

Employment Policies

6.1. Organizational Chart

6.1.1. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board believes strongly in the chain of command:

- 6.1.1.1. The board is concerned about the needs and success of staff, and will work through the chain of command to facilitate the success of all MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. staff.
- 6.1.1.2. The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way communicating with the board about the business of the organization. Staff members who take complaints, requests, criticism or other organization business directly to the board or individual board members without working through the executive director will be considered insubordinate and subject to disciplinary measures by the executive director.
- 6.1.1.3. The board expects all board members to respect and follow the chain of command when communicating with staff about the business of the organization. Board members will not take complaints, suggestions, requests or demands to the staff except through the executive director. When a board member receives a complaint or suggestion from a staff member other than the executive director, the board member will remind the staff member of this board's policy about following the chain of command. The board member will also report the staff communication to the executive director.

Adopted: <date>

6.2. Employee grievance procedure

6.2.1. The objective of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. employees. This policy applies to all regular employees.

6.2.2. The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Probationary employees may not grieve termination from their positions."

6.2.3. The employee grievance process will follow these steps:

Step 1: The employee will present the grievance verbally to his/her immediate superior within five working days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The superior receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than five working days from the date the employee brought the complaint.

Step 2: If the grievance is not resolved in Step 1, the employee may submit a written grievance to the executive director within five working days of the date the response from step one was due or received, whichever comes first. The executive director will have five working days from receipt of the written Step 2 grievance to investigate the matter and respond in writing to the grievant.

6.2.4. The executive director's written response will be the final disposition of the grievance. Staff grievances may not be appealed to the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board of directors.

Adopted: <date>

6.3. Personnel policies

- 6.3.1. Appropriate and complete personnel policies will be adopted by the executive director and reviewed by legal counsel for accuracy and completeness. The executive director will report to the board that this has been done, and will report annually that all personnel policies have been reviewed and updated.
- 6.3.2. Personnel policies are published in a separate Personnel Policy Manual. All employees will be given a copy of the most recent and updated Personnel Policy Manual, and will sign acknowledgment of such receipt.
- 6.3.3. Implementation and administration of all personnel policies are the responsibility of management.

Adopted: <date>

6.4. Professional memberships

- 6.4.1. The board recognizes the importance of employees staying current in fields related to their employment and the importance of maintaining professional status. Therefore, MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. may pay for the cost of professional memberships for employees within the limits of the budget and provided such membership is in the best interest of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.
- 6.4.2. MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. may also pay the cost for employees to attend meetings related to their professional memberships if the meeting is judged to be in the best interest of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.
- 6.4.3. Requests for reimbursement must be made to the executive director and be given prior approval by the executive director.

Adopted: <date>

6.5. Nepotism

- 6.5.1. Board members and members of their immediate families may not be employed by MANITOBA NURSERY LANDSCAPE ASSOCIATION INC., except by vote of the board. Members of the immediate family of the executive director may not be employed by MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. without a vote of the board.
- 6.5.2. The term "immediate family" as used above is defined as the relationship of:
 - 6.5.2.1. husband and wife
 - 6.5.2.2. father and son or daughter
 - 6.5.2.3. mother and son or daughter
 - 6.5.2.4. brother and sister

Adopted: <date>

6.6. Equal employment opportunity

- 6.6.1. All employment decisions and personnel actions will be administered with the purpose of promoting and ensuring equal opportunity for all persons.
- 6.6.2. Notification of the vacancy will be made to employees, inviting submission of a written summary of qualifications for supervisor's consideration.
- 6.6.3. In the absence of qualified in-house applicants, the position may be filled from sources outside MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.
- 6.6.4. All hiring and promotional decisions will be made on the basis of valid, written job requirements set forth in the appropriate position description or vacancy posting.
- 6.6.5. All MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. social and recreational programs will be administered on a non-discriminatory basis.

