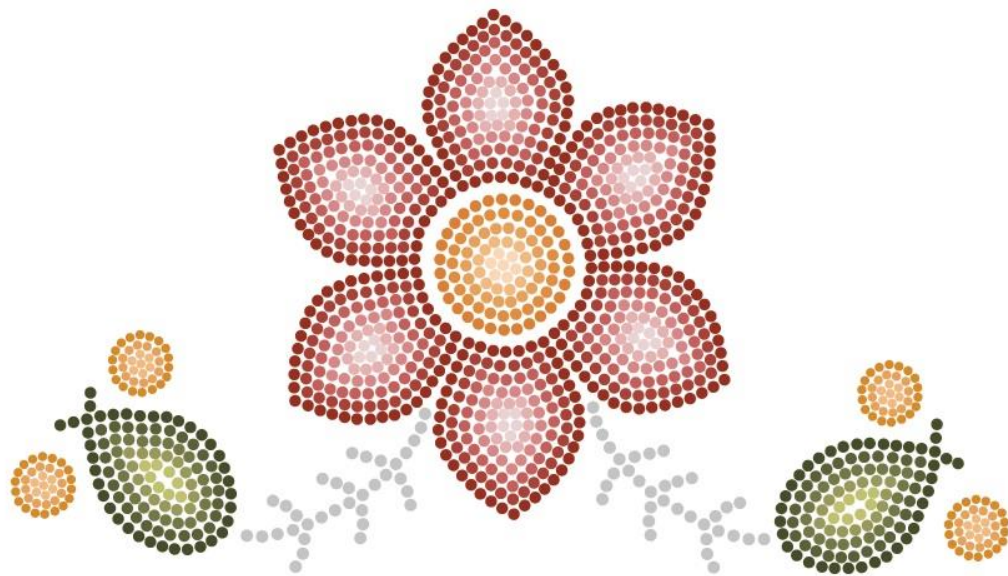


Métis Nation *of* Ontario

POLICIES AND PROCEDURES MANUAL



PREAMBLE	3
SECTION 1: RECRUITMENT & HIRING	5
POLICY No. 1.010: EMPLOYMENT AUTHORITY	6
POLICY No. 1.020: EMPLOYMENT CATEGORIES	7
POLICY No. 1.030: HUMAN RIGHTS	10
POLICY No. 1.040: ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)	12
POLICY No. 1.050: JOB DESCRIPTIONS	14
POLICY No. 1.060: JOB EVALUATION AND CLASSIFICATION FRAMEWORK	15
POLICY No. 1.070: SALARY ADMINISTRATION	18
POLICY No. 1.080: APPLICATION FOR EMPLOYMENT	21
POLICY No. 1.090: INTERNAL / EXTERNAL JOB POSTINGS	22
POLICY No. 1.100: APPLICATIONS FOR POSITIONS – ELECTED OFFICIALS	24
POLICY No. 1.110: SHORTLISTING AND SCHEDULING INTERVIEWS	25
POLICY No. 1.120: INTERVIEWING CANDIDATES	26
POLICY No. 1.130: SELECTION OF THE SUCCESSFUL CANDIDATE	28
POLICY No. 1.140: REFERENCES AND EMPLOYMENT VERIFICATION	29
POLICY No. 1.150: BACKGROUND CHECKS	30
POLICY No. 1.160: OFFER OF EMPLOYMENT	34
POLICY No. 1.170: PERSONNEL RECORDS, EMPLOYEE PRIVACY AND CONFIDENTIALITY	35
POLICY No. 1.180: EMPLOYEE ORIENTATION	37
POLICY No. 1.190: PROBATIONARY PERIOD	39
SECTION 2: STANDARDS OF CONDUCT & BEHAVIOUR	41
POLICY No. 2.010: STANDARDS OF PROFESSIONAL CONDUCT	42
POLICY No. 2.020: CONFLICT OF INTEREST	44
POLICY No. 2.030: CONFIDENTIALITY	47
POLICY No. 2.040: RELATIONSHIPS WITH INDIVIDUALS SERVED BY THE MÉTIS NATION OF ONTARIO	48
POLICY No. 2.050: ACCEPTING GIFTS AND HONORARIUMS	50
POLICY No. 2.060: HOLDING OTHER/SECONDARY EMPLOYMENT	51
POLICY No. 2.070: SENSORY-FRIENDLY WORKPLACE	53
POLICY No. 2.080: IMPAIRMENT IN THE WORKPLACE	55
SECTION 3: PROBLEM RESOLUTION	57
POLICY No. 3.010: CONFLICT RESOLUTION PROCESS	58
POLICY No. 3.020: RESPECTFUL WORKPLACE	60
POLICY No. 3.030: PREVENTION OF WORKPLACE HARASSMENT AND VIOLENCE	62
POLICY No. 3.040: PROCESS FOR DISCIPLINARY ACTION	69
SECTION 4: EMPLOYMENT INFORMATION	74
POLICY No. 4.010: PAY PERIODS AND METHOD OF PAYMENT	75

POLICY No. 4.020: HOURS OF WORK	76
POLICY No. 4.030: OVERTIME AND TIME IN LIEU	78
POLICY No. 4.040: ATTENDING ANNUAL GENERAL ASSEMBLY, MEETINGS AND WORKSHOPS	80
POLICY No. 4.050: PERFORMANCE MANAGEMENT	81
POLICY No. 4.060: ACTING POSITIONS	85
POLICY No. 4.070: RUNNING FOR ELECTED OFFICE	86
POLICY No. 4.080: RESIGNATIONS	88
POLICY No. 4.090: DISMISSAL	90
POLICY No. 4.100: DEATH OF AN EMPLOYEE	93
POLICY No. 4.110: RETIREMENT	94
 SECTION 5: BENEFITS & SUPPORTS	 95
 POLICY No. 5.010: EMPLOYER SPONSORED GROUP INSURANCE	 96
POLICY No. 5.020: REGISTERED PENSION PLAN	99
POLICY No. 5.030: EMPLOYEE ASSISTANCE PLAN	100
POLICY No. 5.040: EMPLOYEE TRAINING AND TUITION REIMBURSEMENT	101
POLICY No. 5.050: CERTIFICATION AND LICENSING REIMBURSEMENT	102
 SECTION 6: HOLIDAYS, VACATIONS, & LEAVES	 103
 POLICY No. 6.010: PUBLIC AND EMPLOYER HOLIDAYS	 104
POLICY No. 6.020: EARLY CLOSURE	106
POLICY No. 6.030: ANNUAL HOLIDAY CLOSURE	107
POLICY No. 6.040: ANNUAL VACATION	108
POLICY No. 6.050: HEALTH-RELATED APPOINTMENTS AND SICK LEAVE	111
POLICY No. 6.060: PREGNANCY, ADOPTION AND PARENTAL LEAVE	114
POLICY No. 6.070: JOB PROTECTED LEAVES OF ABSENCE	116
POLICY No. 6.080: PERSONAL LEAVE OF ABSENCE	117
POLICY No. 6.090: BEREAVEMENT LEAVE	119
POLICY No. 6.100: JURY OR WITNESS DUTY	120
POLICY No. 6.110: VOTING TIME OFF	121
 SECTION 7: ADMINISTRATIVE POLICIES & PROCEDURES	 122
 POLICY No. 7.010: DRESS CODE	 123
POLICY No. 7.020: MNO PROPERTY	124
POLICY No. 7.030: ACCEPTABLE USE OF IT TECHNOLOGY, NETWORKS AND ACCOUNTS	125
POLICY No. 7.040: USE OF SOCIAL MEDIA	127
POLICY No. 7.050: EMAIL USE	129
POLICY No. 7.060: PARKING / VEHICLES	131
POLICY No. 7.070: EXTERNAL REQUESTS FOR REFERENCES	132
POLICY No. 7.080: INCLEMENT WEATHER	133
POLICY No. 7.090: VISITORS	135
POLICY No. 7.100: PRIVACY AND CONFIDENTIALITY POLICY	136

PREAMBLE

Revision Date: 2020/04/21

Purpose

These policies and procedures, as amended from time to time, govern the workplace in accordance with all legislative requirements and are applicable to all employees and associated entities of the Métis Nation of Ontario. The purpose of these policies and procedures are to establish boundaries, guidelines, and best practices at the Métis Nation of Ontario in regards to the workplace and activities associated with the workplace.

Given the wide range of programs and services the Métis Nation of Ontario is involved in, there may be supplemental policies at the Branch level that govern operating procedures and processes that employees are expected to follow in carrying out their duties. A supplemental policy may not undermine or opt out of legislative compliance or the workplace policies and practices described in this manual.

Authority and Scope

It is the responsibility of each and every individual in the organization to ensure they make themselves aware of and abide by policies and procedures and any applicable amendments.

Management Accountability

The Provisional Council of the Métis Nation of Ontario (PCMNO) extends full responsibility for day-to-day management and administration to the President and Chief Executive Officer (CEO)¹ of the Métis Nation of Ontario.

As outlined in the organizational chart, the Chief Executive Officer extends full responsibility to the Chief Operating Officer, Chief Strategy Officer and any other executive level employee for the implementation of policies, procedures and practices to manage the Métis Nation of Ontario Secretariat efficiently and effectively.

Management accountability is further defined based on the organization structure and an employee's job description.

¹ Métis Nation of Ontario Secretariat By-Laws, August 26, 2016 Article 41: *The President shall be the Chief Executive Officer of the MNO. The president shall be the chief spokesperson for the MNO and shall represent the MNO on the Board of Governors of the Métis National Council. The President shall have the general and active management of the affairs of the MNO.*

Protection from Reprisal

Every employee is protected from disciplinary action arising out of the refusal to follow direction(s) that contravene these policies and procedures.

Where a concern exists, the employee should:

1. Advise the individual(s) that the action requested contravenes a policy and/or procedure.
2. If the individual(s) continue to insist that the employee follow direction contrary to policy and/or procedure, the incident should be reported in writing to their People Leader and/or Human Resources for action.
 - a. In cases involving the Chief Operating Officer, Chief Strategy Officer, or other senior management level leader, the incident should be reported in writing to the Chief Executive Officer.
 - b. In cases involving the Chief Executive Officer, the incident should be reported to the Chair of the Métis Nation of Ontario.

Jurisdiction

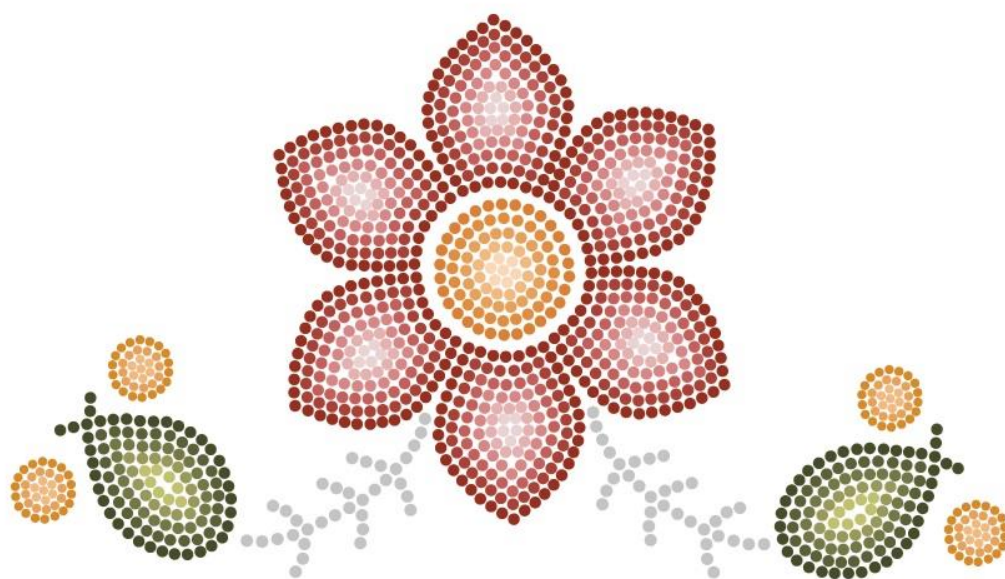
For all employment matters, the Métis Nation of Ontario is under provincial jurisdiction (Ontario).

Terminology

The term “People Leader” is used to refer to the person to whom an employee reports to, or is responsive to, and who directs the work or assesses the performance of the employee. A “People Leader” can have the title of Team Leader, Supervisor, Manager, Director or other.

The term “hiring People Leader” is used to refer to the person responsible for leading a job competition and completing a hiring action, regardless of job level. A “hiring People Leader” can have the title of Team Leader, Supervisor, Manager, Director or other.

SECTION 1: RECRUITMENT & HIRING



POLICY No. 1.010: EMPLOYMENT AUTHORITY

Revision Date: 2020/04/21

Policy

When a vacant existing position is being backfilled, the Director has the authority to post the job. When new position(s) are created, the Director has the authority to post if they are the budget holder. If not, the Director will seek approval to post from the Chief Operating Officer, or Chief Strategy Officer, or designate. Approval may be given for one position or for multiple positions at the same time.

Procedure

1. An employment position becomes available in one of the following ways:
 - a. Backfill of a vacant existing position.
 - b. Creation of a new position.
2. Where there are significant changes to the duties and responsibilities of the position, or the position is being eliminated and replaced with a new position as a result of funding changes or reorganization of the work unit, the Director must consult with Human Resources, and advise the Chief Operating Officer, or Chief Strategy Officer, or designate, of decisions made.
3. When a new position is created, the Director will consult with Human Resources to develop the job description and evaluate the job, then seek approval to post from the Chief Operating Officer, or Chief Strategy Officer, or designate. This will include the Director verifying budget allocations to fund the new position.
4. Once a decision is made to start recruitment, Human Resources will initiate and oversee the appropriate recruitment process.

POLICY No. 1.020: EMPLOYMENT CATEGORIES

Revision Date: 2020/04/21

Policy

This defines employment status for purposes of distinguishing terms and conditions of employment and eligibility for specific employment related benefits.

Employment status is set out in writing at the time of hire and revised as changes to employment occur throughout the employee's service with the organization.

Employment Categories

Permanent Full-Time Employee

A person who is hired on a permanent basis to carry out an ongoing role with direct accountability to the employer, whose remuneration is paid from operational funds, and works thirty-seven and a half (37.5) hours per week and a standard workday of seven and one half (7.5) hours, or other schedule as determined.

Employees in this category are eligible for enrolment in the group benefits plan and Registered Pension Plan following the waiting period of three (3) months established under each benefit. Vacation time and vacation pay are outlined in the relevant policy.

Permanent Part-Time Employee

A person who is hired on a permanent part-time basis to carry out an ongoing role with direct accountability to the employer and whose remuneration is paid from operational funds and who works a minimum of twenty-two and a half hours (22.5) but less than thirty-seven and a half (37.5) hours per week.

Employees in this category are eligible for enrolment in the group benefits plan, and Registered Pension Plan following the waiting period of three (3) months established under each benefit. Vacation time and vacation pay are outlined in the relevant policy, and are prorated to hours worked.

Contract Full-Time Employee

A person who is hired as needed on a full-time basis, thirty-seven and a half (37.5) hours per week and a standard workday of seven and one half (7.5) hours, or other schedule as determined, to carry out a relief role, with direct accountability to the employer, with remuneration paid from operational funds. Contract employment is further defined by a specific start and end date. This status includes students.

Employees in this category are not eligible for group benefits or the Registered Pension Plan and earn vacation pay at 4% (or 6% if employment is six years or more) under the Ontario *Employment Standards Act, 2000*. Vacation pay is included with each payroll, with the amount indicated on each pay stub as “Vacation”. Vacation time taken is without pay.

In the event a contract full-time employee serves more than two (2) terms, exceeding twenty-four (24) months, they will be offered a permanent role, subject to funding, and will be eligible for group benefits without a further three-month waiting period. Their tenure for the purposes of vacation, sick leave, and termination entitlements will be their original date of hire.

Contract Part-Time Employee

A person who is hired as needed on a part-time basis, who works less than thirty-seven and a half (37.5) hours per week, to carry out a relief role, with direct accountability to the employer, with remuneration paid from operational funds. Contract employment is further defined by a specific start and end date. This status includes students.

Employees in this category are not eligible for group benefits or the Registered Pension Plan. Vacation pay at 4% (or 6% if employment is six years or more) under the Ontario *Employment Standards Act, 2000* is included with each payroll, with the amount indicated on each pay stub as “Vacation”. Vacation time taken is without pay.

Intern

A person who is completing or has just completed post-secondary education hired through the Métis Nation of Ontario’s funded intern program for up to a one-year period. Employees in this category are not eligible for group benefits or the Registered Pension Plan. Vacation pay at 4% under the Ontario *Employment Standards Act, 2000* is included with each payroll, with the amount indicated on each pay stub as “Vacation”. Vacation time taken is without pay.

Summer Student

A person who is completing secondary school or is enrolled in post-secondary education and is hired to work full-time or part-time between May – August. Employees in this category are not eligible for group benefits or the Registered Pension Plan. Vacation pay at 4% under the Ontario *Employment Standards Act, 2000* is included with each payroll, with the amount indicated on each pay stub as “Vacation”. Vacation time taken is without pay.

Casual Labour

A person who is hired to work if, and only if, work is available. Hours or days of work are not guaranteed and there may be no pattern in the work schedule. A casual employee is not eligible for group benefits or the Registered Pension Plan and earns vacation pay at 4% based on the Ontario *Employment Standards Act, 2000*.

Contractor

A person who is contracted by the Métis Nation of Ontario on a fee for service basis to complete a project within a defined period of time for an agreed-upon sum of money. A contractor is not an employee of the organization and is not entitled to group benefits, vacation pay, or public holiday pay.

POLICY No. 1.030: HUMAN RIGHTS

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario hires the best qualified candidates available, and adheres to fair, transparent and equitable hiring practices while respecting the “Statement of Prime Purpose” which includes supporting employment opportunities for all Métis in the Métis Nation. Where all other factors are relatively equal (generally defined as a scoring difference of 10% or less), preference may be given to Métis applicants (pursuant to S.14 (1) of the Ontario *Human Rights Code*).

The Métis Nation of Ontario does not allow and condone discrimination in decisions of hiring, promotion, and/or other employment practices, with regard to any current or future prohibited grounds in the Ontario *Human Rights Code*, such as:

- Age
- Ancestry, colour, or race
- Citizenship
- Ethnic origin
- Place of origin
- Creed (religious/non-religious beliefs/practices that guide a person's worldview)
- Disability
- Family status
- Marital status (including single status)
- Gender identity or gender expression
- Record of offences
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

Indigenous peoples in Ontario, including status, non-status, First Nations, Métis and Inuit peoples are included in these protections.

The Métis Nation of Ontario commits to providing accommodation related to the groups in the Ontario *Human Rights Code* unless to do so would cause undue hardship. Accommodations will be provided in accordance with the principles of dignity, individualization, and inclusion. The Métis Nation of Ontario will work cooperatively and in the spirit of respect with all partners in the accommodation process. These accommodations will extend to all aspects of the employment relationship including recruitment and selection, promotions and transfers, and conditions of work such as hours of work and leaves of absence.

In addition, management will make every reasonable effort to ensure that all practices, policies and procedures are free from discrimination. All decisions involving employment, job classification, salary increases, opportunity for development and for advancement will be based on individual performance as measured against objective and non-discriminatory criteria.

As part of this policy, the Métis Nation of Ontario will provide training to employees to educate them on identifying and confronting issues of discrimination in the workplace. Any employee who has a complaint of discrimination, or is aware of any taking place in the workplace, is urged to immediately contact their People Leader and/or Human Resources so that the matter can be investigated and appropriate actions undertaken.

Management will investigate every complaint and will take appropriate actions, including disciplinary measures, up to and including termination, against any employee who behaves in a discriminatory manner towards another employee.

POLICY No. 1.040: ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario is committed to ensuring equal access and participation for people with disabilities and is committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

The Métis Nation of Ontario believes in integration, and is committed to meeting the needs of people with disabilities in a timely manner. The Métis Nation of Ontario will do so by removing and preventing barriers to accessibility and by meeting accessibility requirements as prescribed by Ontario's accessibility laws, and other applicable legislation, including the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*.

Procedure

The Métis Nation of Ontario demonstrates commitment to the AODA in many areas:

1. **Recruitment:** An accessibility statement is present on all job postings requesting that applicants contact Human Resources if they require assistance during the recruitment and selection process.
2. **Testing as part of the recruitment process:** Accommodations are available to applications undergoing testing as part of the selection process.
3. **Interviews:** Interviewers are trained on AODA accessibility and accommodation to ensure candidates are treated fairly during the interview process.
4. **Employment Relationship:** The Métis Nation of Ontario is committed to hiring employees with disabilities and supporting them through training, career development and career progression.
5. **Communication:** All employees are trained on how to communicate with people with disabilities.
6. **Use of Service Animals:** People with disabilities who are accompanied by a service animal are welcome in all Métis Nation of Ontario facilities. Employees are trained in how to interact with people with disabilities who are accompanied by a service animal. Every effort will be made to ensure that any offsite event venues are compliant with the Metis Nation of Ontario's commitment regarding service animals.
7. **Support Persons:** The Métis Nation of Ontario welcomes people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the Métis Nation of

Ontario's premises or offsite event venues with their support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to their support person while on Métis Nation of Ontario premises or premises operated by the Métis Nation of Ontario for event purposes.

