



KARMA COUNTRY CAMP

ABOUT

KARMA COUNTRY CAMP

Karma County Camp delivers an interactive, interest-based program for teens who identify with any needs that challenge social inclusion, life potential, and loneliness. We focus on critical life skills development.

Our program encompasses both outdoor and indoor activities and will promote the development of our campers through fun and exercise. We want our campers to feel comfortable, empowered, and encouraged to learn the essential skills to build a foundation for their future.





VISION

Our collective goal is to provide a unique summer experience for our campers through fun and skills-based activities. We hope to create a community of families with the focus on advocacy for education, funding, and young adults through a work support program.

MISSION

Campers who identify as neurodivergent have a wide range of needs and require specific programming to create an environment that is fun, safe, and stimulating.

We want to support parents seeking summer programming by providing a break from the daily challenges of raising and managing a teenager or young adult with comprehensive, individualised needs.

IMPORTANT CONTACT

Name	Position / Description	Contact
Julia Forward	Co-director	416-899-9163
Shawna Akerman	Co-director	647-300-1172



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CHAPTER 1: EMPLOYMENT BASICS

In this section, we explain our employee contract types and define our basic employment policies.

- Employment contract types
- Equal opportunity employment
- Recruitment and selection process



1.1 Employment Contract Types

Full-Time

Employees who regularly works forty (40) hours in one week will be full-time immediately following the successful completion of their probationary period. There is no benefit plan available to full-time staff.

Part-Time

Employees who normally work less than forty (40) hours per week but are regularly scheduled to work will be considered part-time employees. There is no benefit plan available to part-time staff.

Contract

Employees who work for a fixed term (i.e., summer months) are considered contract employees. There is no benefit plan available to contractors and subcontractors.

1.2 Equal Opportunity Employment

Karma Country Camp is an equal opportunity employer. We do not tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability.) We want all employees (including management and HR) to treat others with respect and professionalism.

In practice, this means that we:

- Hire and promote people based on skills, experience or potential and try to reduce bias in every process (e.g., through structured interviews.)
- Make accommodations to help people with disabilities move about safely on our premises and use our products, services, and equipment.
- Use inclusive, diversity-sensitive language in all official documents, signs, and job ads.
- Conduct diversity and communication training.

Apart from those actions, we commit to restorative action toward every discriminatory, offensive, or inappropriate behavior. To do this properly, we ask

you to report any discriminatory action against yourself or your colleagues to Karma Country Camp. Our organization will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

1.3 Recruitment and Selection Process

Whenever additional staffing is recommended, the present and future workload of existing employees is considered. The decision to hire new employees is made by the HR team, based upon the recommendation of management.

Our hiring steps might vary across roles, but we always aim for a recruitment and selection process that is fair and effective in hiring talented people. If you are hiring for an open role, you will likely go through these steps:

1. Identify the need for a new job opening.
2. Decide whether to hire externally or internally.
3. Review job descriptions and write a job ad.
4. Get approval from management for your job ad.
5. Select appropriate sources (external or internal) to post your job opening.
6. Decide on hiring stages and possible timeframes.
7. Review resumes in our organization database.
8. Source passive candidates.
9. Shortlist applicants.
10. Screen and interview candidates.
11. Run background checks and check references.
12. Select the most suitable candidate.
13. Make an official offer. All offers must be prepared using Karma Cares Community approved templates.

Steps may overlap, so skip steps when appropriate. Each member of a hiring team might have different responsibilities (e.g., recruiters may be held responsible for sourcing, whereas hiring managers interview candidates.)

Throughout this process, we aim to keep candidates informed, communicate well with each other, and give everyone an equal opportunity to work with us. Ask our recruiters for help whenever you need to enhance candidate experience or write an inclusive job description.

Once a decision has been made to extend an offer of employment, applicants will receive a written employment contract. The contract will outline the conditions of employment, the relevant terms and conditions of the potential employment as well as a copy of the position's job description. Reasonable time will be given to the applicant to review the requirements and conditions of the offer; they will accept the conditional written offer of employment by way of signature on the letter, as well as sign a confidentiality agreement.

1.4 Background Checks

Karma Country Camp strives to maintain a safe and productive working environment for all staff. To minimize risk and safeguard employees and assess, a criminal record check (i.e., vulnerable sector screening) is required for new hires and all positions within Karma Country Camp. If you want to run background checks on candidates, ask HR for guidance. This process is sensitive, and we must always abide by laws and ensure candidates understand our intentions. As a rule, commission a background check for finalists only. Use our contracted provider and ensure you have your candidates' permission before conducting the background check.

Karma Country Camp will not pay or reimburse the potential employee for completion of a successful check and search. Failure to successfully complete the criminal reference check and vulnerable sector search will result in the withdrawal of Karma Country Camp's offer of employment. Additionally, all employees must update their criminal reference check and vulnerable sector search every (2) years, or at the Karma Country Camp's discretion, throughout their employment. Discovery of any criminal offence may result in corrective action, up to and including dismissal of employment.

CHAPTER 2: ONBOARDING & JOINING OUR TEAM

In this section, we explain our employee onboarding paperwork, orientation, and mandatory training requirements.

- New hire paperwork
- Minimum training requirements
- Structure and teams
- New employee orientation checklist



2.1 New Hire Paperwork

The content of new hire paperwork has stayed largely the same. From tax forms to payroll forms, the data gathered from paperwork keeps us rolling and in compliance with important government guidelines. After the new hire signs their paperwork, we can direct them to the orientation checklist and mandatory training modules.

Karma Country Camp does collect personal information for inclusion in personnel files. This information is available to the employee, their direct manager, and the Management. This information is kept in a secure location, and is not shared with members of our Board, except under special circumstances, or with our members. Other items in the personnel file may include the employee's résumé, offer letter, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrollment forms for benefits, approved leave requests and other documents as permitted by law.

2.2 Minimum Training Requirements

Karma Country Camp will ensure the safety of their employees by having all employees and staff complete training modules that cover health and safety when working with hazardous materials and substances to the mental health of their employees. Well trained employees are essential to any successful business operation.

Every employee at Karma Country Camp must complete required workplace safety and training modules. The Occupational Health and Safety Awareness and Training regulation requires health and safety awareness training for every worker and supervisor under the Occupational Health and Safety Act (OHSA).

LINK: <https://www.labour.gov.on.ca/english/hs/training/index.php>

Training for workers



[Worker Health and Safety Awareness In 4 Steps](#)

Training for supervisors



[Supervisor Health and Safety Awareness in 5 Steps](#)

The above training introduces workers and supervisors to the [Occupational Health and Safety Act](#). It focuses on the health and safety rights and responsibilities of workers, supervisors and employers.

It also serves as a general introduction to workplace health and safety. Workers can use this free training program as one way to meet the minimum training required by the Occupational Health and Safety Awareness and Training regulation.

In addition to the above, new hires will also undergo a weeklong training session covering topics such as CPR, Equity Diversity and Inclusion and camp readiness.

