in the event of an absence.

7.4 Substance, Drugs and Alcohol Abuse

Shoal Lake 40 First Nation is committed to providing a safe working environment for all employees, contractors, and visitors. Being impaired at work is an extremely serious matter that affects the health and safety of Shoal Lake 40 First Nation employees, students, community members, and others. Further, any activity related to consuming substance, drug, alcohol, and or products containing alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to Shoal Lake 40 First Nation. Shoal Lake 40 First Nation will be responsible for developing and implementing policies, procedures, and accommodations that will contain provisions addressing the use and possession of drugs and the expectations with respect to same. It must also reference the processes relating to reasonable accommodation of drug and or alcohol dependency as well as consequences for consuming drugs or alcohol or being impaired while on duty.

SECTION 8: Payroll & Benefits

Shoal Lake 40 First Nation will make every effort to align Federal and Provincial standards of employment when considering employment, including taxation, and benefits for all employees of Shoal Lake 40 First Nation. In addition, Shoal Lake 40 First Nation will develop and implement policies, procedures, and accommodations for:

- a) Timekeeping
- b) Pay Schedule
- c) Employee Benefits
- d) Training and evaluations

SECTION 9: COMMUNICATION

9.1 Employee and Client Complaint

Shoal Lake 40 First Nation will ensure there are Policies and Procedures recognizing Employees may have a job-related issue, question, or concerns. Concerns will be addressed as quickly as possible, and the employee will be kept informed of the progress and resolution.

9.2 Announcements, Postings & General Information

Shoal Lake 40 First Nation will use all available resources in order to communicate and distribute information to employees and community members.

SECTION 10: TRANSPARENCY

It is the intention of Shoal Lake 40 First Nation to be transparent in their approach to communicating and forming relationships that emphasize being honest, respectful, and direct in the workplace. Subject to confidentiality, Shoal Lake 40 First Nation will be committed to:

- a) Providing information in a way which reflects the wishes and needs of the community.
- b) Making information available about plans, decisions, policies, standards, and performance to all its members
- c) Providing accurate information about how Shoal Lake 40 First Nation is governed.
- d) Making sure information is easy to find, relevant, accurate and wherever possible self-explanatory; and,
- e) Responding to requests with objectivity and in consideration of all factors regarding the outcome.