8. **Facilities:** The Métis Nation of Ontario is committed to ensuring that our premises and related services are welcoming and accessible to people with disabilities. As appropriate, we are willing to provide necessary alterations to our facilities to accommodate people with disabilities.
9. **Notice of Temporary Disruption:** The Métis Nation of Ontario will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if available.
10. **Training:** The Métis Nation of Ontario commits to training all employees (and volunteers) on AODA standards and to reviewing AODA training as changes occur to align with legislative changes. This training is provided within two weeks of an employee's start date and reviewed annually or as required by the legislation.
11. **Feedback:** The Métis Nation of Ontario will respond to feedback via the "contact us" feature on the website, via email at humanresources@metisnation.org, or by phone at 613-798-1488.

Multi-Year Accessibility Plan

The Métis Nation of Ontario has a multi-year accessibility plan outlining a phased-in approach to prevent and remove barriers and address the current and future requirements of the AODA. The plan is reviewed and updated at least every five years as required.

Information and Communications Standard

The Métis Nation of Ontario creates, provides and receives information and communication using methods that are accessible to persons with disabilities, where required, to deliver programs and services.

Individual Accommodation Plan

The Métis Nation of Ontario will develop, maintain and document an individual accommodation plan for employees with disabilities to meet requirements under employment standards. Information regarding accessible formats and communication supports will be covered in individual accommodation plans.

Return to Work Process

The Métis Nation of Ontario has a return to work process for employees who have been absent from work due to a disability and who require disability related accommodations in order to return to work. The return to work process takes into account individualized accommodation plans suitable for the employee.

POLICY No. 1.050: JOB DESCRIPTIONS

Revision Date: 2020/04/21

Policy

A job description for each position within the organization is required. Job descriptions include job title, person to whom the position reports, purpose of job, specific responsibilities, and educational and experience requirements. All positions must have a reporting relationship.

Procedure

1. Human Resources develops job descriptions in conjunction with the hiring People Leader.
2. Job descriptions for new positions are subject to job evaluation, initiated by Human Resources, to determine the appropriate job band and salary range.
3. Existing job descriptions are reviewed and updated as necessary by the hiring People Leader and discussed with Human Resources in the event the changes trigger a requirement to re-evaluate the job. Any major changes to the job description are to be discussed with Human Resources.
4. The job description is included with the letter of employment to ensure the candidate understands the requirements of the position.

POLICY No. 1.060: JOB EVALUATION AND CLASSIFICATION FRAMEWORK

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario job evaluation and classification system is based on Mercer Canada's framework. Jobs are classified using either the factor method or the whole-job ranking method, both of which are pay equity compliant.

Procedure

The factors used in evaluating jobs included the following individual factors and weighting:

Factor	Pay Equity Factor	Weighting	Point Ranges
Knowledge	Skill	22.5%	Min: 28 points Max: 225 points
Problem-Solving	Skill	15%	Min: 21 points Max: 150 points
Leadership/Guidance of Others	Responsibility	10%	Min: 13 points Max: 100 points
Service Delivery	Responsibility	7.5%	Min: 13 points Max: 75 points
Communications/Interpersonal Skills	Skill	10%	Min: 13 points Max: 100 points
Independence of Action/Decision-Making	Responsibility	10%	Min: 14 points Max: 100 points
Impact	Responsibility	10%	Min: 17 points Max: 100 points
Physical Effort	Effort	5%	Min: 8 points Max: 50 points
Sensory/Visual Effort	Effort	5%	Min: 8 points Max: 50 points
Working Conditions	Working Conditions	5%	Min: 7 points Max: 50 points

Based on points, jobs are classified using the following categories.

Classification Level	MIN	MID	MAX
1	142	177	212
2	213	248	283
3	284	319	354
4	355	390	425
5	426	461	496
6	497	532	567
7	568	603	638
8	639	674	709
9	710	745	780
10	781	816	851

In the whole-job ranking method, jobs are examined as a whole and ranked from highest to lowest, in order of their value or merit to the organization, as well as the relative scope of responsibility/complexity in performing them, rather than on the basis of each individual factor. Whole-job ranking is based on the characteristics required of the job, not the incumbent performing the job.

The whole-job ranking method offers a simplified way to evaluate jobs, given the Métis Nation of Ontario does not have the resources or funding to complete thorough job evaluation for every new job created, given the myriad of funding opportunities that arise, often on short notice.

Through this process, jobs are placed into a job band, from 1 to 10, based on job responsibilities, not just job title.

Job Band	Sample Jobs
1	Not applicable
2	Administrative roles (i.e. Reception, Administrative Assistant, Intake Clerk)
3	Internal facing administrative and support roles (i.e. Branch Operations Coordinators)
4	Front line, client facing roles (i.e. Community Wellness Coordinators, Metis Healthy Babies Healthy Children Coordinator, Education Developers, Counsellors)
5	Specialized knowledge roles (Policy Analysts and equivalent roles requiring designations) or complex front-line, client facing roles
6	Senior specialized knowledge roles (Policy Analysts, equivalent roles requiring designations and/or specialized experience or knowledge) or Team Leader roles
7	Supervisor roles (programs or people)
8	People Leader roles
9 - 10	Director roles

Job evaluation is done with the support of Human Resources, by a minimum of two qualified internal evaluators, at least one of whom is at a People Leader or Director level from another Branch than the job being evaluated, or by an external third party using the Mercer job evaluation guidelines.

Newly created jobs go through a job evaluation process to assess where they fit in the job bands (1 through 10), based on job responsibilities, not just title.

For existing jobs, if the job responsibilities change dramatically (affecting the skill, effort, responsibility or working conditions), a request to re-evaluate the job may be made by the People Leader and/or Director. Requests to re-evaluate a job may be made no more than once per calendar year.

POLICY No. 1.070: SALARY ADMINISTRATION

Revision Date: 2020/04/21

Policy

Every job is evaluated and placed into a job band, from 1 to 10. Every job band has a corresponding salary range, with a minimum and maximum salary.

Employees are paid within the established salary range for their job. Salary ranges are public information. Individual's salaries within a range are not public information.

Salary ranges are revised from time to time. Minimums and maximums for salary ranges may change based on cost of living adjustments or benchmarking against external comparators.

Procedure

Employees are paid according to their job band (1-10) and increment within the band (1-5). Progression through increments is based on time in role, acceptable performance, and available funding.

New employees and interns are generally hired at increment 1, the minimum of the range.

New employees with direct and relevant experience may be hired into a higher increment, up to increment 3, in the same job band. Any exceptions to hiring above the minimum of the range must be discussed with Human Resources.

Eligible employees move to the next increment based on time in role, acceptable performance, and available funding, on April 1 each year. Employees must be in their role a minimum of six months (hired on or before October 31 the prior year) to be eligible for a pay increment.

Time in role versus tenure:

Time in role is not necessarily the same as tenure overall at the Métis Nation of Ontario. However, an employee who was hired into a job band and has stayed in the same job will have time in role that is the same as their tenure with the Métis Nation of Ontario.

Acceptable performance:

Currently, acceptable performance is defined as not having a formal Performance Improvement Plan in place.

Available funding:

All positions at the Métis Nation of Ontario are subject to available funding. Salary increases are dependent on budgets being able to support increases.

Red-circling:

Employees who reach increment 5 are at the maximum of the salary range for their job band, and are not eligible to receive additional increases unless the top end of the salary range increases, due to a cost of living adjustment or changes based on benchmarking against external comparators. They are **red-circled**.

Moving jobs within the same job band:

Employees who change jobs within the same job band maintain their increment. For example, employee A moves from a Community Wellness Coordinator in H&W (job band 4) to an Education Counsellor in E&T (job band 4) maintains their increment. “Time in role” is considered time in a job band 4 role. An employee moving jobs within the same job band but to a different Branch does not see a reduction in salary.

Moving up a job band:

Employees who change roles into a job band above their current role and whose salary is below the minimum of the new band will be automatically moved to the minimum salary for the new job, or to the increment of the new job band that maintains their current salary or increases it slightly (usually increment 3). An employee moving one job band higher does not see a reduction in salary.

Moving down a job band:

Employees (management or non-management) who change roles into a job band below their current role and whose salary is not at the maximum of the new lower band will be eligible to move up within the new lower band as per this policy.

Non-management employees (including supervisors) who change roles into a job **one band below** their current role and whose salary is above the maximum of the new lower band will maintain their existing salary and will be red-circled until the salary range of their new job moves to match their salary.

Non-management employees (including supervisors) who change roles into a job **more than one band below** their current role will experience a reduction in salary. They will be placed on the grid at their existing increment (1 – 5) one job band higher than the job band of the role they are moving into, and will maintain that salary and will be red-circled until the salary range of their new job moves to match their salary. This reflects the experience and knowledge they bring to the job at the lower band level.

Management employees who change roles into a job **one band below** their current role and whose salary is above the maximum of the new lower band will maintain their existing salary and will be red-circled until the salary range of their new job moves to match their salary.

Management employees who change roles into a job **more than one band below** their current role will experience a reduction in salary. They will be placed on the grid at their existing increment (1 – 5) one job band higher than the job band of the role they are moving into, and will maintain that salary and will be red-circled until the salary range of their new job moves to match their salary.

Leaves due to medical reasons:

Employees who are on maternity leave or parental leave, WSIB, or LTD are eligible for pay increments without penalty for the time away from work.

Salary ranges:

Salary ranges are revised from time to time. Minimums and maximums for salary ranges may change based on cost of living adjustments or benchmarking against external comparators.

Pay periods:

Employees are paid every two weeks based on the salary outlined in their letter of employment, or communicated salary increases.

Human Resources / Finance processes salary adjustments for payroll purposes.

POLICY No. 1.080: APPLICATION FOR EMPLOYMENT

Revision Date: 2020/04/21

Policy

All applications for employment or job vacancy must be submitted as directed in the job posting.

Procedure

1. The applicant must submit a résumé and cover letter as directed in the job posting.
2. Applications must be received on or prior to the closing date and time for consideration. In exceptional cases, qualified applicants may be considered for another vacancy or alternate position they did not apply directly to, with their agreement.
3. Current employees interested in a vacant position are encouraged to apply by submitting a resume and cover letter as directed in the job posting.
4. Human Resources is responsible for acknowledging only applications that have been short-listed for interviews. Where possible, Human Resources will contact unsuccessful applicants to thank them for their interest.
5. All applications will be kept on file for a period of six months.
6. Any reasonable accommodation requests are to be considered and provided when and where possible. If an accommodation is not possible, Human Resources is to be consulted.

POLICY No. 1.090: INTERNAL / EXTERNAL JOB POSTINGS

Revision Date: 2020/04/21

Policy

All permanent employment positions are subject to competition, and are open to all qualified applicants. Job postings for permanent jobs are posted either 1) internally for five (5) working days, or 2) internally and externally for ten (10) working days. Variations on posting time frame may be changed in consultation with Human Resources.

A role can be temporarily filled through an acting role for up to six (6) months, with one extension, for a total of up to twelve (12) months.

Current employees may apply for a posted position on a confidential basis. Where all other factors are equal or close (a scoring difference of 10% or less), preference is given to an internal applicant.

Applicants holding current elected positions within the Métis Nation of Ontario may apply, but must resign prior to accepting any paid position². See *Applications for Positions – Elected Officials Policy*.

Procedure

1. For existing positions, the hiring People Leader will advise Human Resources of the need to post a vacancy.
2. For new positions, the hiring People Leader will advise Human Resources of the need to post and seek appropriate approval from the Director or designate.
3. Vacant positions will be posted on the Métis Nation of Ontario website and also on other relevant job boards. A copy of the posting will be distributed internally and externally to other identified sources of applicants, such as universities and colleges.
4. With approval of the Director, available positions may be posted using recruitment sources that require payment. An approved Purchase Order will be required.
5. Human Resources will monitor the response to the job posting while the competition is open, to ensure there are sufficient qualified applicants. If not,

² Métis Nation of Ontario Secretariat By-Laws, August 28, 2016: Article 28 (a) A councilor may not, during his or her term of office as councilor, concurrently be an employee of MNO.

Human Resources will collaborate with the hiring People Leader about alternate sources of candidates or, if required, amendments to the job posting.

POLICY No. 1.100: APPLICATIONS FOR POSITIONS – ELECTED OFFICIALS

Revision Date: 2020/04/21

Policy

All qualified individuals, whether or not they are in an elected position, have the right to apply for external job postings within the Métis Nation of Ontario.

If someone holding an elected position on the Provisional Council of the Métis Nation of Ontario, or on a Community Council, is selected as the successful candidate for a full- or part-time permanent position, or contract position exceeding a period of four (4) months, within the Métis Nation of Ontario, they will be required to submit a written resignation from their elected position prior to accepting the paid position with the Métis Nation of Ontario.

Procedure

1. Métis Nation of Ontario elected officials, during their term as an elected official, are not permitted to concurrently be an employee of the Métis Nation of Ontario³. An exception to this is made for summer students, filling a temporary role, for a period for four months or less.
2. Prior to accepting a full- or part-time permanent or contract position within the Métis Nation of Ontario, the candidate must submit their written resignation from their elected position. Summer students are not required to resign their elected position, unless there is a real or perceived conflict of interest. See *Conflict of Interest Policy*.

³ *Métis Nation of Ontario Secretariat By-Laws, August 28, 2016: Article 28 (a) A councilor may not, during his or her term of office as councilor, concurrently be an employee of MNO. Community Council By-Laws mirror these. Elected officials of the Executive and the Provisional Council of the Métis Nation of Ontario are considered employees for the purposes of taxation only under the Income Tax Act.*

POLICY No. 1.110: SHORTLISTING AND SCHEDULING INTERVIEWS

Revision Date: 2020/04/21

Policy

Following the closing of the job posting, Human Resources will review applications and short list potential candidates for review by the hiring People Leader. If the hiring People Leader chooses, they may choose to do the short listing themselves. Either way, Human Resources will forward some or all applications for review. The hiring People Leader will make the final decision on which applicants will be interviewed, based on the required skills, abilities, experience and education detailed in the posting.

Preference may be given to internal applicants and Metis applicants.

Interviews will be scheduled as soon as possible following the closing of the posting.

Procedure

1. When the job posting closes, Human Resources will review the resume and short list candidates, in collaboration with the hiring People Leader, unless the hiring People Leader wishes to do this directly.
2. The hiring People Leader may request Human Resources conduct a pre-screening call with shortlisted applicants to assess their qualifications for the position on a preliminary basis. The hiring People Leader may also choose to do the pre-screening directly.
3. A recommendation based on a review of the resumes, cover letters, and pre-screening questions will be sent from Human Resources to the hiring People Leader.
4. The hiring People Leader will determine the applicants they wish to interview and schedule the interviews. Hiring People Leaders will send the reference check release by email at the same time as they schedule the interview, so that the applicant may prepare their references in advance. Hiring People Leaders must also advise all candidates being interviewed of the opportunity to request accommodations for any self-identified disabilities. Accommodations are to be provided in accordance with AODA legislation, and/or in consultation with Human Resources.

POLICY No. 1.120: INTERVIEWING CANDIDATES

Revision Date: 2020/04/21

Policy

Interviews are conducted by a panel which includes the hiring People Leader and one other person at a minimum. For management roles, Human Resources will be part of the interview panel.

Members of interview panels must complete training on effective interviewing skills before being participating on a panel. This training will be provided by Human Resources or another trained interviewer. Where possible, and in consideration of costs, at least one panel member should attend the interview in person. Alternatively, video conferencing or other technology may be used.

When and where possible, panels should be diverse. A direct People Leader should be part of the panel as well.

Any identified accommodations are to be provided during the interview.

Wherever possible, the same interview panel will interview all the short-listed candidates for each position.

Procedure

1. The hiring People Leader, in consultation with the Director, will determine the composition of the interview panel.
2. Interview questions and scoring, based on the role requirements, will be provided to the hiring People Leader by Human Resources. Changes and additions to the interview questions should be made in collaboration with Human Resources.
3. The interview panel will give a verbal overview of the interview process, for example:
 - a. that the responses will be recorded (written)
 - b. if there is a misinterpretation of the question, a panel member will rephrase the question for clarification
 - c. the candidate may ask to “come back to a question”
 - d. one hour (as an example) has been set aside for the interview
 - e. there is a written portion at the end (if applicable)
 - f. the candidate should answer all questions as fully and completely as possible, with examples etc.

4. The candidate will be asked if he/she has any questions.
5. Every candidate interviewed will be asked to sign the reference check release and supply three work-related references. References will not be contacted without advising the candidate after the interview.
6. Before they leave, the candidate will be given an indication of when a hiring decision will be made.
7. Completed interview guides should be retained by interview panelists for 6 months following the completion of the interviews, or may be returned to the hiring People Leader, or Human Resources.

POLICY No. 1.130: SELECTION OF THE SUCCESSFUL CANDIDATE

Revision Date: 2020/04/21

Policy

Where all other factors are equal and/or close (scoring difference of 10% or less), preference may be granted to a Métis individual and/or an internal applicant.

The selection of the successful candidate is made by the hiring People Leader in consultation with the interview panel and Human Resources and is based on responses in the interview, relevant testing, the candidate's resume, availability, suitability, salary expectations, and reference and background checks.

No offer of employment will be extended either in writing, orally, or other format until the posting closing date has expired and all short-listed applicants have been interviewed.

Procedure

1. The interview panel will individually review candidate responses and indicate a "score" for each question based on the responses.
2. The interview panel will discuss the candidate responses. The highest interview score is not the sole criteria for selection. The final decision rests with the hiring People Leader.
3. If a second interview is required, a different panel may be convened, with different questions.
4. If the candidate who is the first choice declines the offer, then the hiring People Leader will revisit the candidates who have been interviewed and decide if they want to offer one of them employment.
5. A member from the interview panel will take responsibility for ensuring that the unsuccessful candidates who were interviewed are advised as soon as possible.

POLICY No. 1.140: REFERENCES AND EMPLOYMENT VERIFICATION

Revision Date: 2020/04/21

Policy

It is imperative that the references provided by the candidate of choice be checked before an offer of employment is made. The Métis Nation of Ontario respects the rights of individuals and privacy legislation. Only those references provided and approved by the candidate will be checked.

Procedure

1. The reference checks will be performed by Human Resources, and copies sent to the hiring People Leader. References may also be done by the hiring People Leader directly. The reference check must be documented in writing. Alternatively, employment verification through a third-party provider may be used as an alternative to reference checks.
2. Only those references provided by the candidate will be checked. A signed release must be provided by the candidate prior to contacting their references. The reference checking process may be waived for employees who are internal candidates (current employees of the Métis Nation of Ontario).
3. Up to three references will be contacted to confirm information submitted by the candidate. Ideally, at least two of these references will be previous employers who can answer questions regarding employment history and performance. If the candidate has little work experience (recent graduate, for example), they may provide professors or teachers as references.
4. Information from the reference and background check is evaluated by the hiring People Leader and assessed against information provided by the candidate in their application and interview. Once references have been checked/employment verified, the hiring People Leader will make a final decision and advise Human Resources so that a letter of employment can be prepared.
5. In some circumstances, the offer of employment may be rescinded as a result of information arising from the reference check process.

POLICY No. 1.150: BACKGROUND CHECKS

Revision Date: 2020/04/21

Policy

A background check serves multiple purposes: to verify employment and education history of a candidate, to mitigate risks to the Métis Nation of Ontario, to increase the legal defensibility of hiring decisions, and to protect the quality and integrity of the Métis Nation of Ontario programs and services.

The Métis Nation of Ontario requires employees to undergo background checks if required by their job description. Where criminal record checks, vulnerable sector verifications, or driver abstracts are required, the candidate will be referred to their local police service, unless checked using the third-party provider service outlined below.

The cost to obtain a criminal record check, vulnerable sector check, and/or driver's abstract is borne by the prospective employee, unless the third-party provider is used. If record checks are an ongoing requirement of the position, the Métis Nation of Ontario will incur the costs of any checks during the course of employment, but not at the outset.

The Métis Nation of Ontario uses a third-party provider to conduct some background checks. When required, vulnerable sector verifications are conducted through local police services.

Background Check Categories

- Canadian/Local Criminal Record Check and Electronic ID verification
- Education Verification
- Credential Verification
- General Employment Verification

Certain occupations within the Métis Nation of Ontario require a vulnerable sector verification (also called a vulnerable sector check) as part of the job description. People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons require these verifications. Vulnerable persons are people who, because of their age (ex. children under 18 years of age), disability or other circumstance, are more vulnerable than others.

Due to legislation changes in 2012, vulnerable sector verifications may serve no purpose depending on the birth date of the candidate, as record suspensions (formerly pardons) are no longer granted for the types of convictions that are included in the pardoned sex offender database. As such, candidates born after February 28, 1986 will

always yield a negative result. Our third-party system checks all other applicable databases as part of the standard criminal background check.