2.3 Optional Training Modules

LINK: <https://www.labour.gov.on.ca/english/hs/>

Features

- [Meal and break periods at work during COVID-19](#)
- [Surface rock drill rig equipment](#)
- [Using scientific evidence and principles to help determine the work-relatedness of cancer](#)
- [Resources to prevent COVID-19 in the workplace](#)
- [Novel Coronavirus \(COVID-19\)](#)
- [Alert: Silica exposure during countertop manufacturing and installing](#)
- [Report: Occupational Health and Safety in Ontario \(April 2018 - March 2019\)](#)

Key Resources

- [Guide to the OHSA](#)
- [Workplace Hazardous Materials Information System \(WHMIS\)](#)
- [Health and Safety Awareness Training](#)
- [Mandatory Workplace Poster](#)
- [Healthy and Safe Ontario Workplaces Strategy](#)
- [Report an Incident](#)
- [File a workplace health and safety complaint](#)
- [Reprisals](#)

Topics

[MORE TOPICS](#)

- [Construction](#)
- [Occupational Health Hazards and Illnesses](#)
- [Joint Health and Safety Committees](#)
- [Lifting Equipment](#)
- [Ergonomics in the Workplace](#)
- [Posting Requirements](#)
- [Small businesses](#)
- [Working at Heights Training](#)
- [Workplace Mental Health](#)
- [Workplace Violence and Harassment](#)

We recommended the following resources from the link above:



2.4 Structure and Teams

We try to keep our organization as fluid as possible. We love to quickly form small teams to help provide a streamlined and positive experience. We believe that even small teams need leaders and that anyone can lead. Rigid organizational charts will never survive the realities of building a great organization. For this to work we need flexible people who are capable of being both self-directed and highly communicative with those around them. In this environment, structure exists to provide clarity about responsibilities and empower individuals to do their best work. If you are not sure where you fit or are curious about another opportunity, just ask.


Name	Role
Shawna Akerman	Co-director
Julia Forward	Co-director
Olga Golderberg	Board Member
Ashlynn Dunphy	Board Member
Mirella Lamb	Board Member
Jade Oliver	Board Member
Eilaf Mursi	Board Member

2.5 New Employee Orientation Checklist

Orientation is our opportunity to help you acclimate to our organization's culture and conform to policies and procedures. Your employee onboarding user manuals and relevant checklists will include all the items to go over during orientation.

All new employees shall receive an orientation session including an overview of existing policies and procedures. During this time, we will introduce you to the organization's mission and our team. We will also provide you with this document (Employee Handbook) for you to review foundational workplace policies and basic administrative procedures. Our Employee Handbook includes activities and/or content to help you better understand Karma Country Camp's culture, mission as well as our community approach.

Please also do not forget to send Karma Country Camp the following documents:

	Signed copy of the initial contract
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CHAPTER 3: CODE OF CONDUCT

In this section, we explain our organization norms for behaviours as we as outline rules, responsibilities, and proper practices. These norms are the foundation for diversity and inclusion. This section also provides mechanism to deal with employees who behave in a manner which is disruptive to our environment, or which interferes with the well-being of other employees, or which causes damage to property.

- Conflict of interest
- Employee relationships
- Employment of relatives
- Solicitation and distribution
- Cybersecurity and digital devices
- Diversity, equity and inclusion
- Anti-harassment and non-discrimination
- Anti-violence and prevention
- Substance abuse and smoking
- Workplace visitors



3.1 Conflict of Interest Policy

The purpose of this policy is to protect the interests of Karma Country Camp. In the regular course of business, employees of Karma Country Camp may have the opportunity to advance their own personal interests with or against the interests of Karma Country Camp. This behavior is unacceptable and any party who acts outside of Karma Country Camp's interest may be subject to disciplinary action.

Definition: Any activity, financial investment, interest, association, or relationship, that conflicts with an employee's exercise of judgement concerning their employment or, whether intended or not, harms Karma Country Camp's best interests.

Examples of actions/behaviors that may result in conflicts of interest:

- The acquisition or ownership of stock or bonds of a organization that is a donor;
- The hiring of and/or working alongside, as a subordinate or superior, a relative;
- Posting to social media about Karma Country Camp's weaknesses
- Soliciting, demanding, or accepting gifts, gratuities, services, or anything of value from or to any person in conjunction with the performance of their duties or competing with your employer's vendors or members; and
- Extending independent contracts with clients without informing or discussing with management.

Procedure:

1. Duty to disclose: It is the duty of the employee to disclose to senior management any known or potential conflicts of interests as soon as they arise. In the case that the conflict involves a member of senior management, the concern should be brought to another member of senior management.

2. Investigating potential conflicts: When a conflict of interest arises, senior management will collect all of the pertinent information and may question any concerned parties. All affected parties will be notified of the review.
3. Disciplinary action: As all conflicts will be reviewed on a case-by-case basis, senior management reserves the right to decide disciplinary action. Senior management has full discretion to deem what disciplinary action is fitting, including suspension and/or termination of employment.

For this reason, conflicts of interest are a serious issue for all of us. Karma Country Camp expects you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our organization's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager to help you resolve it.

3.2 Employee Relationships Policy

Karma Country Camp strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

Procedure

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on organization premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to Karma Country Camp's disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive or other organization official in a sensitive or influential position with Karma Country Camp must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor, or the director of HR. Karma Country Camp will review the circumstances to determine whether any conflict of interest exists.
7. When a conflict-of-interest or potential risk is identified due to a organization official's relationship with a co-worker, Karma Country Camp will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions,

performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

8. Failure to cooperate with Karma Country Camp to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.

3.3 Employment of Relatives Policy

Our Employment of Relatives Policy demonstrates our attitude towards nepotism and employing people who are related either by blood or marriage. We will not reject a suitable job candidate on grounds of their relation to a current employee. However, we recognize that encouraging the employment of relatives may have a negative impact on productivity and fuel accusations of nepotism and favoritism.

Everyone at Karma Country Camp should be hired, recognized, or promoted because of their skills, character, and work ethic.

To our organization, a “relative” is related by blood or marriage within the third degree to an employee. This includes parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, stepparents, stepchildren and adopted children.

As an employee, you can refer your relatives to work with our organization. Here are our only restrictions:

- You must not be involved in a supervisory/reporting relationship with a relative.
- You cannot be transferred, promoted, or hired inside a reporting relationship with a relative.
- You cannot be part of a hiring committee when your relative is interviewed for that position.

If a previously unreported relative relationship is discovered between a manager and a team member one of them will be transferred. If incidents of favoritism or conflict of interest have occurred, both employees will be subjected to disciplinary actions that range from reprimand to termination for cause.

3.4 Solicitation and Distribution Policy

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to Karma Country Camp. These include but are not limited to:

- Seeking funds or donations for a non-profit organization.
- Asking for signatures for a petition.
- Selling merchandise or services;
- Requesting support for a political candidate; and/or
- Engaging in religious proselytism.

Distribution refers to disseminating literature or material for commercial or political purposes.

As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g., adoption/birth of a child, promotion, retiring)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized, or authorized by Karma Country Camp.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g., recreation, volunteering)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g., trade unions).

In all cases, we ask that you do not disturb or distract colleagues from their work. We also prohibit offensive solicitation or solicitation for personal profit:

- Selling goods for personal profit.
- Requesting support or funding for political campaigns.
- Unauthorized posting of non-work-related material on organization bulletin boards.
- Solicitation or distribution of non-business literature towards members, partners, and vendors.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of activities or organizations. Employees should not be forced or harassed to support fundraising events, collections, purchasing of merchandise or other activities.

We may take disciplinary action ranging from reprimand to termination against employees who do not conform to this policy. Issues that may trigger disciplinary action include but are not limited to:

- Soliciting in our workplace during working hours for illegitimate reasons.
- Making colleagues uncomfortable by being overly persistent
- Distributing material that contain hate or other offensive speech
- Embezzling or mishandling donations by other employees for events or causes
-

3.5 Cybersecurity and Use of Digital Devices Policy

This section deals with all things digital at Karma Country Camp and details your responsibilities regarding the use of those technologies. We want to set some guidelines for using computers, phones, our internet connection, and social media to ensure security and protect our assets.