Adopted: <date>

6.7. Safety and loss control

- 6.7.1. MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. is committed to maintaining safety in its operations, on its property and in the delivery of programs and services.
- 6.7.2. The executive director will provide for and actively promote ongoing safety and loss control training for all employees. The executive director will institute procedures, where necessary, to ensure the safety of the work environment, and will provide appropriate equipment to employees sufficient for the performance of their duties.
- 6.7.3. Accidents and losses due to accidents will be reported to the board monthly.
- 6.7.4. When necessary, the executive director will review safety concerns and risk management plans with legal counsel to ensure legal compliance.

Adopted: <date>

6.8. Sexual harassment

- 6.8.1. Sexual harassment undermines the integrity of the work environment and will not be tolerated within this organization. Sexual harassment may include words as well as acts, sexual advances, offensive touching and offensive or derogatory sexual comments. All such conduct is forbidden particularly when:
 - 6.8.1.1. Submission to such conduct is explicitly or implicitly made a condition of employment.
 - 6.8.1.2. Submission to or rejection of such conduct by an individual is used as a basis of employment decisions affecting the individual.
 - 6.8.1.3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.
- 6.8.2. Any person, who believes that he or she has been subject to sexual harassment by a supervisor, fellow employee, board member, or any person calling upon the organization, should contact his/her supervisor or the executive director. If the person believes the executive director is the cause for a sexual harassment complaint, the complaint should be directed to the chairperson of the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board. All sexual harassment complaints will be promptly investigated. Where harassment is found to exist, immediate corrective action will be taken.

Adopted: <date>

6.9. Smoking on MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. premises

6.9.1. Smoking and the use of tobacco is prohibited within all MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. facilities.

Adopted: <date>

6.10. References for employees leaving MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.

6.10.1. It is the policy of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board that no employee or board member of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. will provide performance references for/about former employees.

6.10.2. When requests for such references are received, with appropriate releases from the former employee, they will be referred to the executive director of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. The executive director will provide the requesting party only the dates of employment for the former employee, and a copy of this policy statement.

Adopted: <date>

6.11. Drug-free workplace

- 6.11.1. Employees are MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.'s most valuable resource, and for that reason their health and safety is of paramount concern.
- 6.11.2. The manufacture, distribution, possession or use of alcohol or controlled substances, including amphetamines, barbiturates, heroin or opiate derivatives, or hallucinogens, while on the job or on MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. property will result in disciplinary action.
- 6.11.3. Alcohol is prohibited on MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. property and in MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. operations, and will not be allowed at any event or function hosted by MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. No officer or employee of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. is authorized to provide or use alcoholic beverages on behalf of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. at any location. MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. funds may not be used to purchase alcoholic beverages.
- 6.11.4. The legal use of drugs or controlled substances, which are prescribed by a licensed physician, is not prohibited, but employees in positions where such drug usage may affect the safety of themselves or others are required to make such use known to an appropriate MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. supervisor. Minimally, this obligation applies to employees operating MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. vehicles and employees using equipment which, if improperly used, may result in personal injury or property damage.
- 6.11.5. Any physical examination that MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. requires may include testing for drug or alcohol use and abuse. Further, if MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. has probable suspicion to believe that an employee is using or is under the influence of controlled substances or alcohol, the employee must submit to testing. If the employee refuses to submit to the testing or sign the consent form to allow such testing, it will constitute a presumption that the employee is under the influence of alcohol or drugs, Refusal to consent and cooperate in the drug testing will be grounds for immediate discipline.
- 6.11.6. Law enforcement officials will be notified whenever illegal drugs are found in the workplace, and MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. will fully assist in any resulting investigation and prosecution.
- 6.11.7. Whenever possible, MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. will assist employees in overcoming drug, alcoholism and other problems which may adversely affect employee job performance, but MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. will not tolerate drug usage that may affect the safety of its work force or others.