Should it be determined a candidate is required to complete a vulnerable sector verification, one of the following three options are to be completed, based on the candidate's birthdate:

born after February 28, 1986	born on or before February 28, 1986	born on or before February 28, 1986
Does not require a Vulnerable Sector Verification.	the applicant possesses a clear VSV result that was obtained after March 13, 2012 and	the applicant does not possess a clear VSV result that was obtained after March 13, 2012, or
For applicants born after February 28, 1986, a search of the pardoned sex offender database serves no purpose as it will always yield a negative result. This applicant group should be processed using a comprehensive police information check (PIC) offered by the applicant's police service or by using our third-party Enhanced Police Information Check (E-PIC) service.	the clear VSV result pertains to a position similar to the one for which screening is required	the clear VSV result pertains to a position different than the one for which screening is required
	This applicant group should be processed using a comprehensive police information check (PIC) offered by the applicant's police service or by using our third-party's Enhanced Police Information Check (E-PIC) service.	This applicant group should be directed to their local police service to initiate a Vulnerable Sector Verification.

In the event that a candidate requires both a criminal background check and a vulnerable sector verification, a vulnerable sector verification will be the sole form of background check as it covers what is also completed in a criminal background check.

Process

Within the Recruitment Process

The letter of employment includes a provision that the offer is conditional pending a successful background check. A successful background check must be completed prior to the candidate's first day with the Métis Nation of Ontario. A vulnerable sector verification must be started prior to the candidate's first day working with vulnerable people if required by the job description.

Human Resources coordinates the standard background check through a third-party provider, during the recruitment process, with adequate time to complete prior to the employee's first day on the job. Should the background check not be completed prior to

the candidate's start date of employment, their start date will be delayed until completion.

The hiring People Leader is responsible to coordinate, with the candidate/employee, their vulnerable sector verification, if applicable.

If a candidate does receive a clear criminal background check and/or vulnerable sector check, or there are other red flags or irregularities that arise from the background check process, the candidate cannot be hired without discussion with Human Resources. In some circumstances, the offer of employment may be rescinded as a result of information arising from the background check process.

Costs Incurred

Employee-Specific

Any cost incurred by the employee for the record checks is to be reimbursed by the Métis Nation of Ontario, if the employer requires the check.

Branch-Specific

Costs for background checks vary. Additional charge, such as costs incurred by our third-party system (ex. translation, or transcript fees) will be charged to the Branch.

Human Resources will process the purchase order monthly for third-party background check orders and charge the applicable Branch.

Branches are expected to expense vulnerable sector verifications as operational costs.

Contingency Plans

Ending of Contract with Third-Party Provider

If the Métis Nation of Ontario ends its current contract with the third-party provider, Human Resources will backup current records of all background checks conducted using this service, and communicate an alternate plan for conducting background checks.

Service Failure

If the third-party fails to meet expected service levels, Human Resources will communicate this. Candidates will be required to go to their local Police Stations to have a record check completed until an alternate solution is reached with the third-party provider, or the issue is resolved.

Records Keeping

Third-Party Provider

The third-party provider provides a database where Human Resources stores background checks.

Vulnerable Sector Verifications

Vulnerable sector verifications are sent to Human Resources by the hiring People Leader immediately upon receipt. These verifications will be kept in the employee file.

POLICY No. 1.160: OFFER OF EMPLOYMENT

Revision Date: 2020/04/21

Policy

A letter of employment will be prepared by Human Resources in collaboration with the hiring People Leader. The letter will be signed by the hiring People Leader and be sent to the successful candidate. The candidate must provide a written acceptance to the letter of employment. Acceptance may be in the form of a physical or digital signature. A copy of the signed letter of employment is kept in the employee's personnel file.

Procedure

1. The hiring People Leader will advise Human Resources of the successful candidate.
2. Human Resources will prepare a letter of employment, with job description, for the hiring People Leader to send to the candidate.
3. Upon receipt of the signed acceptance, the hiring People Leader will advise IT, Finance, and Reception of equipment specifications, purchase cards and the directory.
4. Human Resources or the hiring People Leader will set the employee up in the HRIS/Payroll system.

POLICY No. 1.170: PERSONNEL RECORDS, EMPLOYEE PRIVACY AND CONFIDENTIALITY

Revision Date: 2020/04/21

Policy

A confidential personnel file for each employee is securely maintained by Human Resources. The file may be maintained either physically, electronically, or a combination of both. This file shall contain:

- Résumé of the employee at the time of original hiring
- Copy of letter of employment
- Record of employment, including attendance records, salary information, performance evaluations, and other information that relates to the employment of the particular employee
- Updated personal contact information, including an emergency contact, unless recorded elsewhere (i.e. in Dayforce)
- Other relevant employment information including, but not limited to: performance, disciplinary action, qualifications/certifications, benefits/pension information.

The Métis Nation of Ontario complies with privacy practices designed to safeguard the privacy and the confidentiality of employee's personal information. This includes:

- Collecting only the information that may be necessary for employment purposes
- Keeping accurate and up-to-date records
- Safeguarding the records in our possession
- Sharing information with other service providers (such as payroll providers, banks, benefit and pension providers, etc.) on a "need-to-know" basis, where required to provide you with appropriate services
- Disclosing information to third parties only with express consent, or as permitted or required by law
- Retaining/destroying records in accordance with the law

Procedure

1. The individual employee will be provided with a copy of any item that is placed in their file for their own records.
2. An employee wishing to view the contents of their personnel file should contact Human Resources. The file may only be reviewed with either Human Resources or a Branch designate in attendance. An employee may speak to their People Leader or Human Resources about any concerns they have about the accuracy of the information in their file.
3. The Métis Nation of Ontario follows legislated retention and destruction guidelines for all personnel files (seven years, currently).
4. People Leaders who choose to maintain additional information about employees outside of a secured format (Dayforce, personnel file) must ensure the information is maintained securely (i.e. if electronic, on the U drive, never on a desktop, USB stick or flash drive, and password protected, or if physical, stored in a locked drawer etc.) and disposed of securely by following Métis Nation of Ontario's document destruction practices.

POLICY No. 1.180: EMPLOYEE ORIENTATION

Revision Date: 2020/04/21

Policy

All newly hired employees receive an orientation at the start of their employment. This is done to facilitate their entry into the Métis Nation of Ontario and to ensure the greatest likelihood for a successful work experience. Human Resources has overall responsibility for ensuring that an orientation program is developed, and the hiring People Leader is responsible for orienting the new employee.

Procedure

On the employee's first day, the hiring People Leader (or designate) does the following:

- Reviews relevant policies and procedures in the employee handbook / policy manual
- Provides an overview of Health & Safety procedures specific to the job, location or branch, including emergency procedures
- Reviews facilities information (washroom, kitchen use etc.)
- Provides an overview of office technology (who to contact, what was issued etc.)
- Helps with initial Dayforce login (emergency contact information and confidential information)
- Introduces the new employee to co-workers
- Sends an email introducing the new employee
- Assigns a buddy (peer) to assist with questions during the new employee's first few weeks

In addition, the hiring People Leader (or designate) also covers the following:

- An overview of the Métis Nation of Ontario's Statement of Prime Purpose, mission, vision, and the history, structure, political and administrative relationship, etc.
- The mandate, objectives, functions, policies and procedures of the Branch, and how the employee's position fits in with the organization
- The employee's job description - duties and responsibilities of the position, lines of communication and reporting procedures
- Scheduling regular review and feedback meetings including the end of probationary review (prior to 3 months)
- Dayforce process for requesting paid time off and lieu time if applicable
- Ensures mandatory online training modules are completed
- Provides an overview of Data Basics and how to submit expenses
- Any other relevant information

- Documents that the orientation has been completed and notifies Human Resources
- Provides any office access equipment (ex. keys, passes provided at discretion of hiring People Leader)

Human Resources does the following:

- Reviews benefits and pension forms and eligibility
- Provides an overview of the EAP and how to access it
- Outlines what to expect in the probationary period
- Reviews salary administration and performance management process
- Reviews who to contact with questions / answers any questions the employee may have

POLICY No. 1.190: PROBATIONARY PERIOD

Revision Date: 2020/04/21

Policy

Newly hired employees are given a reasonable period to establish their effectiveness and demonstrate their eligibility for continued employment. Feedback is provided by their People Leader at 30, 60 and 90 days. The determination as to whether an employee has successfully completed their probationary period is based on a performance evaluation prior to the end of the probationary period (3 months).

Newly hired employees will be eligible for group benefits and pension plan upon successful completion of their probationary period.

Newly hired employees will earn vacation and sick time during their probationary period. They are eligible to request to use sick time, or their personal day, during the probationary period. They are eligible to request to use earned vacation upon the successful completion of their probationary period.

Existing employees who move into a new role are subject to an evaluation period designed to help them orient to their new role. This is not a probationary period.

Guidelines

New Employees

All new employees serve a three (3) month probationary period unless otherwise specified in their written contract.

The People Leader is responsible for providing regular, ongoing feedback during the probationary period. During this time, the employee's skill, knowledge, abilities and fit will be evaluated so a proper permanent employment recommendation can be made.

Human Resources will send a reminder of the *end of probationary period* to the People Leader two weeks prior to the end of the probationary period. The People Leader is responsible for conducting the probationary period review.

Any concerns about the employee's suitability for continued employment should be discussed with Human Resources before the end of the probationary period.

Existing Employees

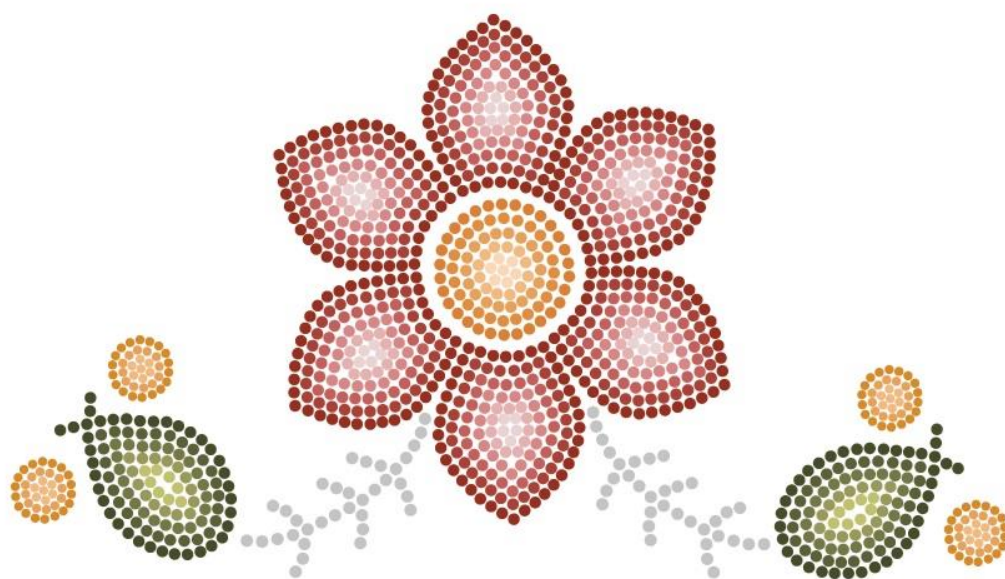
Existing employees who transfer to a new non-management position undergo a one-month evaluation period designed to help them integrate into their new role. Existing employees who transfer into a management role undergo a three-month evaluation

period. This is not a probationary period. At the end of the evaluation period, if the employee or the People Leader determines the position is not a fit, the employee can move back to their prior role, if it is available, or a similar role, subject to funding.

Procedure

1. Employees are informed of the length of the probationary period or evaluation period in the letter of employment.
2. The People Leader and employee establish performance plans, review performance, and identify successes and areas for improvement at regular intervals throughout the probationary period.
3. The People Leader will consistently document coaching and training sessions and reviews at regular intervals throughout the probationary period.
4. At two (2) weeks prior to completion of the probationary period the People Leader will conduct a formal review of the employee's performance with the employee.
5. The People Leader will recommend:
 - a. continue employment based on a satisfactory review
 - b. terminate employment prior to completion of the probationary period based on an unsatisfactory review.
6. Employees may be dismissed without notice during the probationary period if performance or conduct is not acceptable, as indicated in the letter of employment.
7. The employee must be informed in writing before the end of the probation period that their employment will be terminated. In accordance with the *Ontario Employment Standards Act, 2000* employees who have not completed three (3) months of continuous employment are not entitled to statutory notice or termination pay in lieu of notice.
8. The decision to terminate prior to, or at the end of the probationary period, should be made in collaboration with Human Resources.

SECTION 2: STANDARDS OF CONDUCT & BEHAVIOUR



POLICY No. 2.010: STANDARDS OF PROFESSIONAL CONDUCT

Revision Date: 2013/01/01

Policy

The ***Métis Nation of Ontario (MNO) Standards of Professional Conduct*** are standards of excellence that have been developed to support all employees of the Métis Nation of Ontario understand and achieve the highest level of professional conduct. The Métis Nation of Ontario standards reflect the voices and values of the Métis people, as embodied in Statement of Prime Purpose. As representatives of the Secretariat and of the Métis community, all employees are expected to uphold the standards and conduct themselves in a way that instills and brings confidence, trust and credibility to the Métis Nation of Ontario and to the Métis community. It is in this spirit these Standards of Professional Conduct are provided.

Loyal & Trustworthy

Representatives of the Métis Nation of Ontario are expected to be loyal and trustworthy in all matters pertaining to the trust and credibility of the Métis Nation of Ontario, including the Métis Nation of Ontario's reputation, achievements, aspirations, and governance. They are committed to the Métis Nation of Ontario Statement of Prime Purpose, mission, values, goals and operating principles. They understand and respect the political context and sensitivities inherent in the work of the Métis Nation of Ontario. They respect and maintain the confidentiality of all information received through their association with the Métis Nation of Ontario. They are knowledgeable about, and adhere to, the Métis Nation of Ontario policies and procedures.

Reliable & Dependable

Representatives of the Métis Nation of Ontario are committed to their roles and responsibilities and fulfill those responsibilities consistently and dependably. They are accountable for their work and transparent in all their actions.

Competent

Métis Nation of Ontario representatives are team players who apply their skills and knowledge diligently in fulfilling the responsibilities of their role and position. When faced with challenges, they adopt and apply a problem-solving approach. When required, they readily seek direction, assistance and/or support from the appropriate person(s), according to the appropriate reporting relationships and protocols. Métis Nation of Ontario representatives are continuous and active learners who are

resourceful and readily adapt to change. Initiative are taken in completing their work and in developing their work-related knowledge, skills and competencies.

Productive

Métis Nation of Ontario representatives work efficiently and effectively to get the job done and achieve their work objectives on time and on schedule. As representatives monitor and keep track of project timelines, organize and use their time effectively, they maintain their composure under pressure.

Quality-Focused

Representatives of the Métis Nation of Ontario are committed to achieving the highest level of quality in their work. They identify and act upon opportunities to improve the efficiency, effectiveness, and quality of processes and outcomes, and actively contribute to the Métis Nation of Ontario's reputation for producing consistently high-quality work.

Interpersonally Effective

Métis Nation of Ontario representatives are respectful, courteous, considerate, and positive in all interactions with Métis Nation of Ontario citizens, clients, employees, co-workers, volunteers, stakeholders and members of the public. They are active listeners who seek out information and take active steps to increase their understanding of other people's perspectives and needs. They treat others with dignity and respect, regardless of differences in culture, lifestyle choices, belief systems, abilities or backgrounds.

Communicative

Métis Nation of Ontario representatives are approachable and readily accessible to the Métis Nation of Ontario citizens, clients, employees and stakeholders, as stipulated in their job description. They keep colleagues and the Métis Nation of Ontario leadership and other employees appropriately informed both verbally and in writing. They take responsibility for communicating their ideas, concerns and other information clearly and respectfully in a timely manner, and to the appropriate person(s). They use straightforward language that can be readily understood in both written and verbal communications.

POLICY No. 2.020: CONFLICT OF INTEREST

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario preserves public confidence and trust in its integrity by ensuring that employees perform their duties in a manner that is free of any concern of conflict of interest.

This policy applies to employees and all other persons (paid or unpaid, contracted, appointed or elected) who are acting on behalf of the Métis Nation of Ontario.

Definitions

Conflict of interest is a situation where employees use their positions to promote private or personal interests either for themselves, or others, resulting in interference with the performance of their duties, and/or personal gain or advantage of any party.

Immediate family means:

- a person's spouse, common-law spouse, parent or guardian, sister or brother (sibling), children, stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent or grandchild.

Procedure

1. Employees, and others acting on behalf of the Métis Nation of Ontario, are expected to arrange their private affairs so that no possible conflict of interest exists. Employees may not receive personal advantage or benefits as a result of access to information that is obtained in the course of duty that is not publicly available.
2. Employees, and others acting on behalf of the Métis Nation of Ontario, are expected to:
 - Avoid use of Métis Nation of Ontario property for purposes other than those approved that are approved and job- or performance-related
 - Avoid preferential treatment for family members or organizations in which they or their family are involved
 - Avoid behaviours that may place them under obligation to persons or organizations seeking to gain a benefit for their own purposes
 - Avoid using their positions to obtain employment within the Métis Nation of Ontario or access to services offered by the Métis Nation of Ontario for family members

- Avoid being influenced by the prospect of appointment or employment elsewhere in fulfilling their responsibilities of their positions
 - Avoid accepting fees, gifts or other tangibles offered which could be viewed as payment or reward for services rendered.
3. In order to minimize actual, potential or perceived conflict of interest with respect to the employment of relatives, the Métis Nation of Ontario will ensure that no employee is employed in a position where they will be directly supervised by another family member or an individual with whom they are engaged in an intimate relationship. In situations where this may already exist, an alternate person will be designated in a supervisory capacity to avoid a real or perceived conflict of interest.
 4. If a situation arises where adherence to these policies and procedures poses a significant operational problem, the People Leader will consult with their Director for additional guidance, and where there is a hiring decision involved, secure written approval prior to finalizing any hiring decision.
 5. An employee's employment will not be affected if, subsequent to becoming an employee, a family member becomes part of the PCMNO.
 6. Upon recognizing the potential for conflict of interest, employees are required to disclose the potential for conflict to their People Leader at the earliest opportunity. Employees are expected to withdraw from situations or discussions that would place the themselves in conflict, relative to the responsibilities of their role.
 7. Upon signing their letter of employment, employees are expected to notify the Métis Nation of Ontario of any secondary employment they hold. At any time during the employment relationship, if an employee takes on secondary employment, they are expected to advise their People Leader in writing. See *Holding Other/Secondary Employment Policy*.
 8. Upon recognizing the potential for conflict of interest, others acting on behalf of the Métis Nation of Ontario, are required to disclose the potential for conflict to the Chair of the Métis Nation of Ontario, or the Chief Operating Officer, Chief Strategy Officer, or their designates, at the earliest opportunity. Others acting on behalf of the Métis Nation of Ontario are expected to withdraw from situations or discussions that would place the themselves in conflict, relative to the responsibilities of their role.
 9. Where disclosure by an employee has not occurred, and the Métis Nation of Ontario becomes aware of employment, financial, commercial or business transactions that may constitute a conflict of interest, Human Resources will

facilitate an investigation. The employee's People Leader will ultimately be responsible for carrying out this process.

10. Where disclosure by another person acting on behalf of the Métis Nation of Ontario has not occurred, and the Métis Nation of Ontario becomes aware of employment, financial, commercial or business transactions that may constitute a conflict of interest, the Chief Operating Officer, or Chief Strategy Officer, or designate, will facilitate an investigation.
11. In all matters under investigation, full disclosure will be requested and required. In some situations, employees, or others acting on behalf of the Métis Nation of Ontario, involved in alleged conflict of interest situations may request, or be requested to take, a paid leave of absence until the matter is resolved.
12. Following the investigation, the Métis Nation of Ontario has the following options available to them:
 - Be satisfied that the conflict of interest does not affect performance or service;
 - Instruct the individual to divest themselves of financial or other interests that are at the root of the conflict of interest;
 - Remove the individual from the responsibilities causing the conflict of interest;
 - Accept the individual's resignation.

Appropriate documentation will be stored in the employee's file or a file for the other person acting on behalf of the Métis Nation of Ontario.

13. Where a conflict of interest does arise between private interest and the Métis Nation of Ontario's responsibilities, the conflict will be resolved in favour of the Métis Nation of Ontario.

POLICY No. 2.030: CONFIDENTIALITY

Revision Date: 2020/04/21

Policy

Due to the sensitive nature of many of the Métis Nation of Ontario's programs and services, confidentiality is key to maintaining the integrity of the organization. Upon hire, all employees sign a confidentiality clause in their letter of employment. This extends past the end of employment.

Confidentiality is expected in all professional relationships. This includes but is not limited to: employee-client relations, employee-employee relations, employee-PCMNO relations, departmental communications, public and press releases. Breaches of confidentiality can be written, verbal, non-verbal (i.e. gestures), etc.

Procedure

1. If an employee becomes aware of a breach of policy it is expected they notify their People Leader. If the concern is regarding the People Leader, they may escalate to Human Resources and their People Leader's manager.

POLICY No. 2.040: RELATIONSHIPS WITH INDIVIDUALS SERVED BY THE MÉTIS NATION OF ONTARIO

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario recognizes that employees may be placed in a position of authority in relation to clients, and may also work with vulnerable clients. Due to the nature of the services offered by the Métis Nation of Ontario, this power imbalance may put clients at risk of being exploited in a personal relationship with a Métis Nation of Ontario employee.

An inappropriate relationship is one in which an employee and client engage in behaviours that fall outside of the role of the program or service offered to the client.