In the case Karma Country Camp does provide you with the use of electronic and telecommunications devices to help you accomplish your job responsibilities, the usage protocols outlined below will apply.

The technologies covered by this policy include:

- Computer Network
- Internet
- Fax
- Voicemail
- Photocopier
- Remote Access
- Email
- Telephone
- Cellular
- Security System

Use of Computers

Users of any technologies should be aware that their conduct can reflect on the reputation of the Karma Country Camp as a whole and that of its employees. As such, computer users are obligated to use these resources responsibly, ethically, and lawfully.

Karma Country Camp maintains ownership and responsibility for all equipment and information, or data stored on, transmitted by, reproduced by or utilized in any other manner through the use of its computers and other electronic devices, including documents, databases and e-mail messages created and received by employees during the course of employment or otherwise. All information, including information accessible only using a password or code.

All employees must ensure that they:

- Use devices that are required for the performance of their duties only as determined by the Executive Director;
- Use all technologies solely for the purposes of its ongoing concerns, except as specifically authorized. Karma Country Camp's concerns do not include religious, political, or other causes or commercial ventures or solicitations unrelated to its business;
- Use all the Karma Country Camp technologies in a responsible and informed manner, respecting other users of the technologies and not wasting mechanical or human resources;
- Act in a way that does not compromise the privacy of others;
- Store all important, confidential and sensitive information on the computer system;
- Maintain the confidentiality of all passwords and codes relating to the technologies and disclose personal passwords and code only to authorized representatives of the Karma Country Camp when requested;
- Respect copyright and licensing agreements of software programs, text documents and transferred files;
- Consider all information and resources accessed through the Internet or otherwise to be the property of the individuals and organizations that own the rights to that information or resources, and to use them only in the manner permitted by the owners of those rights and by law;
- Refrain from transmitting unsolicited information about Karma Country Camp other than authorized promotional materials;
- Immediately advise Karma Country Camp of any violations of this policy of which you are aware; and
- Provide passwords, code or access to information upon request to authorized representatives of the KARMA COUNTRY CAMP.

Internet Usage

Our corporate internet connection is primarily for business, but you can occasionally use our connection for personal purposes as long as they do not interfere with your job responsibilities. Also, we expect you to temporarily halt

personal activities that slow down our internet connection (e.g., uploading photos) if you're asked to.

You must not use our internet connection to:

- Download or upload, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

Cell Phone

We allow use of cell phones at work, but we also want to ensure that your devices will not distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty staff room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Do not use your phone for any reason while driving a company vehicle for delivery purposes.
- Do not use your phone to record confidential information.
- Do not download or upload inappropriate, or illegal material using our corporate internet connection.
- For safety reasons, it is Karma Country Camp policy that while driving on business, hand-held devices may not be used, in accordance with applicable legislation.

Use of Voice Mail and Text Messaging

Voice mail and text messaging are extremely useful communication tools when used properly. However, they can be the source of frustration when misused.

Voice mail greetings should be personalized. When you are in the office, calls should be taken directly and not put through to voice mail. When out of the office, voice mail messages should be retrieved at least twice daily and properly returned. When away from the office for an extended duration, an alternate greeting should be recorded indicating an expected return date and offering the caller other options.

You should only forward your calls to another Karma Country Camp employee when you have made that employee aware that your calls are being forwarded and indicated to them when you will be available to return the calls.

With regards to text messaging, you should only exchange information via text when both you and the recipient have agreed that communication via text messaging is suitable. Messages should be positive but brief. They should be devoid of emoji and slang abbreviations.

Corporate Email

Email is essential to our work. You should use your company email primarily for work, but we allow some uses of your company email for personal reasons.

- **Work-related use.** You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
- **Personal use.** You can use your email for personal reasons as long as you keep it safe and avoid spamming and disclosing confidential information. For example, you can send emails to friends and family and download eBooks, guides, and other safe content for your personal use.

Use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our security personnel.

Karma Country Camp abides by Canada's Anti-Spam Legislation (CASL). Staff guidelines to follow when sending emails to groups:

- If it is an email directed to a large group (all members, for example) the most appropriate way to send it is through Constant Contact or another communications program. The Marketing Department can configure these emails simply if you provide them with the email list and the messaging.
- If it's not feasible to use any of these systems and you are sending from your own email account,
 - Address the message to yourself
 - BCC the recipients
 - Send only to
 - Program registrants/people in our database from the past 2 years.
 - People you have an existing personal or familial relationship with (i.e. people who know you). A good benchmark is if they have emailed you/contacted you previously.
 - People from whom you have explicit permission to email, ie "Please send me information about Summer Camp."
 - Note: It doesn't hurt to have a co-worker come over and have a look before you press SEND to make sure that everything is in order.

Social Media

We ask that you are mindful of how your engagement on social media reflects Karma Country Camp as a whole. This includes the use of and is not limited to blogs, wikis, message boards, online forms, social networking sites such as Snapchat, Instagram, Facebook, YouTube, TikTok and other sites/services that permit users to share information with others. We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: using personal social media at work and representing our company through social media.

You are permitted to access your personal accounts at work, but we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

- Discipline yourself. Avoid getting sidetracked by your social platforms.
- Ensure others know that your personal account or statements do not represent Karma Country Camp. For example, use a disclaimer such as “opinions are my own.”
- Avoid sharing intellectual property (e.g., trademarks) or confidential information. Ask your manager first before you share company news that is not officially announced.
- Avoid any defamatory, offensive, or derogatory content. You may violate our company’s anti-harassment policy if you direct such content towards colleagues, clients, or partners.

If you handle our social media accounts or speak on Karma Country Camp’s behalf, we expect you to protect our company’s image and reputation. Specifically, you should:

- Be respectful, polite, and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism, and fair use.
- Coordinate with our management when you’re about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

Proper Use of Technologies

Employees using any technologies have an ongoing obligation to:

- Know how to properly use these technologies;
- Identify themselves properly when communicating with any external party or service;

- Use polite and respectful language in all communications, and refrain from making any harassing, discriminating, offensive or insulting comments or any comments that may be interpreted as such;
- Learn any etiquette, customs, and courtesies involved with using the technology;
- Make themselves aware of and comply with all security requirements imposed by the Karma Country Camp;
- Respect the standards and security of remote systems, including cellular phone, and avoid breaching confidentially;
- Take the necessary steps to ensure that a virus does not infect the Karma Country Camp's computers, and advise the Management right away if a virus is detected or suspected; and
- Ensure that they take no action to interfere unnecessarily with Karma Country Camp's regular data backup procedures.

USE OF COMPUTER SYSTEMS OR OTHER ELECTRONIC DEVICES FOR ANY OF THESE ACTIVITIES IS STRICTLY PROHIBITED:

- Using the technologies for any illegal purposes;
- Installing any software program unless they have prior authorization;
- Copying, distributing or destroying the Karma Country Camp's confidential information or any information of a sensitive nature unless specifically authorized to do so;
- Sending or receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful;
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any unauthorized material;
- Wasting computer resources by, among other things, sending mass mailing or chain letters, spending excessive amounts of time on the Internet, playing games, engaging online chat groups or using social media for personal reasons, streaming audio or video, printing multiple copies of

documents, online trading or gambling, shopping, or otherwise creating unnecessary network traffic;

- Using or copying software in violation of a license agreement or copyright; and
- Violating any municipal, provincial, federal or international law.

Employees who become aware of someone using computer resources for any of these activities are obligated to report the incident immediately to the Management or to any member of the Senior Management. Breach of any portion of this policy will be taken seriously and result in disciplinary actions including termination of employment for cause/without notice or pay-in-lieu of notice and civil and criminal liability.