Adopted: <date>

6.12. Use of volunteers

6.12.1. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board recognizes that volunteers are a valuable supplement to the work of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board and staff, and encourages that volunteers be used, when possible, to enhance the programs and services of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. When volunteers are used, they will be under the direction of the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. executive director or a staff member designated by the executive director. In addition to any relevant policies in the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. personnel policies manual, the following will apply to all MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. volunteers:

- 6.12.1.1. All volunteers will receive an orientation about MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. Their roles will be clearly defined, and adequate training will be provided about safety, security, and the mission and vision of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.
- 6.12.1.2. A background check will be completed when the executive director determines that the volunteer function requires it, such as direct contact with clients.
- 6.12.1.3. All volunteers who may have access to confidential information about MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. programs or services will be required to sign a confidentiality statement.

6.12.2. The work of each volunteer will be evaluated regularly, and determination made to recognize the volunteer for good service to MANITOBA NURSERY LANDSCAPE ASSOCIATION INC., or to terminate the volunteer's association with MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. because of poor work.

6.12.3. Records of volunteer service will be kept on each MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. volunteer, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteer personnel records will be confidential. A summary of all volunteer activity will be presented to the board annually.

Adopted: <date>

6.13. Whistleblower Protection Policy

- 6.13.1. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. will adhere to all national, provincial, and local laws and/or regulations. In addition, MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. adopted a whistleblower protection policy. Pursuant to this policy, any employee who becomes aware of any violation of national, provincial, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director to allow the organization to investigate and, if applicable, correct the situation or condition.
- 6.13.2. If the Executive Director is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. chairperson of the board who may, in turn, consult legal counsel. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. Executive Director or chairperson of the board will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.
- 6.13.3. "Financial wrongdoing" may include, but is not limited to:
- 6.13.3.1. questionable accounting practices
 - 6.13.3.2. fraud or deliberate error in financial statements or recordkeeping
 - 6.13.3.3. deficiencies of internal accounting controls
 - 6.13.3.4. misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions)
- 6.13.4. If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. Executive Director, its officers, or to a national, provincial, or local agency or assists in an investigation concerning financial wrongdoing, it is MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.'s policy that there will be no retaliation taken against the employee.
- 6.13.5. Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith. Allegations made in bad faith may result in disciplinary action.
- 6.13.6. Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.

Adopted: <date>

6.14. Telecommunications and Computer Use

- 6.14.1. The MANITOBA NURSERY LANDSCAPE ASSOCIATION reserves the right to monitor, access and disclose the contents of employees' electronic and/or telephone communications (including email and voice mail), but will do so only when it has a legitimate business need. The issuance of a password or other means of access to the computer or voice mail systems is to assure appropriate confidentiality of MANITOBA NURSERY LANDSCAPE ASSOCIATION files and information. The issuance of a password DOES NOT guarantee privacy for personal or improper use of the Association's equipment and facilities. The computer system (including email) and phone system are the Association's property and are subject to viewing or inspection by MANITOBA NURSERY LANDSCAPE ASSOCIATION officials.
- 6.14.2. All employees are expected to operate and use the computer and phone systems for the legitimate business of the MANITOBA NURSERY LANDSCAPE ASSOCIATION. Employees are prohibited from installing personal programs or applications on the MANITOBA NURSERY LANDSCAPE ASSOCIATION's computer system. The telephone and computer systems are not to be used for the transmission of personal or commercial advertisements, solicitations, or any other unauthorized personal use. Proper personal use of computer equipment, software, and the telephone is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule, or law.
- 6.14.3. The MANITOBA NURSERY LANDSCAPE ASSOCIATION has the right to monitor, view, handle, store, manage, or use for any purpose email, voice mail, or any other electronic information processed on the MANITOBA NURSERY LANDSCAPE ASSOCIATION'S equipment. Derogatory, explicit, obscene, sexually harassing material, or any other inappropriate material is expressly prohibited on the MANITOBA NURSERY LANDSCAPE ASSOCIATION'S equipment, and employees who violate this policy are subject to discipline, including termination.

Adopted: <date>