These behaviours may involve one or more of the following:

1. Exchange of personal money
2. Exchange of personal goods and/or personal services
3. Becoming personal friends
4. Non-professional physical contact
5. Engaging in sexual relations
6. Ignoring established conventions of the profession

Where a Métis Nation of Ontario employee is in a position of authority or works with vulnerable clients, it is unethical for the employee to establish a relationship that blurs the lines between professional and personal and extends beyond the confines of the programs and services offered by the Métis Nation of Ontario.

Procedure

1. Employees are expected to declare to their People Leader if there is a conflict of interest in serving a client. A conflict may exist if the client is a direct family member or a close relative, or if the employee is in a current or former relationship with the client. Employees should refer to the *Conflict of Interest Policy* for more information.
2. Employees of the Métis Nation of Ontario will be held responsible and accountable for any inappropriate relationships that develop between themselves and clients of the Métis Nation of Ontario, regardless of who initiated the relationship.

3. If an employee determines themselves to be in a potentially inappropriate relationship with a client of the Métis Nation of Ontario, they are encouraged to report the relationship to Human Resources for advice and for transparency. They may also seek support and advice from the Employee Assistance Plan.
4. If an employee wishes to pursue a relationship with a former client, post-employment with the Métis Nation of Ontario, they must exercise caution, and consider the following factors: the length of time between the end of their professional relationship and the start of a personal relationship, the kind of services provided to the client, the nature of knowledge the employee has about the former client, the mental state of the former client, and risks towards the former client.

POLICY No. 2.050: ACCEPTING GIFTS AND HONORARIUMS

Revision Date: 2020/04/21

Policy

Accepting gifts or honorariums may place an employee in a real or perceived conflict of interest. Employees are encouraged to discuss concerns about accepting gifts or honorariums with their People Leader.

Procedure

1. One-time gifts of hand-crafted items (i.e. a jar of jam, a bottle of maple syrup, a knitted scarf), or gifts from a supplier or client valued at \$50 or less, do not need to be declared, depending on the real or perceived conflict of interest.
2. One-time gifts over the value of \$50 or multiple gifts over time, with a cumulative value of more than \$50 must be declared to the employee's People Leader. The People Leader will determine whether gifts are to be kept or returned, depending on the real or perceived conflict of interest.
3. All gifts not expressly identified as given to an individual remain the property of the Métis Nation of Ontario.
4. Employees are expected to decline honorariums while on paid time or while representing the Métis Nation of Ontario or re-direct the payment to the local community council.
5. Honorariums that can't be re-directed should be forwarded to the Métis Nation of Ontario Director of Finance for processing. Honorariums go into general revenues.
6. Honorariums received while on leave from duties (i.e. unpaid leave, vacation leave, personal leave, etc.) and not representing the Métis Nation of Ontario may be kept by the employee.
7. Some Métis Nation of Ontario employees may also be Citizens and Citizens are always encouraged to participate in meetings, activities and events that are relevant to them. Employees attending a meeting, activity or event outside of working hours, solely as a Citizen, and not in their capacity as a Métis Nation of Ontario employee, are not eligible to be paid for this time, or earn lieu time. They are eligible to receive honoraria, subject to the limitations outlined in this policy and in the *Conflict of Interest Policy*.

POLICY No. 2.060: HOLDING OTHER/SECONDARY EMPLOYMENT

Revision Date: 2020/04/21

Policy

When the Métis Nation of Ontario as the employer, enters into a full-time employment relationship with an employee, the Métis Nation of Ontario has the legal right to decide where, when, and how work will be done. Compensation is based on a full-time (or pro-rated based on agreement between the parties) commitment to provide employment services to the Métis Nation of Ontario.

The Métis Nation of Ontario understands that there may be a situation(s) where an employee may want to provide additional time, services or other types of contribution to another service recipient for their mutual benefit. This could include, but is not limited to, self-employment, a second job, teaching a course at an educational institution, or providing non- Métis Nation of Ontario Board of Director and/or Committee services.

The Métis Nation of Ontario will generally agree to employees' other employment as long as it does not detract from the employee's job performance, be seen as detrimental to the Métis Nation of Ontario's best interest, or put the employee in a position of real or perceived conflict of interest. Please refer to the *Conflict of Interest Policy*.

Procedure

1. The employee advises their People Leader by email of their other employment indicating the job title, the organization, and a brief summary of the job duties and responsibilities.
 - a. If the employee is the Chief Operating Officer / Chief Strategy Officer they must advise the Chief Executive Officer
 - b. If the employee is the Chief Executive Officer, they must notify the Chair of the PCMNO
2. The People Leader will approve the other employment if it does not present a real or perceived conflict with the employee's role or Métis Nation of Ontario's programs and services. A copy of the approval will be sent to the employee and Human Resources for the employee's file.
3. The People Leader may have a discussion with the employee about expectations and boundaries for the other employment. For example:
 - a. the employee may not promote the other employment by word of mouth or any other means while working with Métis Nation of Ontario clients
 - b. the employee may not use Métis Nation of Ontario resources to conduct or promote the other employment

- c. the employee may not conduct the other employment during regular Métis Nation of Ontario working hours
 - d. the employee may not use sick leave to support other employment
- 4. In circumstances where an employee serves on non- Métis Nation of Ontario Boards or Committees or undertakes other publicly visible opportunities, such as teaching, presenting, or public speaking, they are also asked to declare this to their People Leader. In these situations, the Métis Nation of Ontario encourages employees to use their personal time to perform this kind of other employment or volunteer opportunity; however, it is recognized that there may be circumstances that require periodic commitments during the Métis Nation of Ontario core working day, which is allowed so long as it does not compromise the employee's job performance or result in a real or perceived conflict of interest.

POLICY No. 2.070: SENSORY-FRIENDLY WORKPLACE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario is committed to providing a workplace free of unreasonable and unnecessary distractions to its employees, including minimal scents. While we cannot control external factors, such as conditions in a client's home or community event locales, we strive to ensure the workplace of our employees is a place all employees can be productive.

Our workplaces are designated scent-free. Employees are asked to refrain from using heavily perfumed products while at work or prior to attending work.

Employees experience environments differently. Some aspects of the workplace environment may be out of the Métis Nation of Ontario's control, including the realities of older office-spaces, short-term construction, seasonal variations, etc. These factors are considered part of a 'standard business environment'.

For employees who have sensory disturbances, other than scent, the Métis Nation of Ontario reserves the right to ask for medical documentation confirming sensory accommodations required outside the 'standard business environment'.

Defining a Sensory-Friendly Workplace

A Sensory-Friendly workplace is one free of unreasonable distractions of an employee's senses.

- **Scent-Minimal:** employees are to refrain from bringing in and/or wearing fragranced products. While soaps, cleaning products, etc. may have scents they should not be so strong as to be bothersome for extended periods of time and/or for large distances. This does not differ for natural or artificial scents.
 - Example: an employee wearing a strong-smelling perfume or cologne, an employee using an oil diffuser in their workspace
 - Not an example: An employee eating a tuna sandwich
- **Minimal Sound Disturbance:** Employees are encouraged to minimize additional audio disturbances.
 - Example: Listening to music at an unreasonable volume, taking calls on speakerphone in a working part of the office
 - Not an Example: Keyboard typing, quietly talking to coworkers
- **Minimal Visual Disturbance:** Employees are encouraged to maintain a work environment free of excessive visual disturbances.
 - Example: An employee utilizing strobe-like party lights at their desk
 - Not an Example: Appropriate seasonal/cubicle décor, normal office lights

- **Reasonable Temperature:** Employees are entitled to a comfortable work environment. There are no legal recommendations, as such, exempting from outdoors work, the office environment is required to be at a 'reasonable' temperature conducive to the work required.

Procedure

1. If an employee feels there is a sensory disturbance, they are expected to address it with the other employee before escalating to their People Leader.
2. If the issue does not resolve, or repeats itself consistently, the employee may contact their People Leader for support.
3. The People Leader will evaluate the request to determine if there is a sensory disturbance. Human Resources may be consulted.
4. If there is no sensory disturbance, the employee will be notified in writing of the rationale and that the complaint is considered closed.
5. If there is a sensory disturbance, the People Leader will work with the employees involved to rectify the situation. Among employees who report to different People Leaders, the other People Leader should be advised and consulted in this process.
6. If the issue involves the office environment itself, the employee may elevate their concern to their Health and Safety Representative or a member of the Joint Health and Safety Committee. The same procedure will be followed substituting the People Leader for the Health and Safety Representative or a member of the Joint Health and Safety Committee.

POLICY No. 2.080: IMPAIRMENT IN THE WORKPLACE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario recognizes that employees who are impaired by drugs (legal or illegal, over-the-counter, herbal, medicinal, prescription or otherwise) or alcohol while performing their work may endanger not only themselves, but also their co-workers, clients, and others, and impact the reputation of the Métis Nation of Ontario.

Impairment at work is a health and safety issue. A pattern of impairment at work can indicate that an employee has an addiction to drugs or alcohol. This policy is designed to ensure that the Métis Nation of Ontario acts upon its' obligations under the *Occupational Health and Safety Act* as well as the *Human Rights Code*.

Notwithstanding, the Métis Nation of Ontario management may authorize the serving or consumption of alcohol at specified events, or instances, on Métis Nation of Ontario premises, or elsewhere, subject to relevant health and safety considerations.

Employees consuming alcohol are expected to do so responsibly, within the conditions imposed by management, including not operating a motor vehicle immediately following the event if their consumption exceeds the legal limit.

Procedure

Impairment in the Workplace

1. Employees are expected to arrive for work fit for duty and able to work safely and productively.
2. Impairment may be caused by drugs that include, but are not limited to, narcotics or illegal drugs, legal prescriptions, and over the counter medications that have the potential to cause impairment and render an employee not fit for duty. Other factors, such as fatigue, may also render an employee unfit for duty.
3. Where an employee perceives they are impaired from safe or productive work they must report that to a People Leader and may be required to stop work and depart the premises.
4. Where management perceives that an employee is impaired from safe or productive work, they may direct the employee to stop work and to leave the premises, in a safe manner. Such direction is a safety measure, and on its own, is not, and should not be considered to be discipline or discharge.
5. Management may request, and employees shall provide, any relevant information necessary to assess whether an employee's use of a recreational or

medicinal substance has the effect of impairing the person to a degree which affects safety or productivity at work.

6. A person's refusal to provide such information will make it impossible for management to determine whether the employee can work safely and productively. In such cases the employee will be presumed unwilling to work.
7. Many impairing substances are legal. Recreational substances (i.e. alcohol, cannabis, or other drugs) can significantly affect physical and cognitive capacity. No such substances may be brought to, kept on, or used at Métis Nation of Ontario premises, or while working.

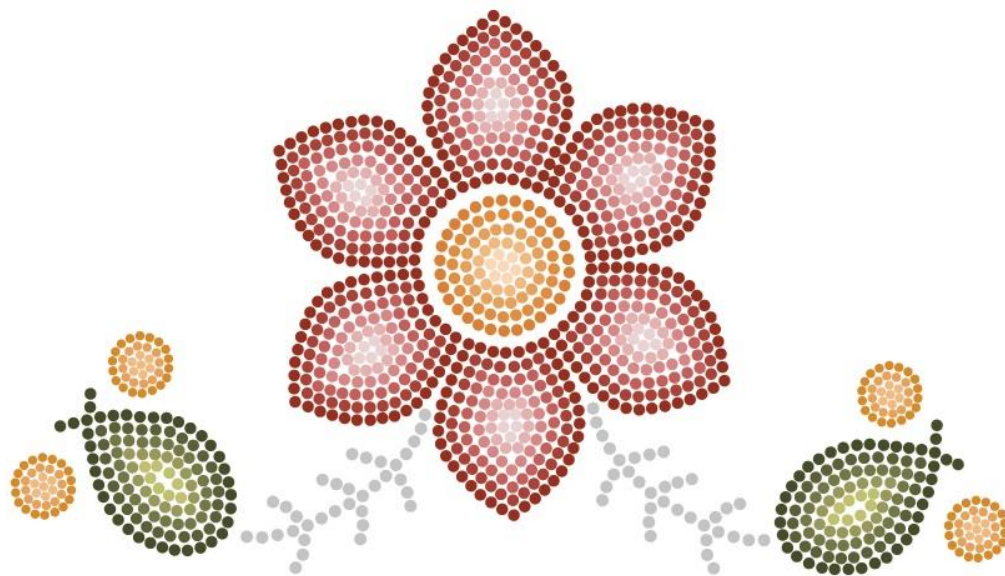
Addiction to Substances / Substance Abuse

1. Addiction to medication or recreational substances is normally regarded as a medical condition. Employees are obligated to take the steps necessary to address a substance abuse problem, including seeking care. The Employee Assistance Plan (EAP) is a free and confidential service available to all employees and their families and can be a good first step.
2. Employees whose substance abuse problem impairs their capacities or affects their ability to comply with this policy, must report that to a People Leader or Human Resources at the earliest opportunity.
3. The Metis Nation of Ontario recognizes that drug and alcohol addiction is deemed a disability under the *Ontario Human Rights Code*. Any person who suffers from a substance abuse problem shall be accommodated to the extent possible that does not impose undue hardship on the employer. Accommodation can include a leave of absence without pay, sick leave, referrals to treatment sources, modifications to duties or hours so as to enable safe, productive participation at work, or other measures.
4. Any person seeking accommodation is obliged to provide the information necessary for Human Resources to determine what forms of accommodation are possible, if any.

Consequences of Non-Compliance

A failure to abide by any requirement of this policy shall be grounds for discipline, up to and including discharge. A diagnosed substance abuse problem or other medical condition will not normally be an acceptable reason for non-compliance.

SECTION 3: PROBLEM RESOLUTION



POLICY No. 3.010: CONFLICT RESOLUTION PROCESS

Revision Date: 2020/04/21

Policy

The Statement of Prime Purpose, speaks to the values that are of importance to the Métis Nation of Ontario, including harmony and peace. All employees share in the responsibility of creating a harmonious and peaceful workplace culture.

Healthy conflict is natural and normal. Awareness of the impact of our actions on others, open communication, and early intervention help ensure that differences of opinion do not escalate.

Formal concerns that are escalated will follow the Métis Nation of Ontario conflict resolution process, as outlined below, with the aim to resolve concerns and complaints as quickly as possible.

Procedure

1. The Métis Nation of Ontario believes resolving conflict “starts with me”. Employees are expected to first raise their concern directly with the other person involved.
2. Informally, the issue or concern may be elevated to the People Leader for additional support. The employee, or People Leader, may consult with Human Resources for advice and tools during any stage in the conflict resolution process.
3. If the issue or concern cannot be resolved with the support of the People Leader and/or Human Resources, the issue or concern may be elevated to the Director as a formal complaint.
4. If a formal complaint is made, the complaint should identify the nature of the issue, the facts surrounding the issue, including the date of events, descriptions of events and potential witnesses.
5. All parties will work toward a timely and acceptable resolution as quickly as possible.
 - a. An acknowledgement of the complaint will be made within three (3) working days.
 - b. Every effort will be made to provide an initial response within five (5) working days of the acknowledgement, or as soon as reasonably possible.
 - c. The matter will be investigated and a response provided within ten (10) working days of the initial response, or as soon as reasonably possible.

6. After the complaint has been investigated, the Director will advise of the outcome and remedy. This is the final stage of the conflict resolution process.
7. If the complaint requires the support of an external resource (i.e. mediator, investigator, legal counsel), the Director will advise Human Resources and the Chief Operating Officer, or Chief Strategy Officer, or designate, for support to retain the required resource. Timelines are waived when an external resource is involved.
8. In the event the complaint involves a Director, the issue or concern should be elevated to the Chief Operating Officer or Chief Strategy Officer.
9. In the event the complaint involves the Chief Operating Officer or Chief Strategy Officer, the issue or concern should be elevated to the Chief Executive Officer/President.
10. In the event the complaint involves the Chief Executive Officer/President, the issue or concern should be elevated to the Chair of the Métis Nation of Ontario.

POLICY No. 3.020: RESPECTFUL WORKPLACE

Revision Date: 2020/04/21

Policy

This policy establishes the expectations for all employees, regardless of level, and other persons acting on behalf of the Métis Nation of Ontario, to contribute to a respectful, harmonious and peaceful workplace environment.

The Métis Nation of Ontario recognizes that every individual has something to contribute and believes in creating and maintaining relationships underpinned by the values of honesty, truth, fairness, equality, generosity, and justice outlined in the Statement of Prime Purpose.

Behaviour that is not tolerated in a respectful workplace includes gossip, verbal aggression, passive and aggressive behaviors, blaming, shaming, attempts to socially isolate others, and other demeaning words, actions or activities that do not necessarily meet the threshold of bullying, threatening or intimidating behaviour, or harassment and/or violence.

Applicability

This policy applies to all Métis Nation of Ontario employees, and other persons acting on behalf of the Métis Nation of Ontario, during all activities that occur while on Métis Nation of Ontario premises, or while engaging in Métis Nation of Ontario business, or participating in activities, or social events.

This policy applies to any type of communication, including face-to-face, telephone, email, text message or social media in the workplace, or related to work, outside the workplace.

Commitment

The Métis Nation of Ontario is committed to promoting respectful conduct in the workplace and within its relationships with partners, clients, funders and elected officials. The Métis Nation of Ontario's leadership and management will take every opportunity to set a tone for respectful behaviour and model this policy.

Procedure

1. The Métis Nation of Ontario believes respect in the workplace “starts with me”. Employees are responsible for their own conduct and are asked to be mindful of the impact their actions have on others.

2. Awareness, open communication and early intervention are key to maintaining a respectful workplace and all employees share in this responsibility. Employees are expected to first raise their concern directly with the person involved, and then seek the support of their People Leader, if needed.
3. If the People Leader cannot assist in resolving the concern, the employee may contact Human Resources for support.
4. Please see the *Conflict Resolution Process* for additional information on resolving workplace conflicts.

POLICY No. 3.030: PREVENTION OF WORKPLACE HARASSMENT AND VIOLENCE

Revision Date: 2020/04/21

Policy

Statement

The Métis Nation of Ontario does not condone workplace harassment and/or violence of any kind, and will be proactive in the prevention of workplace harassment and/or violence. In addition, the Métis Nation of Ontario will take any necessary action to respond to incidents of harassment and violence. In the event of harassment or violence, support will be provided to victims.

Applicability

This policy applies in any circumstance and any activity that affects Métis Nation of Ontario employees, including any activities that occur while on Métis Nation of Ontario premises, or while engaging in Métis Nation of Ontario business, or participating in activities, or social events related to Métis Nation of Ontario business.

This policy applies to any type of communication, including face-to-face, telephone, email, text message or social media in the workplace, or related to work, outside the workplace.

Commitment

Everyone should be able to work in a safe and healthy workplace. The Métis Nation of Ontario will take all reasonable steps to meet our obligations under Bill 168 and the *Occupational Health and Safety Act*. The Métis Nation of Ontario is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace, or at work-related activities or events that occur outside the workplace.

Definitions

Complainant: The person who files a formal complaint in writing pursuant to this Policy.

Employee: An individual in an employment relationship with the Métis Nation of Ontario.

Respondent: The individual against whom allegations that could constitute a violation of this Policy have been made.

Workplace: Any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions, work assignments outside the Métis Nation of Ontario's work premises, work-related travel, and work-related conferences or training sessions.

Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or "workplace sexual harassment", as defined below.

Examples of workplace harassment include, but are not limited to:

- unwelcome jokes, slurs, innuendoes or taunting, including about a person's age, gender, ability, size, race, ethnic or religious background, colour and place of birth or ancestry
- behaviour or conduct which might reasonably be expected to cause harm, discomfort, offence or humiliation
- body language or gestures that are disrespectful
- inappropriate communication via electronic mail and/or attainment, display and distribution of improper information from the internet or other sources
- inappropriate, unwelcome touching, come-ons or sexual flirtation
- display of sexually offensive pictures or objects

Examples of behaviour that are not considered workplace harassment include, but are not limited to:

- exercising managerial responsibilities or discretion (e.g., assignment of work, performance and attendance management, discipline for cause, etc.)
- disagreements, misunderstandings, miscommunication and/or conflict situations that are managed effectively
- fiscal constraints and organizational change based on business rationale
- Acknowledging differences in personality and work styles

Workplace Sexual Harassment: Engaging in a course of comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making

the solicitation or advance is in a position grant or deny a benefit or advancement to the worker and the person knows or should reasonably know that the solicitation or advance is unwelcome.

Workplace
Violence:

The exercise or attempt of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker. Workplace violence may also include a statement or behaviour that it is reasonable for an employee to interpret as a threat of physical force against the employee, in the workplace, that could cause physical injury to the employee.

Procedure

Reporting Workplace Harassment and Violence Incidents

An employee who believes that they have been subjected to harassment and/or workplace violence is to follow the steps outlined below:

1. Any employee who observes workplace harassment or violence, or is the person directly involved in the workplace harassment or violence (“the complainant”), should immediately go to a safe location and seek help and support. Depending on the severity of the situation, the police may need to be contacted.
2. The employee who observes workplace harassment or violence, or the person directly involved in the workplace harassment or violence must notify their People Leader as soon as possible of the incident.
3. Depending on the severity of the situation, employees are encouraged to make their discomfort known in regards to inappropriate comments or behaviours. However, this may not be an option, and employees are always encouraged to seek support from or discuss incidents with Human Resources, their People Leader, or Director.
4. If a formal complaint is made, the complainant should submit their complaint, in writing, as soon as possible after the incident, to their People Leader, who will escalate it immediately to Human Resources, and the Director.
5. In the event the complaint involves a Director, the issue or concern should be elevated to the Chief Operating Officer or Chief Strategy Officer and Human Resources.
6. In the event the complaint involves the Chief Operating Officer or Chief Strategy Officer, the issue or concern should be elevated to the Chief Executive Officer/President and Human Resources.