3.6 Diversity, Equity, and Inclusion Policy

Karma Country Camp is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Karma Country Camp's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Karma Country Camp's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.

- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Karma Country Camp have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from management or an HR representative.

3.7 Anti-Harassment & Non-Discrimination Policy

Our anti-harassment and non-discrimination policy expresses our commitment to maintain a workplace that is free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit willful discrimination based on age, sexual orientation, ethnicity, racial, religion or disability.

This workplace harassment and discrimination policy applies to all employees, contractors, public visitors, members and anyone else whom employees come into contact with at work. For more details on how to recognize, report and deal with sexual harassment and harassment, please refer to [The Province of Ontario's Code of Practice to Address Workplace Harassment](#).

[Canada's Criminal Code](#) deals with matters such as violent acts, sexual assault, threats and behaviors such as stalking. The police should be contacted in these situations. Harassment may also be a matter that falls under [Ontario's Human Rights Code](#).

Definition: Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. Here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g., bringing coffee) against their will.

Sexual harassment is illegal, and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated immediately.

How to Address Harassment

If you are being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

- Offenders. If you suspect that an offender does not realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g., inappropriate jokes between colleagues.) Avoid using this approach with members or stakeholders.
- Your manager. If members, stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.
- HR. Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g., sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

When workplace harassment events occur, they are managed in a consistent and effective manner to resolve.

- Karma Country Camp protects the privacy of the individuals involved to the extent reasonably possible and ensures that both Complainants and Respondents are treated fairly.
- Workers will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed.
- When allegations have been verified, sanctions against the perpetrator will be exercised proportional to the seriousness of the behavior.

Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include counseling, reprimands, suspensions or termination.

3.7.1 Anti-Violence Policy

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

The [Occupational Health and Safety Act \(OHSA\)](#) sets out the duties of workplace parties in respect of workplace violence and workplace harassment. More detailed information is available in the Ministry of Labour, Training and Skills Development's [Understand the law on workplace violence and harassment](#), available from Service Ontario Publications and on the Ministry of Labour, Training and Skills Development internet website.

For this reason, we ask you to:

- Report to HR and/or management if you suspect or know that someone is being violent. Your report will be confidential, and we will investigate the situation with discretion.

- Call our store's security if you witness incidents of severe physical violence (e.g., ones that involve a lethal weapon.) For your safety, avoid getting involved.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If management finds that an employee commits an act of violence, we will terminate that employee and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

Where allegations of workplace violence occur, they are managed in a consistent and effective manner. Karma Country Camp conducts a thorough investigation, establishes worker safety plans, and/or exercises sanctions where appropriate. Our workplace is founded on mutual respect and we will not allow anyone to compromise this foundation.

Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include counseling, reprimands, suspensions or termination.

3.8 Substance Abuse Policy

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, we have developed this substance abuse policy to prohibit the use of drugs on Karma Country Camp premises and strictly regulate the consumption of alcohol.

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the "substances" category. We will also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g., medical marijuana) while working or being on Karma Country Camp premises.

Especially if you are doing a safety-sensitive job, we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you are under the influence of drugs. We may also terminate you if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Disciplinary Consequences

We may invoke disciplinary action up to termination when you:

- Test positive for hard drugs (e.g., cocaine).
- Use any kind of drug on Karma Country Camp premises.
- Refuse to take company mandated drug test.

Management will decide on the appropriate disciplinary action depending on the circumstances.

3.8.1 Smoke-Free Workplace Policy

Our employee smoking policy outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking;
- Avoid setting off alarms and smoke detectors;

- Preserve an image of a clean workplace; and
- Avoid fires from discarded cigarettes.

Our policy refers to all tobacco products. Smoking is not allowed indoors. This rule refers to:

- Working areas
- Curbside pickup areas
- Staircases
- Restrooms
- Storage rooms
- Company vehicles
- Staff room

We may establish designated areas that are properly ventilated and secluded. Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they are still obliged to follow this policy.

Areas Where Smoking is Permitted

We permit smoking during normal breaks at:

- Designated smoking areas
- Open-air verandas
- Any outer premises including gardens, yards, and sidewalks outside of our buildings

We also advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers.
- Avoid smoking when they have scheduled meetings with clients or vendors.
- Avoid smoking near flammable objects and areas.

Disciplinary Consequences

We expect employees to respect this policy and their colleagues. We will take disciplinary action towards employees who disregard this policy:

- Employees who violate this policy frequently or cause severe problems (e.g., fires) may face consequences up to and including termination.
- Employees who violate this policy infrequently or do not cause major issues will face reprimands or detraction of benefits.

Management and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly.

Workplace Visitor Policy

This policy applies to all employees. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors) contractors, external vendors, and stakeholders. This policy does not refer to remote employees or employees from other company locations as well as our members. To ensure safety at work, employees who are on parental leave may enter our premises with managerial approval.

The following rules apply for all kinds of visitors:

- Visitors should sign in and show some form of identification.
- Employees must always tend to their visitors while they are inside our premises.
- Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they do not conform, they may be escorted out or face prosecution if appropriate.

Visitors are allowed during working hours. After-hours visitors must have written authorization from management.

Contractors and Service Vendors

Contractors, suppliers, and service vendors, like IT technicians and plumbers, can enter our premises only to complete their job duties. Front-desk employees are responsible for guiding contractors and vendors to appropriate area.

Solicitation

In accordance with our non-solicitation policy, visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's entrance. Front desk is responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front desk may accept the order on the employee's behalf upon request. Management must sign for and disseminate all business orders and mail. Large deliveries (e.g., supplies) should be placed to designated spaces (e.g., storage room.)

Dangerous or Restricted Areas

Employees may not bring or accept visitors in areas where there are inventory products, confidential records or sensitive equipment. Representatives of regulatory bodies and stakeholders (e.g., investors) may be exempted, if they have received official authorization from management. In these cases, employees should provide visitors with the necessary protective equipment to enter premises when needed. Security staff who spot unauthorized visitors may ask them to leave. Visitors who misbehave (e.g., engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate. Employees who spot unauthorized visitors may refer them to security and/or manager on site.

Disciplinary Action

Employees who violate this policy may face disciplinary consequences in proportion to their violation. HR will determine how serious an employee's offense is and take the appropriate action:

- For minor violations (e.g., bringing in personal visitors without authorization), employees may only receive verbal reprimands.
- For more serious violations (e.g., bringing in unauthorized visitors who rob or damage company property), employees may face severe disciplinary actions up to and including termination.

CHAPTER 4: ORGANIZATION

ENVIRONMENT

In this section, we explain our workplace environment and help build a lawful and pleasant workplace where our employees can thrive.

- Health and safety
- Accommodations
- Confidentiality and data protection
- Work hours, time-off and leave
- Attendance
- Probation and performance appraisals
- Remote work



4.1 Health and Safety

The employer and senior management of Karma Country Camp are vitally interested in the health and safety of its employees. Protection of workers from injury or occupational disease is a major continuing objective.

Karma Country Camp will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Karma Country Camp, as employer, is ultimately responsible for worker health and safety. As the Operator of Karma Country Camp, I give you my personal commitment that I will comply with my duties under the [Occupational Health and Safety Act](#), such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training, and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the management to the staff.

4.1.1 Mental Health Policy

Our Mental Health policy outlines our provisions to prevent and address mental health issues among our employees. This policy applies to all our employees. Management is primarily responsible for communicating this policy and overseeing its implementation.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity, and collaboration. Mental health issues may affect Karma Country Camp, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g., increased blood pressure, lethargy, changes in eating habits.)