7. In the event the complaint involves the Chief Executive Officer/President, the issue or concern should be elevated to the Chair of the Métis Nation of Ontario and Human Resources.
8. The complaint must include the following:
 - The allegation of harrasment, the name of the person who is the subject of the complaint (“the respondent”), the working relationship between the two people, the date and a detailed description of the incident(s), and potential witnesses.
9. The People Leader must notify the complainant within three (3) working days that they acknowledge receipt of the complaint and advise them the issue has been escalated to Human Resources and the Director. Human Resources and/or the Director must advise the Chief Operating Officer, Chief Strategy Officer and Chief Executive Officer/President that a complaint has been received.
10. The People Leader, Director and Human Resources must review the complaint within five (5) working days of the acknowledgement of receipt. The first step is to determine if the allegations, upon being proven, constitute harassment.
11. If after the initial assessment, the complaint, if proven, is **not found to be harassment or violence**, the complainant must be notified. Others are to be made aware only on a need to know basis. The process will stop here.
12. If after the initial assessment, the complaint, if proven, is **found to be harassment or violence**, the complainant is notified as such, and the respondent is provided with a copy of the allegations and is given an opportunity to respond to the allegations in writing. The parties’ People Leaders are made aware of the situation, if appropriate, and are provided with the information on a need to know basis so that they can support the parties, manage the impact on the team, and keep operations running smoothly.
13. The next steps are carried out by the People Leader, the Director and Human Resources.
 - a. If the People Leader, Director and Human Resources determine the situation can be handled internally, they must assess the efforts already made to resolve the problem, and discuss with the complainant, and the respondent, the options of resolution available. Options include: informal resolution, fact-finding, investigation, and more. The People Leader, Director and Human Resources, once having reviewed all the relevant information, will recommend a course of action. This may include corrective and/or disciplinary action, up to and including termination, as appropriate. Any disciplinary action will be kept confidential. The People Leader and Human Resources will jointly notify the people involved of their decision in writing.

- b. If the complaint is severe in nature, Human Resources may recommend and retain a third-party investigator to handle the process. This will be done in conjunction with the Chief Operating Officer or Chief Strategy Officer, or designate. If a third party investigator is used, a summary of findings is provided to both the complainant and respondent. Any disciplinary action taken will be kept confidential.
14. The final step involves restoring the well-being of the workplace. Throughout the process the People Leader, Director and Human Resources should work to ensure any detrimental impacts resulting from this process are minimized and work can continue effectively. Where appropriate, there should be an effort to improve communication between the affected parties and encourage a positive working relationship. If the process was handled by a third-party investigator, recommended workplace changes will be reviewed by the People Leader, the Director and Human Resources, and pending consultation with the Chief Operating Officer or Chief Strategy Officer, actioned.
15. Any documents related to the investigation are filed in a separate harassment complaint file. In other words, no documents relating to the harassment complaint are placed in the personnel file of either party, other than a disciplinary letter in the file of the employee who is subject to a disciplinary measure.
16. If an allegation of workplace harassment or violence is made against an elected Métis Nation of Ontario official or a non-employee, the complainant shall file a formal complaint directly with Human Resources and the Chief Operating Officer or Chief Strategy Officer. In consultation with Human Resources, the Chief Operating Officer, or Chief Strategy Officer, or designate, will contact the respondent(s) and inform them of the allegations made against them, or their employee, and take appropriate action to ensure that employees are not subjected to further harassment or violence.

Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Disclosure will only be made if necessary for the purposes of conducting a fair investigation, for taking corrective action, to protect employees, or if otherwise required by law.

Any individual who becomes aware of an incident of harassment or violence should not disclose the details of the incident to anyone, including other employees of the Métis Nation of Ontario. Discussing an incident seriously undermines the privacy of all parties involved and could lead to disciplinary action. Those with questions or concerns about an incident should speak to their People Leader, Director, or Human Resources, or go directly to the Chief Operating Officer, or Chief Strategy Officer or Chief Executive Officer/President, as appropriate.

Employee Responsibilities

Employees are expected to:

- act respectfully towards other individuals while at work and while participating in any work-related activity, whether at the workplace, or outside of the workplace;
- report any incident of workplace harassment or violence that they have knowledge of;
- understand and comply with this policy and all related procedures;
- co-operate with any efforts to investigate and resolve matters arising under this policy, and;
- participate in education and training programs, to be able to respond appropriately to any incident of workplace harassment or violence.

Management Responsibilities

Management employees are expected to:

- Ensure training and education of all employees with respect to this policy
- Promote a harassment and violence-free working environment;
- Conduct a risk assessment for dangerous or violent situations in the workplace;
- Encourage employees to report complaints or incidents of workplace violence and harassment;
- Review all reports of workplace harassment and violence in a prompt, objective confidential and sensitive manner;
- Facilitate appropriate support for all those either directly or indirectly involved in a workplace incident of harassment or violence;
- Maintain confidentiality and professionalism during, and after, the investigation process.

Consequences

No employee or any other individual affiliated with the Métis Nation of Ontario shall subject any other person to workplace harassment or violence or allow or create conditions that support workplace harassment or violence. An employee of the Métis Nation of Ontario who is found to have subjected another employee, client, or other persons acting on behalf of the Métis Nation of Ontario to workplace harassment or violence may be subject to disciplinary action, up to and including immediate dismissal for just cause.

Additionally, discipline, up to and including immediate dismissal for cause, may be imposed on the following individuals in the following circumstances:

- on People Leaders who were aware of harassment and permitted it to take place
- on employees who bring forward complaints in bad faith or for vexatious reasons

- on employees who have made a false accusation under this policy, knowingly or in a malicious manner.

Reprisals

The complainant is not to be reprimanded, unless for the reasons identified above.

The Métis Nation of Ontario will not tolerate reprisals or retaliatory measures against any employee, who in good faith, raises a concern or makes a complaint of workplace harassment or violence. These protections apply to anyone who cooperates in the investigation of the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace harassment or violence.

Disciplinary action may also be taken against any person who interferes with the resolution of a complaint with threats, intimidation or retaliation.

Assistance to Employees

Employees who have been subjected to workplace harassment or violence will be encouraged to use the Employee Assistance Program for confidential counselling services. This program is available to **all** employees, regardless of employment status (probationary, contract, permanent, full time etc.)

Monitor and Review Policy Regularly

The Métis Nation of Ontario will review this policy and the effectiveness of its workplace harassment prevention measures every year and after any incident of harassment or violence in the workplace. The Métis Nation of Ontario will provide employees with information and training regarding the prevention of workplace harassment and violence at the beginning of their employment and as required by law on a regular basis thereafter.

POLICY No. 3.040: PROCESS FOR DISCIPLINARY ACTION

Revision Date: 2020/04/21

Policy

Employees are always responsible for conforming to the Métis Nation of Ontario Standards of Professional Conduct, implicit or explicit, and other policies and procedures that govern the workplace.

Violation(s) of expected workplace standards of conduct and behaviour, and/or relevant policies and procedures, may be subject to disciplinary action, up to and including termination.

Discipline will be corrective, progressive, and consistently applied throughout the Métis Nation of Ontario. Discipline will be issued only where determined legitimate and supported by facts.

Definitions

Discipline will be both corrective and progressive when the behaviour is culpable.

Corrective – applies the least amount of disciplinary action necessary to influence employee conduct and secure compliance with policies and procedures.

Progressive – applies increasingly more significant disciplinary action when violations are repeated.

Culpable – when an employee violates a policy because of their own decision making or lack of.

Non-Culpable – when an employee violates a policy for reasons outside of their control, such as attendance standards, due to a disability, for example.

Procedure

1. Employees will be provided access to the Métis Nation of Ontario's Policies and Procedures, and kept informed of significant changes to the Métis Nation of Ontario's Policies and Procedures. All employees are expected to conduct themselves in a manner that is consistent with them.
2. People Leaders are required to bring specific incidents of unacceptable conduct or performance to the employee's attention promptly. Where possible, discipline should be handled in the following manner, from most to least preferable: person-to-person,

videoconferencing, or by telephone. E-mailing of formal discipline, as the sole form of communication, is not acceptable. E-mailing can be used as a follow up to a discussion with the employee and for the purposes of documentation.

3. The degrees of disciplinary action available, listed in increasing intensity, are:

- **First Stage** – Verbal Counseling. Considered informal disciplinary action. Wherever possible, unacceptable conduct or performance issues will be handled by informal discussion and counseling between the People Leader and the employee. No record of this measure will be placed on the employee's personnel file. The conversation will be documented by the People Leader for reference only.
- **Second Stage** – Verbal Reprimand. Includes a statement of what the employee has done incorrectly, how it should be corrected, and what might happen should it not be corrected. The conversation will be documented by the People Leader and a copy placed on the employee's personnel file.
- **Third Stage** – Written Reprimand. A formal warning that conduct is unsatisfactory. This measure further reinforces the understanding between an employee and the People Leader as to what is expected. If more severe disciplinary action should later become necessary, the record of the reprimand(s) in the employee's Human Resources file demonstrate that the employee was made aware of the expectations and the consequences of further misconduct. Once a written reprimand is issued, an employee is considered to be on a formal Performance Improvement Plan, as outlined in the *Salary Administration Policy*. A written reprimand is in place and active for a one-year period from date of issue.
- **Final Stage** – Dismissal for Cause. This measure may be applied after a series of acts of misconduct, or for a single act of serious misconduct. Termination is the most severe disciplinary measure, and the decision to proceed should be taken only after consultation with Human Resources and when it is determined that the employee is no longer suitable for continued employment by reason of misconduct.

4. The degrees of discipline are progressive and applied to give employees the opportunity to correct unacceptable behavior. The degree of discipline applied must be appropriate to the seriousness of the offence.

5. People Leaders are:

- Authorized to issue first and second stage discipline (verbal and documented verbal reprimands) independent of support.
- Expected to consult with the next level of management and Human Resources for third stage discipline (written reprimand).

- Expected to provide all documentation and consult with Human Resources and the Director, who will seek approval from the Chief Operating Officer, or Chief Strategy Officer, or designate, prior to fourth stage discipline, dismissal.
6. No action will be taken until all relevant facts regarding alleged violations have been reviewed. The employee's history and circumstances will be considered in determining the appropriateness of disciplinary action, including, but not limited to, the employee's work record, prior performance evaluations, premeditation or emotional impulse, and expressed remorse and acceptance of responsibility for actions.
 7. Discussions of a disciplinary nature will be conducted in a location and manner that respects the privacy and dignity of the employee.
 8. Discussions of a disciplinary nature will be documented and placed in the employee's personnel file, as noted above.
 9. There may be a need to investigate allegations of misconduct during which time it may be necessary to remove the employee from the workplace.
 - If possible, the employee will be directed to work remotely, or reassigned a comparable level of tasks, or redeployed to an alternate position, pending the outcome of the investigation.
 - Where this is not possible, the employee may be placed on an administrative leave of absence with pay. If appropriate, the employee will be reinstated to active employment, subsequent to any required disciplinary action, and based on the outcome of the investigation.

Documentation

1. Documentation will include the date, a brief description of the incident, expectations and timeframe for sustained change, reasonable monitoring, the date of next review and the employee's verbatim response.
2. Other than verbal reprimands, formal disciplinary measures will be issued in writing identifying the specific degree of discipline issued, the action necessary for resolution, the timeframe for required change and the consequences of further misconduct. The employee's signature will be requested to acknowledge receipt of the discipline. If the employee refuses to sign, the People Leader will indicate in the signature area "Employee refused to sign" and initial and date the comment. The original will be placed in the employee's Human Resources file, and a copy given to the employee.
3. Once a written reprimand is issued, an employee is considered to be on a formal Performance Improvement Plan for the purposes of the Salary Administration process. A written reprimand is in place and active for a one-year period from date of

issue. There will be no increment or other salary increases for an employee during the one- year written reprimand period. The increment will be awarded and salary increased on return to a satisfactory evaluation at the end of the one-year period, however, the salary increase is not retroactive.

4. Disciplinary actions will be kept on an employee's file for a period of one year from date of issuance.

Definitions

A list defining unacceptable conduct follows to assist in the interpretation of unacceptable conduct and is separated as "*misconduct*" and "*gross misconduct*".

It should be noted that the list is not intended to be all-inclusive, but an indication of what conduct is unacceptable. Each case is different and heavily dependent on the specific circumstances.

Misconduct

Behavior that could result in progressive discipline includes misconduct or violations of the Métis Nation of Ontario Policies and Procedures which may include, but is not limited to:

- Failure to report to work as scheduled without proper notice and without valid reason
- Neglect of job duties, including failing to complete reasonable work in a reasonable amount of time, or repeated missed deadlines or deliverables
- Abuse of work time, such as unauthorized and unexplained absences during the workday, being less than alert or sleeping on the job, or conducting extended personal activities during work hours
- Accessing or spending excessive time on social media, including Facebook and Twitter, for other than work related reasons
- Insubordination, or refusing to comply with a senior employee's reasonable work directions
- Willful violation or disregard of the Métis Nation of Ontario Policies and Procedures
- Unauthorized use or misuse of any Métis Nation of Ontario property or records
- Angry outbursts involving use of obscene or abusive language
- Being in an unfit condition to perform the duties of the job
- Use of another employee's computer ID and password, or providing another employee with one's own user ID and password
- Unauthorized access to confidential or privileged information

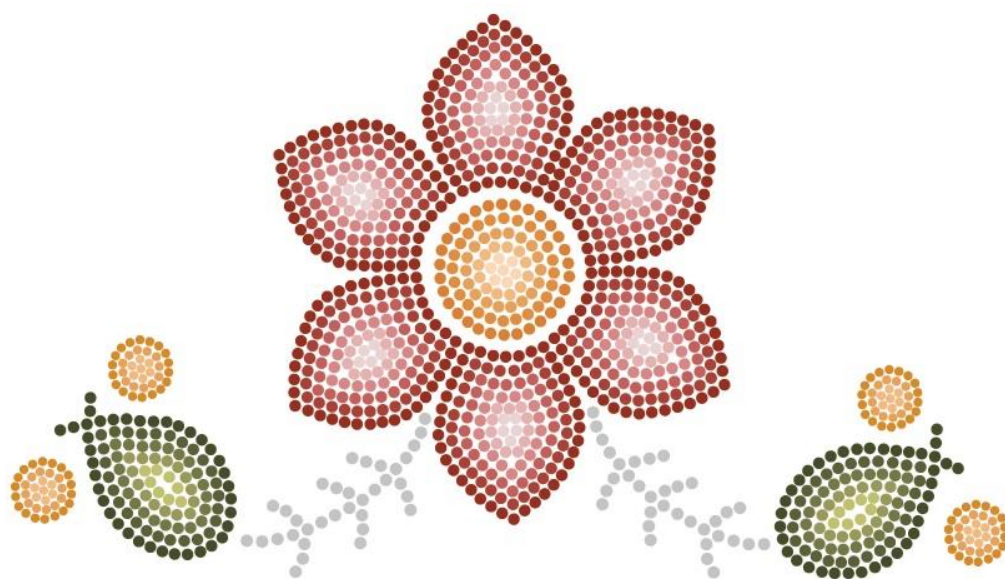
- Suggesting gifts or favours for any services provided by the Métis Nation of Ontario
- Unruly conduct while on duty, or while off duty, but on Métis Nation of Ontario premises, or while representing the Métis Nation of Ontario at activities or events

Gross Misconduct

Behaviors that could result in more significant progressive discipline such as dismissal on the first offence may include, but are not limited to:

- Violence, fighting or using or threatening the use of physical force or violence
- Threatening or making threatening actions
- Possession or use of firearms, weapons or explosives on the Métis Nation of Ontario property
- Fraud, or collusion with other employees, or other misappropriation of Métis Nation of Ontario funds or property, falsifying records, statements or financial documents
- Absence for three (3) consecutive workdays without notification to the Métis Nation of Ontario and/or without acceptable reason
- Malicious damage to or destruction of Métis Nation of Ontario property
- Harassment, discrimination or bullying of another employee or client
- Soliciting, procuring, or bribery outside employment or during normally scheduled Métis Nation of Ontario work hours
- Willful misrepresentation of information on an employment application
- Making disparaging or discreditable comments about the work, activities or actions of the Métis Nation of Ontario in a public setting (including social media)
- Abuse of position or authority
- Engaging in a serious criminal act(s)

SECTION 4: EMPLOYMENT INFORMATION



POLICY NO. 4.010: PAY PERIODS AND METHOD OF PAYMENT

Revision Date: 2020/04/21

Policy

Wages are paid bi-weekly, with twenty-six (26) pay periods per year. The official workweek for payroll purposes begins on Sunday 12:01 a.m., and ends on Saturday 11:59 PM. Employees receive their pay in the form of a bank deposit to a bank, trust company or credit union of their choice.

Procedures

1. New employees must provide the required banking information in Dayforce upon beginning of employment. New employees must also complete their tax deduction information (both federal and provincial) on Dayforce.
2. Any changes in information must be completed in Dayforce.
3. Paystubs and T4's or T4A's may be sent to employees physically or digitally, based on employer choice.

POLICY No. 4.020: HOURS OF WORK

Revision Date: 2020/04/21

Policy

The normal hours of operation for the Métis Nation of Ontario offices are Monday to Friday, 8:30 a.m. to 4:30 p.m., as adjusted for different time zones. Employees are expected to be at work 37.5 hours a week, and 8 hours a day (including a 1 hour lunch break, comprised of 30 minutes paid and 30 minutes unpaid). Hours of work may be adjusted to comply with legislative changes.

Alternate hours of work, including flex time, compressed and shortened work weeks, remote work, and alternative hours outside of 8:30-4:30 pm may be discussed between the People Leader and employee, and approved, in writing, if appropriate, subject to operational requirements, with a copy of the agreement placed in the employee's personnel file. Alternate hours of work are a privilege and not an entitlement and may be amended at any time at the Métis Nation of Ontario's discretion.

Definitions

- **Flex work arrangements:** the employee works a regular recurring work schedule that is different from five consecutive, 7.5 hour work days, Monday to Friday. An employee might work a shorter week with longer hours each day (compressed week) or a schedule where they work less than five days (shortened work week) on a regular schedule, agreed to and documented in their letter of employment, or confirmed in writing by their People Leader.
- **Alternative hours arrangements:** the employee works a consistent number of hours each day, however the regular start and end times vary, within a specified range, around the core hours (i.e. 8 am - 4 pm, or 7:30 – 3:30 pm, or 9 am – 5 pm) on a regular schedule, agreed to and documented in their letter of employment, or confirmed in writing by their People Leader.
- **Remote work arrangements:** the employee works some or all of the time outside of the office on a regular schedule, agreed to and documented in their letter of employment, or confirmed in writing by their People Leader.

Procedure

1. Each Branch is responsible for providing adequate coverage between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday or as business needs require.
2. People Leaders are responsible for the scheduling of employees' hours of work within the 37.5 hours outlined in the letter of employment.
3. Employees are advised of their scheduled hours of work by their People Leader. Employees will be provided with adequate notice, whenever possible, should they be required to work outside of this time.
4. The Métis Nation of Ontario respects a healthy work life balance. Employees are not expected to respond to calls or emails outside of working hours, unless required as part of an operational need or in the event of an emergency. In some roles, and at some points in the year, there needs to be a reasonable expectation of being available outside of working hours. This is defined by the requirements of each job.
5. Rest breaks and/or lunch breaks may not be used as time off or added together to extend lunch breaks or early departure on a regular and on-going basis, unless part of an accommodation plan or alternative hour plan agreed to and documented by the People Leader.
6. Employees may request changes to the standard hours worked in writing, via e-mail, to their People Leader. People Leaders may wish to consult with Human Resources prior to approving. Approval must be document in writing (via e-mail) and a copy of the agreement placed in the employee's personnel file.

POLICY No. 4.030: OVERTIME AND TIME IN LIEU

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario strives to organize work so that job duties and assignments can be accomplished within the normal working day. On those occasions where employees are unable to meet operational requirements within normal timeframes, overtime in the form of time in lieu may be requested and must be approved before the work is performed. The Métis Nation of Ontario compensates eligible employees who work pre-approved overtime in accordance with the Ontario *Employment Standards Act, 2000*.

Category	Title	Job Band(s)	ESA Eligibility
Management	C-level	Exempt	Exempt from Hours of Work and Overtime
	Director	9-10	
	Manager	8	
Non-Management	Supervisor	7	Eligible for Hours of Work and Overtime
	Other	1-6	

In accordance with the Ontario *Employment Standards Act, 2000*, management level employees do not qualify for overtime. These employees are notified of their status in their letter of employment. While not eligible for overtime, management level employees have the ability to flex their work hours to accommodate times when they are required to work on weekends and evenings. Management level employees are expected to work the hours required to deliver the results expected of them, and maintain a healthy work-life balance. Management level employees are expected to be transparent with their teams and People Leader when flexing their own work hours.

Management level employees who expect to work a significant number of excess hours in a short period of time due to a special event or business requirement (such as AGA, network migration, etc.) are asked to track the time. In this type of extenuating situation, lieu time may be granted.

Other eligible employees are expected to track earning and using lieu time in Dayforce.

Procedure

1. Hours worked by non-management/supervisory employees up to 44 hours in a one week period will be considered as “straight time”. The week starts Sunday at 12:01 am and ends Saturday at midnight.
2. Hours worked by non-management/supervisory employees in excess of 44 hours of work in a one-week period, and authorized in advance by their People Leader will count as time in lieu at the rate of one and one-half times for actual time worked to the nearest half hour.
3. Overtime hours are not paid out in cash and are earned as “lieu time”.
4. Pre-approved earned lieu time is to be used as soon as possible after accumulation and must be taken within three months of the week in which the overtime was earned. However, if operational requirements prevent this, lieu time will not be lost.
5. Lieu time is accumulated in half hour increments. There is no lieu time for less than a full half hour.
6. Granting the gaining and use of lieu time shall be managed by the People Leader and in any event shall not exceed one week (37.5 hours) of accumulated lieu time at any time.
7. When an employee resigns or retires, outstanding lieu time, to a maximum of 37.5 hours, may be issued at the Métis Nation of Ontario’s discretion as time off prior to the employment termination date.
8. When an employee is terminated, unused, earned lieu time, to a maximum of 37.5 hours, will be paid out at termination on the final payroll.
9. Some Métis Nation of Ontario employees may also be Citizens and Citizens are always encouraged to participate in meetings, activities and events that are relevant to them. Employees attending a meeting, activity or event outside of working hours, solely as a Citizen, and not in their capacity as a Métis Nation of Ontario employee, are not eligible to be paid for this time, or earn lieu time. They are eligible to receive honoraria, subject to the Métis Nation of Ontario *Financial Policies and Procedures* and limitations outlined in the *Accepting Gifts and Honoraria Policy* and the *Conflict of Interest Policy*.

POLICY NO. 4.040: ATTENDING ANNUAL GENERAL ASSEMBLY, MEETINGS AND WORKSHOPS

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario encourages employees to attend the Annual General Assembly, inter-branch training, and branch meetings and training events. Employees will be provided reasonable notice of meeting dates and if employees are available, they are encouraged to attend. Some employees may be required to attend the Annual General Assembly, and other meetings, as part of their job requirements.

Procedure

1. In some cases, employees will be required to attend meetings to support the branch goals and operational requirements. Exceptions will be made for non-attendance on a case by case basis to be discussed between People Leader and the employee.
2. Employees will be paid 7.5 hours per day for attending the meeting and must actively participate in meetings and events. If employees must work past the 7.5 hours, please refer the *Overtime and Time in Lieu Policy*.
3. Employee meetings will be held during normal working hours at times designated by management, except under exceptional circumstances. Management will also designate the time of such meetings and the person responsible for them.
4. Every effort will be made to provide reasonable notice to employees who must attend events outside of regular business hours.
5. Employees will be paid at their regular rate of pay during these meetings.
6. Employees are encouraged to support Community Council meetings and events, if these events are relevant to the job they do.
7. Some Métis Nation of Ontario employees may also be Citizens and Citizens are always encouraged to participate in meetings, activities and events that are relevant to them. Employees attending a meeting, activity or event outside of working hours, solely as a Citizen, and not in their capacity as a Métis Nation of Ontario employee, are not eligible to be paid for this time, or earn lieu time. They are eligible to receive honoraria, subject to the Métis Nation of Ontario *Financial Policies and Procedures* and limitations outlined in the *Accepting Gifts and Honoraria Policy* and the *Conflict of Interest Policy*.

POLICY No. 4.050: PERFORMANCE MANAGEMENT

Revision Date: 2020/04/21

Policy

Performance management involves ongoing feedback throughout the year and at minimum, an annual performance appraisal.

The performance management process is a two-way discussion between the People Leader and the employee, and is a chance to provide relevant feedback and coaching to help the employee perform to their full potential. The performance appraisal is used to document annual performance feedback, areas of strength, and strategies for improvement, and to determine development opportunities and career paths.

People Leaders are responsible for conducting a timely and fair performance appraisal. The People Leader is responsible for ensuring that they keep measured examples of work products to be discussed with the employee to highlight strong performance or areas of improvement.

Performance management *may* have an impact on salary, promotion, transfers, and other opportunities within the Métis Nation of Ontario, if a formal Performance Improvement Plan is implemented as part of the performance management process.

Eligibility

All employees, regardless of hours worked or tenure are to be provided an annual performance review by their People Leader.

Schedule

Performance appraisals are to be conducted either:

- At least one week prior to the end of the employee's probationary period
- Annually, between November 15 and December 15

If an employee ends their probationary period within the annual appraisal period, the People Leader may choose to opt for one performance appraisal to cover both.

Tools

Performance management tools are provided by Human Resources, and may be changed and/or updated periodically.

Performance Appraisal

The performance appraisal is the tool used for evaluating employee performance.

Career Development Plan

An optional tool which may be initiated by either the employee or People Leader. It is supplementary to the performance appraisal. It is used to support employees in their career development. Employees may articulate their professional goals and aspirations for support by their People Leader.

Performance Improvement Plan

A Performance Improvement Plan (PIP) is a non-disciplinary tool, to be implemented only in cases of significantly unsatisfactory performance. It outlines specific actions with time periods for completion or training required to restore performance to satisfactory levels in increments of one month, three months, or six months. The PIP will be in writing, with a copy forwarded to Human Resources. An employee on an active PIP is not eligible for an increment or other salary increase until the completion of the PIP, as noted in the *Salary Administration Policy*. The increment will be awarded and salary increased on return to a satisfactory evaluation, however, the salary increase is not retroactive.

Definitions of Performance

Satisfactory performance is considered ideal, and represents an employee is performing exactly as required. Employees performing at a higher level are considered to be doing significantly more than what is expected by the role, and performing at a higher job band.

Unsatisfactory performance is not necessarily cause for disciplinary action. The People Leader and employee are responsible for jointly identifying and reviewing the facts that are relevant to the unsatisfactory performance. All information should be collected and properly documented.

External factors that may affect performance should also be identified, such as: adequate levels of training and support, medically-verified reasons for the performance, unclear performance standards, and other non-intentional reasons for not meeting performance expectations.

If the employee is not meeting performance requirements of the position, the People Leader is required to collaborate with the employee to create an action plan to correct the performance.

Repeated unsatisfactory performance appraisals may result in disciplinary action.

Appeal Process for Performance Appraisals

If an employee believes their performance evaluation is not accurate, they are encouraged to bring their concern, in writing, to their People Leader within 30 days of the performance appraisal. This concern must include a specific and factual rationale to back up their claim. The People Leader will consult with their Director or Human Resources, and determine if a re-evaluation is warranted or if the performance appraisal is upheld.

Procedure

1. Performance management is a year-round process. Employees are entitled to regular feedback (also known as coaching), both positive, and corrective. This regular feedback is to be:
 - a. Supportive – feedback should always be framed to support the employee’s performance in the role they are assigned.
 - b. Goal-Based – all feedback should have a set goal, either determined by the employee, People Leader, or a combination of both. Follow-up schedules should be set.
 - c. Positive and concise – even constructive feedback can be framed in a positive manner and should also be concise, and presented in a factual manner.
2. All evaluations should be supported by evidence and data wherever possible (e.g. measures of productivity, or documented evidence of failure to meet job requirements etc.).
3. In the event a People Leader requires support in conducting a timely and equitable performance appraisal, they may contact Human Resources for support.
4. Performance appraisals are to be reviewed with the employee in person. When this option is not available, they are to be completed via video conference. If neither option is available, the telephone may be used.

5. The performance appraisal meeting should take an appropriate amount of time to review the full content of the review. Meetings should be conversational and allow for back and forth. Employees are permitted to state any disagreements and make notes of them on the appraisal in the designated areas. The People Leader and the employee must set goals to remedy any unsatisfactory performance.
6. Once the performance appraisal has been completed, the People Leader is to sign it and have the employee sign it as well. The People Leader will maintain one copy securely and e-mail one copy to Human Resources for storage in the employee's personnel file. An unsigned performance appraisal may be noted as such.

POLICY No. 4.060: ACTING POSITIONS

Revision Date: 2020/04/21

Policy

The acting position is to be posted to the Métis Nation of Ontario job board for internal applicants for a period of five business days.

After the posting is closed, an employee may be appointed to fill an acting position. Acting positions are assigned at the discretion of the Director in consultation with the Chief Operating Officer or Chief Strategy Officer.

Such periods are temporary and generally have a cap of one year.

If an employee is appointed to an acting position, they will be compensated at the base rate of pay for the acting position unless it is less than their existing rate of pay. Their pension matching amount will also be increased, if applicable.

When employees are in an acting capacity, they assume the duties and all responsibilities and accountability for the acting position.

If moving from a non-management to an acting management status, the employee will be exempt from the Ontario *Employment Standards Act, 2000*, hours of work while in the position and not eligible for lieu time. The acting manager will have the same pension allotments as appropriate to the management position for the duration of the acting period.

Procedure

1. The Director ensures that employees and branches are notified of all acting assignments.
2. The Director will ensure that Finance/Payroll receives written notification, including changes in salary, prior to the date of appointment where possible and a copy sent to Human Resources for inclusion in the employee's personnel file.
3. The employee will revert to their previous position salary, pension matching, responsibilities and accountability, upon the termination of the acting appointment.

POLICY No. 4.070: RUNNING FOR ELECTED OFFICE

Revision Date: 2020/04/21

Policy

An employee may run for elected office while employed by the Métis Nation of Ontario. They are not required to take a leave of absence to do so⁴, however they may not carry out election related activities during regular working hours or using Métis Nation of Ontario resources. Métis Nation of Ontario elected officials, during their term as an elected official, are not permitted to concurrently be an employee of the Métis Nation of Ontario.

Procedure

1. Employees running for elected office must inform their People Leader.
2. Employees running for elected office may not campaign during working hours or using Métis Nation of Ontario equipment or resources⁵.
3. Employees are not required to take a leave of absence but may request one. They may also request to use their vacation and/or earned lieu time for the purposes of campaigning, but may not use sick time.
4. Métis Nation of Ontario elected officials, during their term as an elected official, are not permitted to concurrently be an employee of the Métis Nation of Ontario⁶. For all other elected office:
 - a. if an employee is elected to full-time office, or a position requiring an exclusive or significant time commitment, they will submit their resignation prior to taking office. If the employee is elected to office in a role that will create a conflict of interest, under the *Conflict of Interest Policy*, they will also be required to submit their resignation prior to taking office.
 - b. An employee elected to part-time office, or an elected role requiring a moderate or limited time commitment may remain employed, subject to the *Conflict of Interest Policy*.

⁴ Per Métis Nation of Ontario Electoral Code, Part A, Section 7: Use of MNO Resources During Election (August 24, 2019)

⁵ Per Métis Nation of Ontario Electoral Code, Part A, Section 7: Use of MNO Resources During Election (August 24, 2019)

⁶ Métis Nation of Ontario Secretariat By-Laws, August 28, 2016: Article 28 (a) A councilor may not, during his or her term of office as councilor, concurrently be an employee of MNO. Community Council By-Laws mirror these.

5. At no time may an employee use Métis Nation of Ontario equipment or resources to support their elected office.

POLICY No. 4.080: RESIGNATIONS

Revision Date: 2020/04/21

Policy

Any employee who decides to resign from the Métis Nation of Ontario must give written notice to their People Leader. Notice periods are defined in the letter of employment usually four weeks but can be shorter if People Leader and employee come to consensus.

Procedure

Employees who resign are not entitled to severance pay.

1. Employees who are absent without notification or adequate reason after three (3) consecutive days are deemed to have abandoned their jobs and will be deemed to have resigned. Before declaring the employee to have resigned, the People Leader will reach out to both the employee and the employee's emergency contact. If no response is received, a letter will be sent to the employee via registered mail.
2. The Métis Nation of Ontario benefits coverage ceases on the day following the last day of employment.
3. The Métis Nation of Ontario Registered Pension Plan ceases with the last payroll deposit. Information from the pension plan will be sent directly to the employee's residence.
4. The Métis Nation of Ontario will determine financial liabilities for repayment and identify any property belonging to the organization for return, on or before the last day of employment (e.g. security cards, keys, I.D. Cards, credit cards, files and Métis Nation of Ontario equipment). The People Leader is responsible for collecting any property from the employee.
5. Outstanding vacation entitlements and lieu in time, to a maximum of 37.5 hours, may be taken before the effective termination date or will be paid out to the employee with the final pay.
6. Exit interviews, if appropriate, will be conducted prior to the last day in the workplace to:
 - a. ascertain the employee's reason for leaving
 - b. discuss possible improvements to the work environment
 - c. further reinforce a positive employee/employer relationship

7. The People Leader is responsible for ensuring that resignations are communicated to Human Resources, IT, Finance and Reception.

POLICY No. 4.090: DISMISSAL

Revision Date: 2020/04/21

Policy

An employee may be dismissed from employment with the Métis Nation of Ontario in accordance with the Ontario *Employment Standards Act, 2000*, and in accordance with the employee's letter of employment. Any dismissal of an employee must be discussed with Human Resources prior to action being taken.

Guidelines

1. Employees may be asked to leave immediately, and paid wages in lieu of notice as indicated below, except in the case of dismissal with cause, in compliance with the Ontario *Employment Standards Act, 2000*.
2. Group benefits coverage and Registered Pension Plan cease on the last day of the notice period or last day of employment (whichever is later).
3. Generally, the decision to dismiss an employee falls into one of the following categories:
 - All employment with the Métis Nation of Ontario is dependent on funding. If there is no funding available for a position, the position will be eliminated.
 - An employee is dismissed within the probationary period if they are not suited for the position and responsibilities assigned.
 - An employee is laid off for a period that is longer than 35 weeks in a 52 week period.
 - Dismissal without cause, for reasons which may include, but are not limited to:
 - Elimination of the role
 - Restructuring of the role, or the Branch
 - Lack of fit or suitability for the role
 - Dismissal with just cause, for reasons which may include, but are not limited to:
 - Ongoing documented issues with poor job performance, despite coaching and training
 - Insubordination and insolence
 - Falsification of information during the hiring process
 - Workplace dishonesty (including theft, fraud, deception, breach of trust)
 - Absenteeism and lateness unrelated to a medical issue or accommodation
 - Harassment (including sexual harassment)
 - Workplace violence

- Off-duty conduct
- Removing Métis Nation of Ontario property, records or confidential information from the premises without permission
- Criminal charges related to physically, sexually or emotionally abusing or assaulting other individuals
- Breaches of the Métis Nation of Ontario Policies and Procedures
- Failure to declare a conflict of interest
- Discrimination towards a client or employee as outlined in the *Ontario Human Rights Act*

Written Notice of Termination:

An employee who does not receive the written notice required under the *Ontario Employment Standards Act, 2000*, must be given termination pay in lieu of notice, except in the case of dismissal with cause, if they have been continuously employed for at least three months.

Severance Pay:

An employee qualifies for severance pay when they are dismissed under the provisions of the *Ontario Employment Standards Act, 2000*, and have worked for the employer for five (5) or more years, except in the case of dismissal with cause.

Severance pay is based on the number of completed years of employment to a maximum of 26 weeks.

Procedure

1. The People Leader will consult with the Director and Human Resources on all potential cases of dismissal.
2. The Director must advise the Chief Operating Officer or Chief Strategy Officer when considering dismissal of a management level employee or long service employee of five (5) years or more.
3. The People Leader will complete the table below for approval:

DECISION TO DISMISS

Employee Name	
Title – Location	
Branch	
Start Date	
Status	
Project – Cost Category	
Salary	
Approving Authority	
Considerations	

4. Written notice of termination of employment must be discussed with an employee prior to providing documentation. Documentation must be addressed to the employee and provided in person or by mail, fax or e-mail as long as delivery can be verified. In the case of e-mail, read receipts should be used. The letter will outline the effective date of dismissal and the notice and severance (if any) being provided. Human Resources will deactivate the employee in Dayforce.
5. The People Leader advises Finance, IT and Reception of changes.
6. Upon termination, it is the responsibility of the People Leader to ensure all security cards, keys, I.D. cards, credit cards, files, property and equipment are returned, and make the necessary security adjustments.
7. Please see the *External Requests for References Policy* for references for terminated employees.

POLICY No. 4.100: DEATH OF AN EMPLOYEE

Revision Date: 2020/04/21

Policy

Upon notification of the death of an active employee, end of employment policies apply.

Procedure

1. Human Resources will notify the applicable Director, Chief Operating Officer, Chief Strategy Officer, and Chief Executive Officer of the death and assist with communication to and support for other employees.
2. A letter of condolence, written on behalf of the Metis Nation of Ontario, will be sent to the family of the deceased.
3. Human Resources will notify Group Benefits and Registered Pension Plan providers of the death of the employee. The employee's family or next of kin must apply for survivor benefits directly with the insurance provider.
4. Standard end of employment policies will be followed.
5. The employee's emergency contact(s) will be notified to collect any personal items, or advise what they would like done with them.
6. Employees who wish to attend the funeral of a colleague are encouraged to discuss with their People Leader. They are not required to use bereavement leave or other earned time off to attend the funeral.

POLICY No. 4.110: RETIREMENT

Revision Date: 2020/04/21

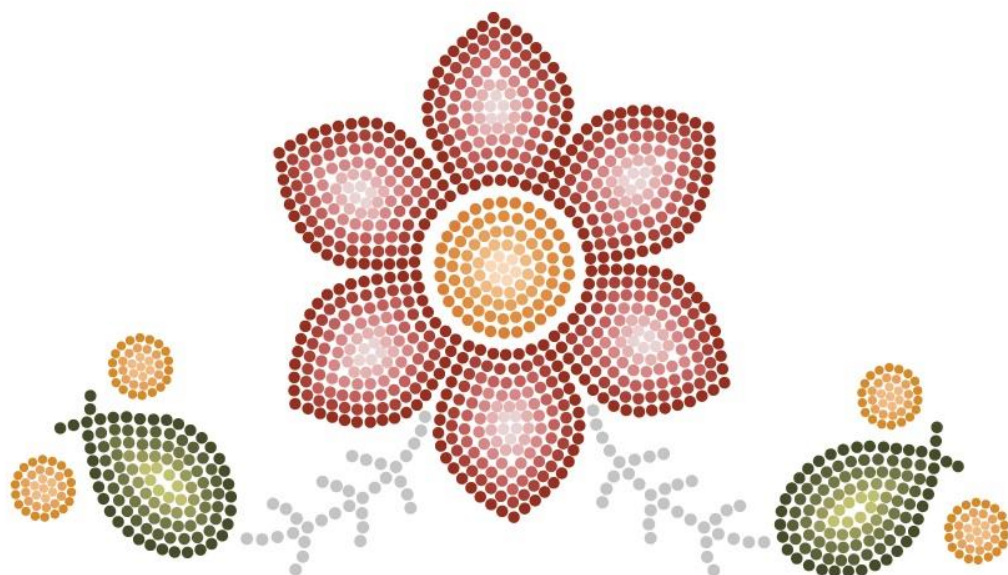
Policy

The Metis Nation of Ontario, in accordance with the Ontario Human Rights Act, does not have a mandatory retirement age.

Procedure

1. Employees wishing to retire must provide a minimum of four (4) weeks' notice to their People Leader, and confirm in writing, via e-mail, their intended last day of work.
2. A Record of Employment will be submitted electronically to Service Canada at the time of the final pay.
3. Group Benefits and Registered Pension Plan providers will be notified by Human Resources.
4. Other end of employment policies apply.

SECTION 5: BENEFITS & SUPPORTS



POLICY No. 5.010: EMPLOYER SPONSORED GROUP INSURANCE

Revision Date: 2020/04/21

Policy

Group Insurance Benefits

All permanent full-time employees and permanent part-time employees working at least twenty-three (23) hours per week are eligible for benefits as listed below:

- extended health care benefits
- dental benefits
- group life insurance
- travel insurance (out of country limited coverage)
- accidental death and dismemberment benefits
- group critical illness insurance
- long-term disability benefits
- Employee Assistance Program

Insurance benefits coverage is effective once the probationary period (three months) is completed, and is subject to the terms and conditions of the insurance provider's policies and the Métis Nation of Ontario's group benefit plan. Basic insurance premiums are paid by the employer; any optional coverage as well as the Long-Term Disability portion is paid by the employee. A detailed description of the plan is available through Human Resources and is provided to new employees upon hire.

Procedure

1. Human Resources is the Plan Administrator. All requests for information or assistance regarding benefits may be made directly to Human Resources or the benefits provider directly.
2. On the first day of employment, employees complete their benefits enrollment. Human Resources will provide employees with a detailed description of the group benefits.
3. Upon enrolment in the group benefits plan, the employee will receive a "benefits card" and instructions for accessing information on the website.
4. It is the employee's responsibility to complete the application for benefits change form available on the shared U drive and submit to Human Resources. Changes

in personal information which may affect benefits coverage include change of name, address, salary, marital status, beneficiary, type of coverage, etc.