Employees may experience mental health issues for various reasons that an employer cannot control (e.g., hereditary, family conflicts, general health.) But there are also work-related reasons for mental health problems, including:

- Job insecurity
- Excessive pressure
- Work-life imbalance
- Lack of appreciation
- Hostile workplace conditions
- Unsatisfactory job or workload
- Unpleasant relationships with colleagues or managers

To every extent possible, our company's leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues.

Company Actions

We aim to:

- Treat mental illness seriously
- Identify issues proactively and resolve them
- Support employees who face mental health problems
- Create pleasant workplaces in collaboration with managers, employees, and health experts

4.2 Accommodating Visible and Invisible Disabilities in the Workplace

Under the [Code](#), Karma Country Camp has a legal duty to accommodate the needs of people with disabilities who are adversely affected by a requirement, rule or standard. Accommodation is necessary to ensure that people with disabilities have equal opportunities, access and benefits. Recruitment, onboarding, day-to-day duties are designed inclusively and are implemented to accommodate the needs of a person with a disability in a way that promotes integration and full participation.

An invisible disability can be a cognitive, developmental, intellectual, mental, or sensory condition that limits a person's behaviors, senses, or activities.

People with invisible disabilities sometimes struggle with disclosing their disabilities due to fear of stigmatization or discrimination. They may face perceptions that their disabilities are not real because they are not physical or visible. Perceptions such as these make people with invisible disabilities feel misunderstood, ignored, and invalidated.

Firstly, Karma Country Camp has the duty to make every reasonable effort, short of undue hardship, to accommodate the needs of people with disabilities in the workplace.

Secondly, we will work together to find appropriate accommodation solutions. When Karma Country Camp management receives a request for accommodation, management will make multiple proposals for the employee, who can then review all proposals.

Lastly, when determining what forms of accommodation are needed, Karma Country Camp will acknowledge what the functional limitations of their employees are. However, Karma Country Camp is not entitled to know the exact diagnosis of their employees. Karma Country Camp will adhere to the [Privacy Act](#). We also include the steps to ensure the privacy of the worker's personal information in the accommodation plan.

Creating an Inclusive Workplace

People with disabilities deserve the respect and dignity that any other employee receives. They are whole people and are not defined by their disabilities. Karma Country Camp will foster an inclusive workplace by:

- Creating and implementing inclusive workplace policies and procedures;
- Encouraging an ongoing dialogue;
- Ensuring that all employees receive AODA training; and
- Implementing and participating in disability awareness and sensitivity training regularly.

Implementation of the above practices are good steps towards achieving integration and full participation of all employees and members.

4.3 Confidentiality and Data Protection

We want to ensure that private information about members, employees, partners and our organization is well-protected. Examples of confidential information are:

- Employee records;
- Unpublished financial information;
- Data of members/partners/volunteers/members/vendors;
- Donor lists (existing and prospective); and
- Unpublished goals, forecasts and initiatives marked as confidential.

As part of our hiring process, we may ask you to sign non-compete and non-disclosure agreements (NDAs.) We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish data protection practices (e.g., secure locks, data encryption, frequent backups, access authorization.)

We also expect you to act responsibly when handling confidential information.

You must:

- Lock or secure confidential information always.
- Shred confidential documents when they are no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it is necessary and authorized.

You must not:

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of Karma Country Camp.

- Replicate confidential documents and files and organization them on insecure devices.
- Share links to Karma Country Camp's Google drives with individuals outside of the organization.

This policy is important for our organization's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit. We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

4.4 Working Hours, Breaks, Time-off and Leaves

In this section, we explain our provisions for your working hours and time off. For more information, refer to the [Employment Standards Act \(ESA\)](#). This guide outlines your rights and obligations under the Act. The guide describes the rules about minimum wage, hours of work limits, termination of employment, public holidays, pregnancy and parental leave, severance pay, vacation and more.

Working Hours

Karma Country Camp's Administrative Office hours are subject to change depending season and program requirements. Managers will work with staff to ensure that appropriate work schedules are provided. Office hours are posted on club website and may change seasonally.

Karma Country Camp's normal work week for summer-term employees shall be 40 hours with half an hour paid lunch break per day. Some employees may be granted alternate work hours as required by their job description at the direction of their manager.

Employees on part-time or flexible work shall be informed of their scheduled hours of work. Any changes to the scheduled hours shall be by written notice to the employee(s) concerned. Contractors and subcontractors are expected to establish and manage their own working hours as per the needs of clients.

Because of the office early closing times on Friday and the holiday break between Christmas and New Year's, all staff will be expected to be available for all organizational special events unless previous arrangement have been made and approved by management.

Breaks

According to the *ESA*, all employees (with some exceptions) are entitled to one 30-minute break within the first five hours of work. That is, no employee should work more than five hours in a row without a break. Workers also have the option to split this 30-minute break into two 15-minute breaks with the oral agreement of their employer.

Regardless of how an employee chooses to allot their break time, this time must be uninterrupted. They must be completely free from their work duties during their break time. This 30-minute break time is unpaid. It does not count towards hours of work, overtime or vacation pay.

Employees may have additional breaks (often 15-minute 'coffee breaks') written into their employment contract. If extra breaks are outlined in your contract, then this allotment is binding. However, if the employee must remain at their place of work for these additional breaks, the breaks must be paid.

Holidays

Staff will be paid for the following Province of Ontario's public holidays (Summer Students will be paid for Summer holidays):

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day for Truth & Reconciliation
- Thanksgiving Day

- Christmas Day
- Boxing Day
- And any other holiday as determined by law.

The Right to Refuse to Work on Public Holidays

Most employees have the right to refuse to work on a public holiday even if the employee does not qualify for the public holiday. If an employee has agreed electronically or in writing to work on a public holiday, the employee can later decline to work on that day by giving Karma Country Camp at least 48 hours' notice before the employee's work on the public holiday was to begin. Where the public holiday falls on a day that would ordinarily be a working day, most employees qualify for the public holiday off work with public holiday pay. Where the public holiday falls on a day that would not ordinarily be a working day, or the employee is on vacation, most employees qualify for a substitute day off with public holiday pay.

Personal Days

Karma Country Camp offers a benefit of 15 unpaid personal days to subcontractors. Summer staff must discuss days off with management beforehand. Subcontractors with a minimum of two (2) weeks employment are eligible for these days. Personal days may be used for personal illness, injury, medical emergency, and family responsibility leave* or to maintain better work/life balance. Personal days have no cash value and are not paid out upon termination of employment. These days must be used within the calendar year in which they are granted and cannot be carried over. An employee may be required to provide a medical note to substantiate a request for more than three (3) consecutive days. Summer staff will also receive three paid 'mental health' days.

Family Responsibility Leave be used for personal illness, injury or medical emergency of selected family members. Eligible family members are:

1. The employee's spouse;
2. A parent, stepparent or foster parent of the employee or the employee's spouse;
3. A child, stepchild or foster child of the employee or the employee's spouse;

4. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse;
5. The spouse of a child of the employee;
6. The employee's brother or sister; and/or
7. A relative of the employee who is dependent on the employee for care or assistance.

As of January 2022, each employee will receive an additional day off for their Birthday. If the employees schedule requires them to be at work on their birth date, then another can be schedule with manager's approval.

Lieu Time

Karma Country Camp strives to provide an environment with a balanced workload and an emphasis on work-life balance for all employees. From time to time the operational requirements of Karma Country Camp may be such that extra time is needed to accomplish assigned job duties and/or events occurring outside of normal work hours. In cases where an employee feels that extra time is required, a written request must be submitted through the web-based leave system to the manager for approval of a full or half day of extra time at least one week in advance of time worked. Note: All requests for working extra time must be approved using the web-based leave system by the department head in advance.