5. The Métis Nation of Ontario is responsible for paying the monthly premiums for the coverage as outlined in the agreement with the provider, with the exception of long-term disability and any additional coverage (for example, optional life insurance, additional AD&D). These are the responsibility of the employee.
6. The Long-Term Disability premium deductions will be paid by the employee bi-weekly through payroll deduction. Should it be necessary for an employee to be approved for Long Term Disability, there will be no taxes deducted from the payments because this portion is employee-paid.
7. The employee must be actively employed to participate in the group benefits insurance plan.
8. Coverage will cease on the last date of employment, or the last day of the notice period, in the event of termination of employment.
9. In the event of termination of employment, Human Resources will process the termination of the employee's benefits and pension plan (if applicable). Options to convert the employee's pension (if applicable) will be provided by the pension provider.
10. In the event the employee becomes disabled due to sickness or injury, the Métis Nation of Ontario will continue to pay group benefits premiums, thereby keeping the employee and family covered under the plan. Coverage will continue as follows:
 - a. During the first 119 days of disability, the Métis Nation of Ontario will continue to pay for all benefits that are 100% employer-paid. The employee will be expected to continue to remit premiums for employee-paid Long-Term Disability, Optional Life Insurance and Voluntary AD&D Insurance.
 - b. During the 24-month period immediately following the first 119 days of disability, the Métis Nation of Ontario will continue to pay for all benefits that are 100% employer-paid provided the employee is approved for, and in receipt of, Long Term Disability benefit payments under the benefits plan. During this period, it is possible that certain benefits may remain in force with premiums being waived by the insurance company.
 - c. At the end of the above-mentioned 24-month period, all coverage under the group benefit plan will cease, regardless of whether the employee continues to be in receipt of Long-Term Disability benefits. While it is possible that certain benefits may continue to be in force with premiums

being waived by the insurance company, all coverage and employer obligations under the benefit plan will cease.

POLICY No. 5.020: REGISTERED PENSION PLAN

Revision Date: 2020/04/21

Policy

Registered Pension Plan (RPP)

All permanent full-time employees and permanent part-time employees working at least twenty-three (23) hours per week are eligible for enrolment in the Registered Pension Plan. Enrollment is mandatory.

Procedure

1. Human Resources is the Plan Administrator. All requests for information or assistance regarding benefits may be made directly to Human Resources or the pension plan provider.
2. On or before the first day of employment, employees complete their pension enrollment forms. Human Resources will provide employees with a detailed description of the Registered Pension Plan.
3. After successful completion of the probationary period (three months), the employee will be subsequently activated in the RPP and the percentage deduction outlined in the letter of employment will be deducted through the payroll.
4. It is the employee's responsibility to complete the application for change form available on the shared U drive and submit to Human Resources. Changes in personal information which may affect pension include change of name, address, salary, marital status, beneficiary, type of coverage, etc.
5. Upon severance of the employee/employer relationship, the plan provider will contact the individual through their contact information on the provider's file regarding their Registered Pension Plan.

POLICY No. 5.030: EMPLOYEE ASSISTANCE PLAN

Revision Date: 2020/04/21

Policy

All employees of the Métis Nation of Ontario are eligible to utilize the Employee Assistance Plan. Immediate family members also qualify.

Guidelines

The Employee Assistance Program, LifeWorks, is provided by Morneau-Shepell. LifeWorks provide a variety of services at no cost to the employee including:

1. Legal, financial, personal, and relationship counselling
2. Well-being resources
3. Opportunities for recognition via the News Feed
4. Perks which consist of various rewards
5. Consultants available 24/7

LifeWorks is not an emergency service, and are not equipped to support in such cases. If you or someone you know is experiencing a crisis or emergency, please contact the appropriate emergency services in your community.

The Métis Nation of Ontario does not receive any identifying information and is only provided with high-level aggregated statistics about the use of the program.

The only exceptions to LifeWork's confidentiality are situations in which they deem there to be a threat to human life or physical safety, or a court subpoena. In these instances, a consultant may be mandated to report to the appropriate authority.

Login portal: login.lifeworks.com
Toll-Free: 1-877-207-8833
TTY: 1-877-371-9978

Procedure

1. Employees are provided with a registration link upon hire.
2. Employees are expected to register for the service. Use of the services is optional.
3. Additional 'paid' services may be accessed, by the employee at their expense.
4. Upon termination, employees and immediate family members lose coverage.

POLICY No. 5.040: EMPLOYEE TRAINING AND TUITION REIMBURSEMENT

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario supports the work-related training and development needs of employees through employer provided training, financial assistance (funding permitted) and/or time to attend approved external training.

Some designated professionals have a requirement to complete a certain number of Certified Professional Development hours. Employees have a responsibility to ensure that the training directly relates to their role or professional obligations. They are also required to seek out the most cost-effective sources of training (online, no- or low-cost options).

Attendance at outside seminars, workshops and conferences, which can benefit the Métis Nation of Ontario, as well as the individual employee, may be considered for partial or full reimbursement.

Employees may be reimbursed up to 50% for tuition for courses taken through a recognized education program that are employment related and successfully completed, depending on funding availability. An employee must have written approval from their People Leader and the budget holder prior to registering for the course.

Procedure

1. The employee must obtain the approval prior to registering by submitting a written request to their People Leader and the budget holder for approval.
2. An employee may receive up to 100% reimbursement depending on the available budget and the relevance to the seminar, workshop or conference, and 50% reimbursement for tuition costs at a recognized education program. Proof of completion and passing grade is required to obtain tuition reimbursement.
3. Employees who leave the Métis Nation of Ontario prior to successful completion of the training program are not eligible for reimbursement.
4. In the event of a significant up-front investment in an education program (such as a degree program), the Métis Nation of Ontario may require an employee to remain with the organization for a minimum amount of time (not exceeding two years), or pay back the tuition reimbursement.

POLICY No. 5.050: CERTIFICATION AND LICENSING REIMBURSEMENT

Revision Date: 2020/04/21

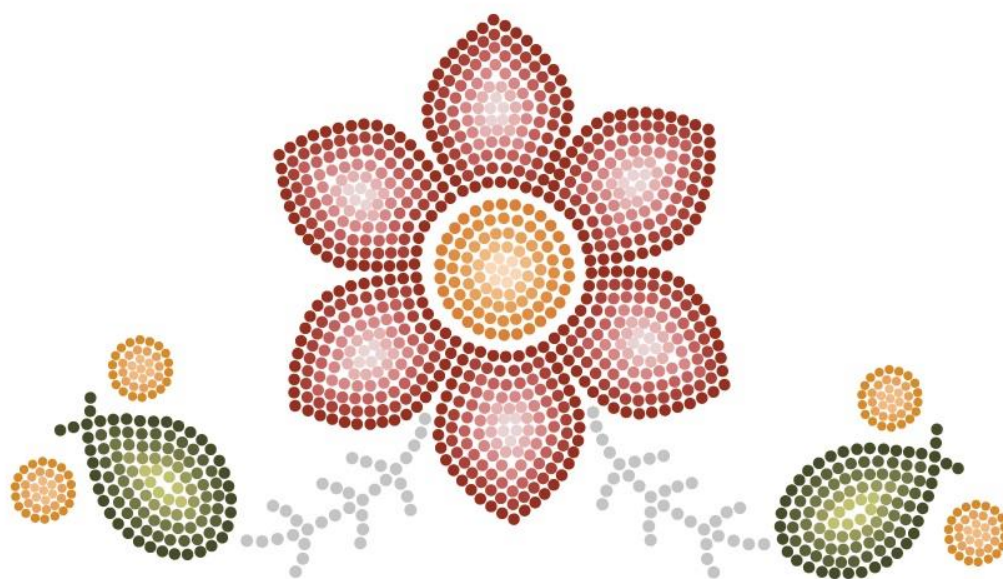
Policy

Permanent employees whose positions require them to secure and maintain a professional certification, designation, license or registration will be eligible to have their annual registration and/or membership dues reimbursed.

Procedure

1. Prior to registering (or renewing), employees will submit a request for payment of professional licensing, dues or membership fees to their People Leader for approval by the Director.
2. Employees in a position requiring a professional certification, designation, license or registration are responsible for notifying their People Leader in the event of suspension, loss or expiration of that credential, license or registration.
3. Employees must ensure there is a copy of their certification, designation, license or registration in their file in Human Resources.
4. An employee who is unable to obtain or maintain a certification, designation, license or registration that is required as a condition of employment may be released from employment with the Metis Nation of Ontario with cause if their job description provided to the employee at the time of employment in the position states employment is dependent on certification/licensing.

SECTION 6: HOLIDAYS, VACATIONS, & LEAVES



POLICY No. 6.010: PUBLIC AND EMPLOYER HOLIDAYS

Revision Date: 2020/04/21

Policy

All employees, including probationary employees, are eligible for the following public and Métis Nation of Ontario employer holidays with pay, providing they work their regularly scheduled workday before and after the holiday closure, or are using pre-approved paid time off on those days.

Ontario Public Holidays	Employer Holidays
New Year's Day	Easter Monday
Family Day	National Indigenous Peoples Day
Good Friday	Civic Holiday
Victoria Day	Powley Day
Canada Day	Remembrance Day
Labour Day	Louis Riel Day
Thanksgiving Day	
Christmas Day	
Boxing Day	

Procedure

1. The Métis Nation of Ontario will be closed for business on public and employer holidays. When the public or employer holiday falls on a Saturday or Sunday, while offices are normally closed, the following Monday will be the holiday.
2. A holiday calendar for the upcoming year will be created by Human Resources and circulated on or before April 1 each year. It is also available on the shared U drive under Human Resources.
3. Public holiday and employer holiday pay is calculated on all the regular wages earned in the 4 weeks before the work week with the public holiday plus all the entitled vacation pay payable divided by 20, as required under the Ontario *Employment Standards Act, 2000*, as amended from time to time.
4. When a public holiday or employer holiday falls on an employee's non-working day or during an employee's vacation, the employee is entitled to a substitute holiday, with pay. A substitute holiday must be scheduled for a day that is no later than three months after the public holiday or employer holiday.
5. When an employee is required to work on a public holiday, the employee will be paid their regular wages for the public holiday and receive another substitute holiday day, with pay, as outlined in the Ontario *Employment Standards Act, 2000*, as amended from time to time.

6. When an employee is required to work on an employer holiday, the employee is entitled to a substitute day, with pay.
7. Substitute days apply to all employees, both non-management and management levels.

POLICY No. 6.020: EARLY CLOSURE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario closes two (2) hours early (based on regular office hours) on the day before a holiday weekend and the day before the annual holiday closure.

Employees who flex their hours are eligible to leave at their regular flex time, or at the early closure time, whichever is earlier, subject to operational needs.

Early closures are listed on the annual holiday calendar.

Employees who have booked paid time off, lieu time, sick time, or a personal day on an early closure day record 5.5 hours of paid time off, not the full 7.5 hours recorded for a regular day.

All employees, including probationary employees, are eligible for paid time off for the early closure, providing they work their regularly scheduled work day before and after the early closure, or are using pre-approved paid time off on those days.

Procedure

1. An annual holiday calendar that includes early closure dates is distributed by Human Resources by April 1 every year for the following year. It is also available on the shared U drive under Human Resources.
2. Offices will close two (2) hours early on early closure days as outlined in the calendar.
3. Employees are paid their regular pay for early closure.

POLICY No. 6.030: ANNUAL HOLIDAY CLOSURE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario closes during the December holiday period so that employees can spend additional time with their families. The dates of the actual closure period will differ from year to year, but usually starts the Saturday of the week before Christmas and ends the Sunday after New Year's Day, the same as most public-school boards in Ontario.

All employees, including probationary employees, are eligible for paid time off for the holiday closure, providing they work their regularly scheduled workday before and after the holiday closure, or are using pre-approved paid time off on those days.

Procedure

1. An annual holiday calendar that includes the December holiday closure dates is distributed by Human Resources by April 1 every year for the following year. It is also available on the shared U drive under Human Resources.
2. Offices will be closed for business during this holiday period.
3. Employees are paid for public holidays during this holiday closure. All eligible employees (full-time and part-time employees, whether permanent or on contract) continue to receive their regular pay for the balance of the closure period, providing they worked their regularly scheduled work day before and after the holiday closure, or used pre-approved paid time off on those days.

POLICY No. 6.040: ANNUAL VACATION

Revision Date: 2020/04/21

Policy

The Ontario *Employment Standards Act, 2000* as amended from time to time separates vacation time and vacation pay.

The Métis Nation of Ontario provides permanent full-time and permanent part-time employees with earned vacation time benefits that meet or exceed the 4% vacation pay for employees under 5 years of service, and 6% vacation pay for employees with more than 6 years' service requirements of the Ontario *Employment Standards Act, 2000*.

Vacation time with pay entitlement for permanent full-time employees (and pro-rated for permanent part-time employees) in job bands 1-7:

Up to the end of the first two (2) full years of active service	10 days (0.83 days/mo)
From the 3 rd through the 7 th full year of active service	15 days (1.25 days/mo)
From the 8 th full year of service and in subsequent full years of active service	20 days (1.66 days/mo)

Vacation time with pay entitlement for permanent full-time employees (and pro-rated for permanent part-time employees) in job bands 8-10:

Up to the end of the 7 th full year of active service	15 days (1.25 days/mo)
From the 8 th full year of service and in subsequent full years of active service	20 days (1.66 days/mo)

Vacation pay is based on hours worked, and an employee on leave may not earn either vacation time and/or pay while on leave. However, the greater of either their accrual or Ontario *Employment Standards Act, 2000* minimum standards must be provided at the end of the entitlement period.

Contract employees, both full-time and part-time, including interns, students and casual labour, receive a minimum of 4% vacation pay on gross wages earned in each pay period, according to the requirements of the Ontario *Employment Standards Act, 2000*. Because of this, vacation time taken is without pay.

The gross "wages" on which vacation pay is calculated include:

- regular earnings
- overtime pay
- public holiday pay
- termination pay in lieu of written notice

The vacation time earned for a vacation entitlement year must be taken within 10 months after completing the year the vacation was earned in. The employer has the right to schedule vacation, as well as an obligation to ensure the vacation time is scheduled and taken before the end of that 10-month period.

During a job-protected leave, whether with or without pay, the time on leave counts toward the completion of a vacation entitlement year.

Guidelines

1. The vacation entitlement year is the fiscal year from April 1 to March 31.
2. Permanent part-time employees will receive the same number of vacation days as similarly classified full-time employees, on a pro-rated to hours worked basis.
3. Each employee is credited with their full annual entitlement April 1 of each full year of active service. Additional vacation accrual based on length of service is granted April 1 each year (i.e. accruing 1.25 days per month versus 1.66 days per month) and not on the employee's anniversary date.
4. When an employee is hired after April 15, vacation entitlement is prorated based on actual time worked prior to the next fiscal vacation year and rounded upward to the nearest half day.
5. Eligible employees on probation (first three months of employment) earn vacation time with pay, but are not entitled to use any vacation during this period. After successful completion of the probationary period, vacation time with pay may be requested through the paid time off process.
6. Employees request their preferred vacation period according to the paid time off procedure and must receive approval from their People Leader. Every reasonable effort is made to grant chosen vacations, keeping in mind operational needs.
7. Vacation days must be taken within the fiscal year they are earned. Vacations are not cumulative and do not carry over, subject to the minimum requirements of the Ontario *Employment Standards Act, 2000*. Employees may request to carry over a maximum of five (5) days' vacation to be used within the next fiscal year with the approval of their People Leader.

Vacation Accrual During Leaves

1. Employees remain on active service and earned vacation days are not reduced when:

- a. A public or employer holiday occurs during the employee's vacation time off.
 - b. An employee is hospitalized under the care of a medical doctor during the employee's vacation time off, supplies medical documentation, and has sick leave credits.
 - c. An employee experiences the death of an immediate family member and qualifies for bereavement leave during the employee's vacation time off.
 - d. An employee is on an approved leave with pay such as sick leave, paid bereavement leave, jury duty, or leave due to injury at work paid under the Workers Compensation Act.
 - e. An employee is on an approved job-protected leave without pay, including pregnancy/ parental/ family leave or other job-protected leaves.
2. When an employee's sick leave credits have been exhausted, vacation entitlement may be pro-rated based on actual time worked during that vacation year and paid to the employee upon written request.

Vacation and Termination of Employment

1. If an employee terminates their employment prior to the end of the fiscal year and has already taken vacation days, the monetary amount equivalent to the number of days' vacation paid but not earned will be withheld from their final pay.
2. If an employee terminates their employment prior to having taken the number of annual vacation days earned, the monetary amount equivalent to the number of vacation days accrued will be added to their final pay.
3. If an employee terminates their employment prior to the completion of one year of service and has not taken any vacation, vacation pay in lieu of vacation time in the amount of four per cent (4% or as required by legislation) of their earned salary, calculated from their first day of employment will be added to their final pay.
4. The same policies will apply to employees who are terminated by the Métis Nation of Ontario.

Procedure

1. Employees make a paid time off (PTO) request via Dayforce. Their People Leader approves or denies the request. The employee is notified.
2. The request will be approved within 7 days, unless there are Branch processes related to scheduling vacation in peak periods that prevent this.

POLICY No. 6.050: HEALTH-RELATED APPOINTMENTS AND SICK LEAVE

Revision Date: 2020/04/21

Policy

Under the Ontario *Employment Standards Act, 2000*, all employees are eligible for three unpaid days of sick leave per calendar year. The Métis Nation of Ontario values the health and well-being of employees, they provide fifteen (15) days paid leave to employees for health-related appointments, illness, or absences to care for a member of their immediate family who is ill or needs to attend a health-related appointment.

Sick leave is a form of paid leave that is intended to protect an employee's income when or if the employee is incapable of performing their duties due to non-occupational illness or injury. Sick leave is to only be used for health-related purposes, including illness, injury or a medical emergency, for themselves or to care for a member of their immediate family.

If an employee is contagious, but able to work, they are encouraged to use remote work options, if available, and if not, they are encouraged to use their sick leave to minimize the risk of infecting others.

Employees may utilize any vacation, sick, personal, lieu balances during this time off. Employees are entitled to use up their full year-end allotment of vacation/sick/personal time off. Employees will then 'earn' that time back upon their return as per standard. Upon end of employment, employees will be required to pay back any used but unearned sick/vacation leave – this may be taken off of their last pay or requested as a 'pay back' to the Métis Nation of Ontario. Employees are entitled to apply for any government-assisted pay schemes as they qualify for.

Guidelines

1. The "sick leave" entitlement year runs in accordance with the fiscal year from April 1 to March 31.
2. Sick leave credits are granted to permanent and contract full-time and part-time employees (unless otherwise stated in the letter of employment), including students and interns, earned at the rate of 1.25 days per full month of work, pro-rated during the initial term of employment, to a maximum of 15 days in the fiscal year.
3. During their probationary period, employees can take sick leave totaling the amount they have accumulated.

4. Casual employees, and all other employees, regardless of when they start in the year, are eligible for the three-day unpaid sick leave benefits as laid out in the Ontario *Employment Standards Act, 2000*.
5. If an employee has used the fiscal year's full credit of 15 days, but does not return to work, the "unearned" but used days will be deducted from their final pay, or will be repaid to the Métis Nation of Ontario by the employee. The calculation will be based on full months worked.
6. The Métis Nation of Ontario reserves the right to request medical documentation at their discretion, or for any illness over a continuous five (5) day period. Medical documentation includes the duration or expected duration of the absence, the date the employee was seen by a health care professional and whether the patient was examined in person by the health care professional issuing the note, as well as any accommodations required to facilitate return to work. The Métis Nation of Ontario will pay the cost for a medical note, if requested by the Métis Nation of Ontario, and if there is a cost.
7. The Métis Nation of Ontario reserves the right to request a second medical opinion and to establish conditions under which salary will continue. The Métis Nation of Ontario will pay any associated costs of this assessment if required.

Procedure

1. When an employee needs to attend a health-related appointment during working hours, they record the time off request in Dayforce. They may book it as sick time, or use lieu time, their personal day or vacation time.
2. Alternatively, an employee who is able to attend to health-related appointments through late arrival or early departure may flex their day or make up time lost within the work week, with the approval of their People Leader.
3. Employees are required to notify their People Leader of a sick leave or health related absence prior to the beginning of their scheduled work day.
4. The employee must submit a request for approval for sick leave in Dayforce at the start of their sick leave, or if not possible, upon the day of their return.
5. An employee who uses all accumulated sick and lieu credits and continues to be off for medical reasons may also use earned vacation or request a Record of Employment (ROE) in order to apply for Employment Insurance (EI) benefits.
6. An employee is required to continue to advise the Métis Nation of Ontario of their health status, even if they have been issued a Record of Employment and are receiving Employment Insurance benefits. Periodic medical notes must be provided showing expected date of return or continuing medical assessment

during this time. Employees who do not respond to requests to provide periodic medical documentation may be considered to have abandoned their position, and their employment with the Métis Nation of Ontario will be terminated. In this situation, a revised Record of Employment will be processed.

7. After a period of seventeen (17) weeks, eligible employees may apply for long term disability benefits under the group benefits plan.
8. Unused sick leave remaining at the end of the fiscal year is not payable, or transferrable to the following year, except in extenuating circumstances, as identified by the People Leader in consultation with Human Resources.