For employees who have supervisory responsibilities, lieu time is recorded at straight time. For employees who do not have supervisory responsibility, lieu time is recorded at time and a half after 44 hours per week.

The intent is for lieu time to be taken as soon as practical following the period of extra work, ideally within two weeks. If lieu time cannot be taken immediately following the work, approved lieu time must be used within two months of when it was accrued. Lieu time will be paid out if the time could not be taken.

Vacation

Unpaid vacation time is granted annually. To ensure consistency in application, the vacation year runs from January to December. Employees starting mid-way through the year will receive an accrual of vacation in the first year based upon the number of months worked. Employees are encouraged to take their full vacations within the year during which vacation entitlement is granted. Vacation time will increase with years of service.

For operational requirements, a request for vacation must be submitted by all employees a minimum of 3 weeks in advance. Employees are reminded that requested vacation days are not guaranteed until approved. Vacation days (available and used) will be tracked by management. Employee vacation days should also be posted on the office Calendar to advise coworkers of planned absences.

It is the responsibility of the employee to ensure the accuracy of their vacation time. Periods of annual leave shall be limited to fifteen (15) continuous consecutive working days, unless granted otherwise by management.

Employees are not permitted to accumulate vacation leave. Unless otherwise granted by the supervising manager, vacation leave must be taken (or applied to be taken) in the calendar year it is granted. Only five (5) days of vacation may be carried over into the next year with approval from the Executive Director. Any carry over days should be taken within 10 months of the start of the calendar year.

Employees are expected to have an out of office notice on their email and voicemail accounts directing people to an alternate contact within Karma Country Camp. To ensure Karma Country Camp can support the various league and special events throughout the year all staff are encouraged to book vacation time outside of peak periods and plan their vacation in the first quarter.

Leaves of Absence

All leaves of absence require prior approval using the web-based system. Requests are to be completed ahead of time for approval by the department head, with final discretion of the Executive Director.

Requirement for provision of notice vary by type of leave. It is the employee's responsibility to ensure that adequate leave notice is provided.

The Infectious Disease Emergency leave

An employee is entitled to the [Infectious Disease Emergency leave](#), if they are;

- a. Under medical investigation, supervision or treatment for COVID-19;
- b. Acting in accordance with an order under the Health Protection and Promotion Act or under the ROA;
- c. In isolation or quarantine or acting in accordance with public health information or direction;
- d. Directed by the employer not to work due to a concern that the employee could spread COVID-19 in the workplace;
- e. Providing care or support to a specified individual for a reason related to COVID-19 such as a school or childcare closure or where an employee does not send their child to school or to childcare because of a concern that the child will come into contact with COVID-19; and/or
- f. Prevented from returning to Ontario because of travel restrictions.

This job-protected leave is retroactive to January 25, 2020. Employees who take this leave are not required to show a medical note as proof of entitlement for the leave. The organization shall give three paid sick days every quarter, per employee. In the case of bereavement, two weeks off shall be granted, half at regular pay, the rest without pay. An employee may opt to use vacation time to cover unpaid bereavement leave.

Jury Duty and Voting

There is no legal requirement in Canada for an employer to pay an employee while they perform jury duty. Employers are required by law to give employees time off to take part in jury duty selection and, if necessary, serve on a jury. All employees who are Canadian citizens, 18 years of age or older and residents of Ontario are entitled to have three consecutive hours off on election day to vote.

Bereavement Leave

In the event of a death in the immediate family, defined here as; spouse, sibling, parent (including step or foster parents of the employee or employee's spouse), child (including step or foster child of the employee or employee's spouse), and grandparent or grandchild, the employee is offered a maximum of three days paid leave to attend funeral or memorial services. Additional days off without pay may be requested and must be approved in advance by the department head. Eligible family members are:

1. The employee's spouse;
2. A parent, step-parent or foster parent of the employee or the employee's spouse;
3. A child, step-child or foster child of the employee or the employee's spouse;
4. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse;
5. The spouse of a child of the employee;
6. The employee's brother or sister;
7. A relative of the employee who is dependent on the employee for care or assistance.

Family Medical Leave

Family medical leave of up to twenty-eight (28) weeks is available to eligible employees who have to be absent from work to provide care and/or support to a gravely ill family member who is at significant risk of death within a twenty-six

(26) week timeframe. The leave may be taken in one-week segments, not necessarily consecutively. This leave is an unpaid, job-protected leave of up to eight (28) weeks, per specified family member.

Employees would be entitled to this leave if the above situation occurs for any of the below listed family members:

- The employee's spouse (including same-sex spouse);
- a parent, stepparent or foster parent of the employee or the employee's spouse;
- a child, stepchild or foster child of the employee or the employee's spouse;
- a brother, stepbrother, sister or step-sister of the employee;
- a grandparent or step-grandparent of the employee or of the employee's spouse;
- a grandchild or step-grandchild of the employee or of the employee's spouse;
- a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee;
- a son-in-law or daughter-in-law of the employee or of the employee's spouse;
- an uncle or aunt of the employee or of the employee's spouse;
- an nephew or niece of the employee or of the employee's spouse;
- the spouse of the employee's grandchild, uncle, aunt, nephew or niece; and
- for any person who the employee considers to be like a family member.

To be eligible for this leave, a qualified health practitioner must issue a certificate indicating that your family member has a serious medical condition and there is a significant risk of death occurring within a period of twenty-six (26) weeks.

Employee benefits will continue under the same conditions as if the employee was actively at work during the leave of absence. Similarly, anniversary dates will not be affected. The individual is responsible for employee paid premiums of the benefits in which they will be participating. Staff eligible for family medical leave will continue to accrue vacation time while on leave.

Under the Employment Insurance Act, twenty-six (26) weeks of employment insurance benefits called “Compassionate Care Benefits” may be paid to EI eligible employees who have to be away from work temporarily to provide care to a gravely ill family member as mentioned above. To be eligible for compassionate care benefits, you must be able to show that:

- your regular weekly earnings from work have decreased by more than 40 percent; and
- you have accumulated 600 insured hours of work in the last 52 weeks, or since the start of your last claim (this period is called the qualifying period).

Family Caregiver Leave

Unpaid family caregiver leave is available to eligible employee who has to be absent from work to provide care and/or support to certain family members for whom a qualified health practitioner has issued a certificate stating that he or she has a serious medical condition. This leave is an unpaid, job-protected leave of up to eight (8) weeks, per specified family member.

Employees are eligible for this leave if the above situation occurs in relation to the following family member(s):

- The employee’s spouse (including same-sex spouse);
- A parent, stepparent or foster parent of the employee or the employee’s spouse;
- A child, stepchild or foster child of the employee or the employee’s spouse;

- A grandparent or step-grandparent of the employee or the employee's spouse;
- A grandchild or step-grandchild of the employee or the employee's spouse;
- A spouse of a child or the employee;
- A brother or sister of the employee; and/or
- A relative of the employee who is dependent on the employee for care or assistance.

In order to be eligible for this leave, a qualified health practitioner must issue a certificate that names the individual and states that the individual has a serious medical condition. This leave may be taken consecutively or separately. An employee may take the leave in periods of less than a full week, but any time off for family caregiver leave in a week will be considered to have used up one week of the eight-week entitlement.

Pregnancy and Parental Leave

Pregnancy and parental leaves are granted in accordance with the standards set out in the Employment Standards Act, 2000.

This leave is granted without pay. Where possible, you are requested to provide written notice at least two (2) weeks before the leave is to begin. A certificate from a qualified medical practitioner stating the due date may be required. You may change the original notice by providing at least two weeks written notice of the new date the leave is to commence.

A birth mother is entitled to take an unpaid pregnancy leave that is up to seventeen (17) weeks in duration, and an unpaid parental leave that is up to sixty-one (61) weeks in duration. All other parents, including birth fathers, birth mothers who did not take a pregnancy leave and adoptive parents, are eligible to take an unpaid parental leave that is up to sixty-three (63) weeks in duration.

To be eligible for pregnancy and/or parental leave, the employee must have commenced employment least thirteen (13) weeks before the expected birth date.

All group insurance benefits normally paid will continue to be granted while on pregnancy/parental leave. However, an employee on leave is required to plan for payment of any premiums or contributions that would normally be made through payroll deductions.

If you are exercising pregnancy/parental leave, you must inform your department manager of your expected return date (or, if not returning) a minimum of four (4) weeks in advance.

Increases due during pregnancy or parental leave will be presented to the employee upon his or her return to work as if they had been working throughout the period of leave. Failure to return to work after the pregnancy or parental leave period has expired will be considered a voluntary resignation of employment with Karma Country Camp.

Critical Illness Leave

Critical Illness Leave of up to 37 weeks in relation to a critically ill minor child, or 17 weeks in relation to a critically ill adult within a 52-week period, is available to eligible employees who have been employed for at least 6 consecutive months to provide care or support to a family member who have a medical condition with a significant risk of death occurring within 26 weeks, as certified by a medical practitioner. The list of family members includes:

- the employee's spouse (including same-sex spouse)
- a parent, stepparent or foster parent of the employee or the employee's spouse
- a child, stepchild or foster child of the employee or the employee's spouse
- a brother, stepbrother, sister or stepsister of the employee

- a grandparent or step-grandparent of the employee or of the employee's spouse
- a grandchild or step-grandchild of the employee or of the employee's spouse
- a brother-in-law, step-brother-in-law, sister-in-law, or step-sister-in-law of the employee
- a son-in-law or daughter-in-law of the employee or of the employee's spouse
- an uncle or aunt of the employee or of the employee's spouse
- a nephew or niece of the employee or of the employee's spouse
- the spouse of the employee's grandchild, uncle, aunt, nephew, or niece

A "minor child" means a child, stepchild, foster child or child who is under legal guardianship, and who is under 18 years of age. An "adult" means a person who is 18 years of age or older. The leave may be taken in days or complete weeks.

Child Death Leave

Child Death Leave of up to 104 weeks is available to eligible employees with respect to the death of a child, stepchild, child under legal guardianship of the employee or foster child who is under 18 years of age. Employees eligible for leave are those employed at least 6 consecutive months, and if the child died because of a crime, not charged with the crime. The leave must be taken within the 105-week period that begins in the week the child died. The leave must be taken in a single period.

Crime-Related Child Disappearance Leave

Crime-related child disappearance leave of up to 104 weeks is available to eligible employees, for a crime-related disappearance of a child, stepchild or foster child who is under 18 years of age. Employees eligible for leave are those employed by East End CHC at least 6 consecutive months, and not charged with the crime.

Note: The leaves outlined above may be used in conjunction with others if the circumstances of the leave qualify for more than one type.

Domestic or Sexual Violence Leave

Domestic or Sexual Violence Leave of up to 10 days and 15 weeks in a calendar year, is available to eligible employees to be taken when an employee or an employee's child, stepchild, child under leave guardianship or foster child who is under 18 years of age, has experience or been threatened with domestic or sexual violence, for any of the following purposes:

- To seek medical attention for the employee or the child of the employee because of a physical or psychological injury or disability caused by the domestic or sexual violence
- To access services from a victim services organization for the employee or the child of the employee
- To have psychological or other professional counselling for the employee or the child of the employee
- To move temporarily or permanently
- To seek legal or law enforcement assistance, including making a police report or getting ready for or participating in a family court, civil or criminal trial related to or resulting from the domestic or sexual violence.

The first five days of leave taken in a calendar year are paid, and the rest are unpaid. The leave can be taken in part or full days, or in periods of more than one day. A partial day of leave is counted as one full day. The 15 weeks can be taken consecutively or separately.

Employees eligible for leave are those employed at least 13 consecutive weeks. An employee is not entitled to this leave if the employee committed the domestic or sexual violence.

Military Reservist Leave

Military reservist leave is available to eligible employees who are reservists, and who have worked for at least six consecutive months, are entitled to take a leave without pay if he or she is deployed to a Canadian Forces operation outside the country or to an operation inside Canada that provides emergency relief assistance.

Upon the completion of the leave, Karma Country Camp will reinstate the reservist to his/her position if it still exists or to a comparable position if it does not.

To facilitate as much advanced planning as possible, employees are expected to provide written notice of their need to exercise Military/Reservist leave immediately following their notification of the upcoming deployment.

Organ Donor Leave

Organ donor leave of up to twenty-six (26) weeks is available to eligible employees who have completed at least thirteen weeks of continuous employment, for the purpose of donating all or a part of their kidney, liver, lung, pancreas or small bowel.

This leave is intended to cover the time during both the pre-operative and post-operative periods. A medical certificate, indicating the date of the surgery and the expected recovery period, is required to be submitted as far in advance as is possible. Employees may be eligible for EI benefits during organ donor leave.

Unpaid Leave

For any leave requests not covered by the above, or requests for leave in excess of these provisions, a request may be submitted to the department head for consideration. Requests are to be submitted in advance of the requested leave to allow for proper consideration and to ensure operational needs continue to be

met. Unpaid leaves may or may not be granted. If unpaid leave is granted and is less than one week, there is no change to the employee's rights and obligations to existing benefits. If an unpaid leave is granted and is more than one week, the details of the leave shall be made in writing and shall include the employee's rights and obligations to existing benefits and the anticipated return date.

4.5 Attendance

We expect you to be present during your scheduled working hours. Personal affairs should be handled outside of working hours, unless pre-arranged with their manager. Unplanned absences from the office should be reported to the employee's manager prior to 9:30am, or as soon as possible. Unplanned absences will be recorded as Personal Days in Who's Off by the manager. Depending on circumstances, employees may be allowed to work from home with permission from their manager for specific periods of time.

If you face an emergency that prevents you from coming to work one day, contact your manager as soon as possible. We will excuse unreported absences in cases of serious accidents and/or acute medical emergencies, but whenever possible, we should know when you will not be working.

4.6 Business Expenses and Travel

Karma Country Camp will refund employees for what are deemed prudent and reasonable pre-approved out-of-pocket expenses that they incur in conducting the business of Karma Country Camp. Such expenses must be expenses that are incurred outside the normal course as per their job descriptions and must be pre-approved by management.

The report must be approved by signature by the supervising manager. The employee will be reimbursed as of the next cheque run. Expenses must be submitted within sixty (30) days of the date of occurrence otherwise they will be deemed null and void.

The following expenses shall not be approved without express prior permission from the Executive Director:

1. Incidental expenses related to accommodation, outside of basic accommodation and meal costs outlined above;
2. Costs related to meetings outside of the office that solely involve Karma Country Camp employees;
3. Guest entertainment or gifts that are not approved by management;
4. Costs related to acquisition of operating expense items for Karma Country Camp that are not approved by management;
5. Parking or traffic violations; and
6. Unauthorized capital purchases (i.e., books, supplies, equipment, etc.).

4.7 Professional Development

Professional development is vital for all Karma Country Camp employees to foster individual growth, self advocacy as well as growth of the organization.

Individual professional development and mentorship plans should be created by each employee with the input of their manager. This can include professional association membership, workshops, training courses, licensing courses and conference attendance. Staff members will also be allowed unpaid leave to pursue professional development opportunities if they occur during normal business hours and are approved by their manager.

Students on placement will participate in weekly check-ins virtually or in person with administrative staff or management. Summer students will participate in biweekly check-ins virtually or in person with administrative staff or management and will receive an 'end of summer' term review. Subcontractors will participate in monthly check-in sessions, and can also book additional discussions with management for professional development purposes.

4.8 Remote Work

Working from home should not affect an employee's ability to complete day-to-day functions, including communicating with colleagues, management, members, and so on. Employees must stay updated on department and work events. We advise everyone to turn their camera on, especially during staff meetings. Employees must keep Karma Country Camp informed on the progress of assignments and reach out for support if needed. If an employee's presence is required for a meeting at a specific worksite, reasonable notice will be provided. You must respect the working hours provided in your employment contract, even if you are working from home – communicate any changes to your schedule in advance to management. If you need more flexible working hours, you can try to work something out with management. Make sure your expectations are clear. You should consider getting this new agreement in writing.

We will not provide our remote employees with equipment that is essential to their job duties, like laptops, headsets, and cell phones. We will not provide secondary equipment (e.g., printers and screens). The employee is responsible for providing adequate workspace and furnishings while working from home.

In the case equipment is provided, it is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected;
- Store equipment in a safe and clean space when not in use;
- Follow all data encryption, protection standards and settings; and
- Refrain from downloading suspicious, unauthorized, or illegal software.

Employees working from home will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties that occur on the employee's premises.

At the end of a work from home agreement, employees must promptly return all organization property used for working at home. An employee, current or former,

may receive notices to return organization property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the organization. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the organization property to Karma Country Camp.

CHAPTER 5: TERMINATION OF EMPLOYMENT

In this section, we explain our employment separation process. It is important that this process is as clear as possible so misunderstandings and distastefulness between the employee and our organization can be avoided. We are bound to handle any cases of termination of employment as directed by law with discretion, professionalism, and official documentation.

- Resignation
- Retirement
- Failure to show without notice
- Expiration or completion of contract



5.1 Termination/Separation of Employment

This termination/separation of employment policy applies to all prospective or current employees of Karma Country Camp regarding possible separation of employment.

The company will observe all legal dictations referring to termination/separation of employment and will avoid “implied contracts” and unnecessary terminations.

Definition: Termination of employment happens when the contract of an employee is discontinued due to their or the company’s actions. The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

Voluntary dismissal may include the following:

- Resignation
- Retirement
- Failure to show for a specified number of days without notice
- Expiration or completion of contract

Involuntary dismissal may include the following:

- Discharge for cause
- Discharge without cause

Discharge for cause refers to immediate termination of employment due to an employee’s misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered “for cause”. Other wrongful behaviors or actions that result in immediate dismissal are also considered “for cause”. Examples of such termination of employees include circumstances where an employee:

- Breaches their contract of employment

- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against the company
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Is guilty of willful neglect of job responsibilities
- Is discovered to have caused intentional damage to company's assets
- Continuously disregards company policy

The list is not exhaustive therefore, discharge for cause remains at Karma Country Camp's discretion. It must, however, always reflect an unacceptable behavior or action that violates legal or company guidelines and may result in financial and non-financial damages for the company, other employees, or society.

Discharge without cause can occur when the company decides that the services of an employee are no longer needed. In general, this does not refer to an employee's conduct. Reasons for discharge without cause may be layoffs, rearrangement of a department or redefining of a position. In cases an employee must be terminated without cause, the company is obliged to give notice a specified amount of time prior to the date of termination depending on time of service, age of employee or position.

The company is bound by the law to refrain from wrongful dismissals of employees. Wrongful dismissal may occur in cases when:

- An employee is terminated unfairly for cause
- An employee is terminated without cause and is not given prior notice
- An employee is forced into constructive dismissal

The company expects all employees with the right of terminating subordinates to strictly refrain from discharging someone without adequate reason or without giving notice. Such an occurrence may be damaging for Karma Country Camp's respectability and may result in disciplinary action. Discharge on grounds of discrimination or filed health and safety complaints is unlawful termination prohibited by legislation.

Constructive dismissal refers to an employee that has been forced to resign due to an employer's intentional or unintentional unlawful or hostile behavior (e.g., breach of contract). It will not be practiced by any means by the company which is committed to maintain a relationship of honesty and fairness between itself and employees.

Procedure

1. In cases of resignation, the employee must submit an official written resignation with the minimum notice requirement, so Karma Country Camp can arrange alternatives for handling the remaining workload of the position.

2. In cases of involuntary dismissal, the supervisor must submit an employee termination document to HR at the date of separation or before that. Discharge for cause justifies immediate suspension until the necessary documentation for termination has been gathered. In some instances, a termination meeting with the employee, supervisor and human resources personnel may be scheduled.

3. In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance.

4. At all times, proper employee records will be kept containing all relevant documentation. A lawyer will be consulted prior to termination so the company can ensure the legality of its actions.

CHAPTER 6: INCIDENT REPORTING

This chapter provides detailed information to assist management in meeting their incident-based reporting obligations.

- Method of submission
- Reporting guidelines



Reporting Guidelines

If you ever have concerns about management, please reach out to our management, Shawna Akerman at info@karmacountrycamp.com. For emergencies, call management immediately at 647-300-1172.

It is our duty to make staff feel comfortable enough to openly discuss their problems and feel that they will be taken seriously. A thorough procedure has been implemented to ensure all complaints are addressed properly and completely. This may include supervisors or team leaders initially investigating the problems as standard procedure.

- Contact Shawna Akerman and conduct an immediate joint investigation. Gather and report all available information such as:
 - How did incident occur?
 - Names of witnesses
 - Objects, equipment, parts, substances and/or person(s) involved in incident.
- Determine and implement temporary or, if possible, long term corrective measures to address root causes.
- Ensure the incident has been logged. The log must be reviewed and managed monthly.

Emergency Plan

It is our duty to ensure staff are trained in workplace emergency procedures. This may include what to do in case of a fire, earthquake, or other emergency; identifying locations of emergency exits; and processes to follow to evacuate the building in the case of an emergency.

Orientation to any new job site, even if temporary, should always include the following information:

- Location of emergency exits
- Location of first aid supplies or the procedures to call for an attendant
- Location of fire extinguishers

- Evacuation procedures and muster stations
- Any hazards present on the site

All workers should know where the first aid station is, who staffs it, and what services are available. If you sustain an injury, no matter how minor, ensure that the incident is reported in the incident log. Minor irritations often develop into major problems, so report all injuries promptly.

There may be times when you are working with acids or hazardous substances such as cleaning solutions which may burn your flesh or splash into your eyes. If you accidentally splash or spill a corrosive substance on your skin, you will want to wash the affected area very quickly with large amounts of water to dilute the acid and minimize burning. It is therefore necessary that you be aware of the location of your emergency eyewash stations, sinks, or showers throughout your work site.

EMPLOYEE ACKNOWLEDGEMENT

I _____ hereby confirm that I have received, read and understand the updated Employee Handbook. I understand that it is my responsibility to comply with the policies contained within as a condition of my employment with Karma Cares Community.

Please Sign Below

Date,

HR Director

Sign of Employee

Karma Cares Community
March 2023



YOUR JOURNEY
HAS BEGUN
Let's Grow Together