POLICY No. 6.060: PREGNANCY, ADOPTION AND PARENTAL LEAVE

Revision Date: 2020/04/21

Policy

In accordance with the Ontario *Employment Standards Act, 2000*, eligible employees who are pregnant or are new parents have the right to take unpaid time off work. This is a job-protected leave. During a job-protected leave, whether with or without pay, the time on leave counts toward the completion of a vacation entitlement year and time in role for salary administration purposes, seniority and length of employment.

Group benefits (including health and dental, life insurance, pension plan, etc.) are maintained during a job-protected leave of absence, unless the employee waives this right by informing the employer in writing that the employee will not continue to pay their own share of premiums while on leave.

Guidelines

The federal Employment Insurance Act provides eligible employees with maternity and/or parental benefits that may be payable to the employee during the period they are off on pregnancy or parental leave.

The rules governing the right to take time off work for pregnancy and parental leave under the Ontario *Employment Standards Act, 2000*, are different from the rules regarding the payment of maternity benefits and parental benefits under the federal *Employment Insurance Act*.

For example, a new father may choose to commence a parental leave under the Ontario *Employment Standards Act, 2000* up to 63 weeks after the child is born. However, there may be restrictions on accessing the employment insurance parental benefits at that time. It is extremely important that employees obtain information about their rights to EI benefits if they are considering taking a pregnancy or parental leave under the Ontario *Employment Standards Act, 2000*.

Procedure

1. An employee is required to provide two week's minimum written notice of anticipated last date of work.
2. The People Leader records the time off request in Dayforce.

3. The employee must inform their People Leader of the length of time they intend to take off work if it is different from the assumed 61 weeks (if they take pregnancy leave) or 63 weeks (if they do not take a pregnancy leave).
4. At least one month before the end of the leave, the employee is asked to confirm their intended date of return to work.
5. If an employee wishes to return to work early or delay their return to work, they are asked to provide their People Leader with four (4) weeks written notice.
6. If an employee decides not to return to work, they are asked to provide four (4) weeks written notice of their resignation.
7. If an employee is in their probationary period (first three months of employment) or evaluation period (one month) when they start pregnancy, adoption or parental leave, their probationary period will be resumed upon their return to work.
8. A Record of Employment will be processed for pregnancy/ adoption / parental leave.
9. For further information, refer to Service Canada's website, or contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

POLICY No. 6.070: JOB PROTECTED LEAVES OF ABSENCE

Revision Date: 2020/04/21

Policy

The Ontario *Employment Standards Act, 2000* provides for a wide array of job-protected unpaid leaves including but not limited to:

- Family caregiver leave
- Family medical leave
- Critically ill childcare leave
- Reservist leave
- Organ donor leave
- Pregnancy, adoption and parental leave (*see Pregnancy, Adoption and Parental Leave Policy*)
- Crime-related child death or disappearance leave

During a job-protected leave, whether with or without pay, the time on leave counts toward the completion of a vacation entitlement year and time in role for salary administration purposes, seniority and length of employment.

Group benefits (including health and dental, life insurance, pension plan, etc.) are maintained during a job-protected leave of absence, unless the employee waives this right by informing the employer in writing that the employee will not continue to pay their own share of premiums while on leave.

Procedure

1. The employee advises their People Leader of the need to take a job-protected leave and the expected duration of the leave (if known). While two (2) weeks' notice is preferred, due to the unforeseen and unexpected nature of some of these leaves, it may not always be possible.
2. The employee records the time off request in Dayforce. The People Leader approves the time off.
3. The employee is entitled to return to the same job, or an equivalent job, at the end of the leave period.
4. If the employee requires additional time off, beyond the time period provided by the Ontario *Employment Standards Act, 2000*, the employee may apply for a personal leave of absence (*see Personal Leave of Absence Policy*).

POLICY No. 6.080: PERSONAL LEAVE OF ABSENCE

Revision Date: 2020/04/21

Policy

A personal leave of absence may be granted for reasonable lengths of time, with or without pay, depending on the nature of the leave, as approved by the Director, after consultation with Human Resources.

A personal leave of absence is discretionary and not a job-protected leave under the Ontario *Employment Standards Act, 2000*. The time on a personal leave does not automatically count toward the completion of a vacation entitlement year or time in role for salary administration purposes. It is up to the Director, in consultation with Human Resources, to assess each situation on a case-by-case basis.

Examples of a personal leave of absence include, but are not limited to:

- Education leave
- Extended travel leave
- Sabbatical
- Running for elected office (for the Métis Nation of Ontario or another government)

Approval will be dependent on operational needs and the availability of adequate coverage.

Employees may utilize any earned vacation, sick, personal, lieu balances to supplement their income during this time off. Unearned balances are not available for employees to use. Employees are entitled to apply for any government-assisted pay schemes as they qualify for.

Procedure

1. A written request outlining the reason for the leave is submitted to the Director. The leave must only be used for the purpose outlined in the written request.
2. Approval is authorized by the Director, in consultation with Human Resources.
3. The People Leader records the time off request in Dayforce.
4. Continuation of benefits during the period of leave is determined by the Métis Nation of Ontario based on the nature of the leave, and is dependent on length of the leave.
5. Vacation and sick entitlements do not accrue during a personal leave of absence of more than three months.

6. Time in role for the purposes of salary administration does not accrue during a personal leave of absence of more than three months.
7. An employee who uses a personal leave for purposes other than it was granted (i.e. to hold alternate paid employment) or fails to return to work from a personal leave, without notification, may be subject to disciplinary action, up to and including termination of employment.

POLICY No. 6.090: BEREAVEMENT LEAVE

Revision Date: 2020/04/21

Policy

Up to three (3) consecutive working days off with pay is granted to an employee who has suffered the loss of an immediate family member.

- A spouse (includes both married and unmarried couples, of the same sex or the opposite sex)
- A parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- The spouse of an employee's child (son or daughter-in-law, or equivalent)
- A sibling of the employee
- A relative of the employee who is a dependent of the employee for care or assistance

Additional unpaid time off may be granted in extenuating circumstances by their People Leader, in consultation with Human Resources, or the employee may choose to use their personal day, lieu time off (if eligible) or earned vacation.

In the event of a more distant relative or close friend, an employee may choose to use their personal day, lieu time off (if eligible) or earned vacation, to attend the funeral or service, or they may request time off (without pay) to be approved by their People Leader.

Bereavement leave is not prorated to time worked, and cannot be carried over year over year,

The Métis Nation of Ontario may request supporting documentation from the employee.

Procedure

1. Employees will notify their People Leader when bereavement leave is requested. The employee requests the time off in Dayforce and will be approved by the People Leader.
2. The People Leader should consult with Human Resources if additional time off work is required.

POLICY No. 6.100: JURY OR WITNESS DUTY

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario recognizes that employees may be called to serve as a juror or witness in a civil or criminal case. The Métis Nation of Ontario will support employees called to their civic duty by providing paid leave with no reduction in benefits for the duration of the time that the employee is required to attend trial.

Employees notified of jury or witness duty must advise their People Leader once they receive notice. Employers are required by law to allow employees time off for jury duty. The law does not require employers to pay salary for employees summoned for jury duty, however, the Métis Nation of Ontario chooses to continue to pay the employee's full salary and benefits, by topping up compensation received from court.

Employees away from the workplace on unpaid leaves are not covered under this policy.

If the employee reports for jury or witness duty but is not required to serve that day, the employee is expected to return to work, or complete their day working remotely.

Jurors who live outside the city in which the courthouse is located will be paid a daily travel expense by the Government of Ontario, not the Métis Nation of Ontario, once serving as a juror. Jurors residing in the same city as the courthouse are not paid a travel allowance by the Government of Ontario, or the Métis Nation of Ontario.

As a member of a jury panel or as a selected juror there is no allowance from the Government of Ontario, or the Métis Nation of Ontario, for childcare expenses.

Procedures

1. Employees must notify their People Leader when summoned for jury or witness duty and provide a copy of the letter or summons or other relevant information.
2. The employee records the time off request in Dayforce.

POLICY No. 6.110: VOTING TIME OFF

Revision Date: 2020/04/21

Policy

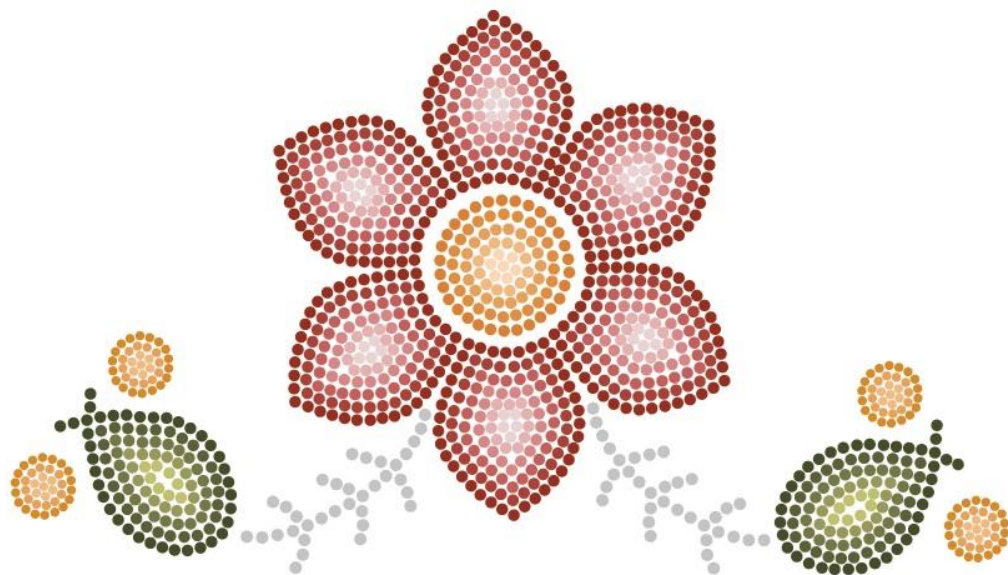
All employees who are Canadian citizens and 18 years of age or older are entitled to have three consecutive hours off on Provincial or Federal Election Day to vote. If an employee's hours of work do not allow for three (3) consecutive hours off within the designated voting period, the employer must give them sufficient time off to meet the requirement of three (3) consecutive hours before the opening or the closing of the polls. Employees who are eligible to vote are expected to use mail-in ballots, and advance polling options where available. As standard office hours are 8:30 am – 4:30 pm, and polls are generally open for twelve (12) hours from 8 am to 8 pm, additional time off to vote is not generally required.

Métis Nation of Ontario elections are held every four years. Employees who are registered Citizens will be given notice and sufficient time off work in order to vote, if necessary. Employees who are eligible to vote are expected to use mail-in ballots, and advance polling options where available. As standard office hours are 8:30 am – 4:30 pm, and polls are generally open for twelve (12) hours, additional time off to vote is not generally required.

Procedure

1. Employees are expected to vote during non-working hours, if possible.
2. Employees notify their People Leader if they require time off to vote.
3. The employee records the time off request in Dayforce.

SECTION 7: ADMINISTRATIVE POLICIES & PROCEDURES



POLICY No. 7.010: DRESS CODE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario expects employees to demonstrate good judgement and use common sense to ensure a professional image is presented at all times.

Dress code standards may vary at different functions. Unless otherwise requested, the dress code is *business casual*. Employees are expected to dress in a manner appropriate to their work, and to not put themselves at risk of workplace injury, or provide an image inappropriate to the services we offer (i.e. offensive phrases on clothing, ripped, soiled or torn clothing, and beach attire are not appropriate).

The Métis Nation of Ontario has a 'causal Friday' policy, in which employees may dress more casually, provided their dress is appropriate for the work required that day.

The dress code does not prevent employees from self-expression. This includes, but is not limited to: make-up, clothing that reflects a person's gender identity or expression, piercings, tattoos, etc. as long as it does not interfere with the employee's ability to do their job safely.

POLICY No. 7.020: MNO PROPERTY

Revision Date: 2020/04/21

Policy

All equipment and material provided to an employee for the duration of their employment at the Métis Nation of Ontario remains the property of the Métis Nation of Ontario. All data stored on the Métis Nation of Ontario network, and devices including, but not limited to, servers, workstations, cell phones, etc. is the property of the Métis Nation of Ontario and must be returned upon end of employment.

Procedure

1. At the start of their employment, the employee will sign the “*The Métis Nation of Ontario Property Business Tools Assignment*” form indicating receipt of the Métis Nation of Ontario assets and understanding of obligations and responsibilities. When an employee ends their employment with the Métis Nation of Ontario, they are responsible for returning all Métis Nation of Ontario property and business tools they signed for.
2. In the event Métis Nation of Ontario property is lost, stolen, damaged, or destroyed, the employee must notify their People Leader and the IT Help Desk immediately.
3. If the employee is negligent and/or intentionally damages destroys Métis Nation of Ontario property, they may be subject to discipline, and/or expected to reimburse the cost of the item or its repair.

POLICY No. 7.030: ACCEPTABLE USE OF IT TECHNOLOGY, NETWORKS AND ACCOUNTS

Revision Date: 2020/04/21

Policy

The users of the Métis Nation of Ontario network are responsible for respecting and adhering to local, provincial, federal and international laws, as well as the policies and procedures of the Métis Nation of Ontario. Computers and networks provide access to resources on and off site, as well as the ability to communicate with other users. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems, and related physical resources.

Procedure

1. Hardware and software are intended for use only by authorized Métis Nation of Ontario users. Employees are not to share or lend Métis Nation of Ontario devices or access to others.
2. All telephones, cellphones, computers, communications and other electronic equipment are exclusively for Métis Nation of Ontario business. Employees are expected to make every effort to use hardware, software and related tools and technology in an appropriate and secure manner.
3. Authorized users of the Métis Nation of Ontario network facilities will be issued a unique User ID. Users are responsible for maintaining the confidentiality of their passwords and the security of their accounts. Users are solely responsible for all actions, including electronic messaging, taken while the User ID is in use.
4. Any attempt to violate the provisions of this policy, regardless of the success or failure of the attempt, will result in disciplinary action. Disciplinary action may range from reprimand to loss of account privileges to maximum penalties afforded under Métis Nation of Ontario policies, which could include termination of employment.
5. Any attempt to circumvent local, provincial, federal, or international laws through the use of Métis Nation of Ontario networks may result in litigation against the offender by the appropriate authorities. If such an event should occur, the Métis Nation of Ontario will fully comply with authorities to provide any information necessary for the litigation process.
6. No one may use Métis Nation of Ontario electronic/internet/computer systems for illegal activity of any kind. Violation of computer and internet use could result in a

criminal offence. Such violations could include:

Unauthorized use of a Computer (Criminal Code section 342.1);
Mischief (Criminal Code section 430 (1.1);
Corrupting Morals (Criminal Code section 163);
Making, Distributing, Selling, or Possession of Child Pornography
(Criminal Code section 163.1).

7. No one may download or copy unlicensed, copyrighted, or illegally obtained software onto Métis Nation of Ontario computer/electronic systems.
8. The terms “of use” cover any device connected to the Métis Nation of Ontario network, including personal devices that use the User ID and password to connect that device to the guest network or DMZ connections. The user of the device is solely responsible for adhering to this policy, and related policies and laws, for any device they connect to or cause to be connected to the Métis Nation of Ontario networks in any fashion, directly or indirectly.
9. Each user of the Métis Nation of Ontario network is responsible for ensuring the security of their passwords and access to the network connection. The accessing of another user’s account and network privileges is strictly prohibited.
10. The Métis Nation of Ontario management has the right to monitor content and information created, stored or shared using technology owned and operated by the Métis Nation of Ontario. The Métis Nation of Ontario respects the privacy of users and under normal circumstances will not access users’ accounts. However, the Métis Nation of Ontario reserves the right to examine the contents of users’ accounts should the need arise. Such circumstances might include, but are not limited to, suspected misuse of the technology or protection of the integrity of the system. The Métis Nation of Ontario may access user e-mail accounts if deemed necessary and authorized by the Chief Executive Officer, or Chief Operating Officer, or Chief Strategy Officer, or designate.
11. The use of all the Métis Nation of Ontario hardware, software and connectivity including internet access, is for the purpose of the Métis Nation of Ontario business requirements only. The Métis Nation of Ontario reserves the right to monitor all inbound and outbound internet traffic to ensure compliance with policies and procedures. They also reserve the right to block access to any internet site or resource deemed inappropriate or inapplicable to the day-to-day operations of the Métis Nation of Ontario.
12. Storage media remains the property of the Métis Nation of Ontario and retains the right to examine those contents at any time. The Métis Nation of Ontario reserves the right to access any and all data and / or email hosted or stored on Métis Nation of Ontario resources at any time and without consultation. The Métis Nation of Ontario reserves the right to re-assign access to data and / or email accounts as seen fit in the best interests of the Métis Nation of Ontario.

POLICY No. 7.040: USE OF SOCIAL MEDIA

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario always seeks to uphold the Statement of Prime Purpose, and expects employees to follow the *Standards of Professional Conduct* and present a positive and professional image to the community when using social media. This policy sets out the terms of use for all forms of social media and networking including, but not limited to, blogs, Facebook, LinkedIn, Twitter, Pinterest, Instagram, YouTube, message boards, chat rooms, online forums, and all other forms of social media and networking technology, on Métis Nation of Ontario computers and business tools, as well as on personal electronic devices and/or borrowed equipment, during work hours or on personal time.

Procedure

1. All employees, when utilizing any form of social media or networking technology, are expected to conduct themselves, both publicly and privately, in a manner that does not tarnish the image of or otherwise bring disrepute to the Métis Nation of Ontario.
2. Employees are expected to minimize access social media sites during work hours, unless required to use social media to carry out their job responsibilities.
3. Métis Nation of Ontario management may observe content and information created, stored or shared using technology owned and operated by the Métis Nation of Ontario, or posted by employees on social media.
4. Employees must use caution and good judgement when creating, storing or sharing information using technology owned by Métis Nation of Ontario, or when posting comments and pictures on social media. Pictures posted on social media sites should reflect respectful images only.
5. Employees should use their best judgement in not posting any material that is inappropriate or harmful to the Métis Nation of Ontario, its employees, the PCMNO or its Citizens. Although not an exhaustive list, some specific examples of prohibited social media and networking conduct include posting, in either static or video format commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous or that can create a hostile work environment.

6. Employees are not to publish, post or release any information that is considered confidential. If there are questions as to what is considered confidential, an employee should consult their People Leader, or speak with Human Resources.
7. Information from others being reposted must be from a reliable source and reposting comments from others expressing personal feelings or views should be avoided.
8. Employees are encouraged to participate actively in social media discussions and forums as part of exercising their civic duty. They must be careful not to share or use confidential information that they may have access to as a result of their employment with the Métis Nation of Ontario, and must also be aware that they are perceived as representing the Métis Nation of Ontario, even outside of work hours.
9. All Métis Nation of Ontario employees acknowledge that posts on social media platforms have the potential for world-wide access and can therefore be detrimental to both the person as well as the organization. All postings should be considered as permanent.

POLICY No. 7.050: EMAIL USE

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario voluntarily complies with the federal “Personal Information Protection and Electronic Documents Act” (PIPEDA) and is bound by the provincial Personal Health Information Protection Act (PHIPA). Employees must respect the confidentiality of e-mail communications and must not share or transmit information which would violate confidentiality and/or infringe upon the human rights of Métis Nation of Ontario Citizens, clients, or employees.

If printing an e-mail message with confidential information, confidentiality of the printed copy must be maintained as per PIPEDA/PHIPA legislation. Where available, employees are expected to use the Secure Print system.

Procedure

1. The Métis Nation of Ontario has authorized third-party mass distribution tools via Communications. Mass e-mail distribution should be avoided for fear of triggering spam recognition and blacklisting services.
2. “ALL MNO USERS” and “MNO Employees” distribution lists are restricted to authorized senders only. For e-mail distribution using any Métis Nation of Ontario large scale distribution group, the individual must forward the e-mail to the Director of Communications or Human Resources for approval and dissemination.
3. The use of distribution group lists to outside email addresses should be “Bcc’d” to protect the list’s content.
4. Confidential messages are not to be sent to unauthorized individuals within or outside of the Métis Nation of Ontario. Employees should be cognizant of prior e-mails in an e-mail chain. Especially if replying or forwarding to a third party, e-mails should be reviewed, and prior e-mails in the chain should be ‘cleaned’ of any confidential information.
5. Employees are expected to ensure all e-mail communication reflects the integrity and professionalism of the Métis Nation of Ontario. Be professional and courteous. To avoid viruses, etc., do not send chain e-letters, jokes or circulate other forms of junk email.
6. In addition, employees and representatives of the Métis Nation of Ontario may not transmit messages which are in violation of the Métis Nation of Ontario

Policies and Procedures, or which may be considered, abusive, offensive, threatening or harassing, or related to any illegal activity, including sharing or reproducing copyrighted material.

7. All employees are expected to use an e-mail signature. The e-mail signature should include:
 - Name
 - Position title
 - Personal pronouns (optional)
 - Organization Name
 - Office address
 - Professional e-mail address
 - Professional contact phone number(s)
 - Confidentiality clause

A sample is included below:

John Doe – Insert Position Here
Pronouns: They/Them
Métis Nation of Ontario
Unit 11 – 66 Slater Street
City, ON X1X Y1Y
E: email@metisnation.org
T: 987-654-3210 ext. 123
C: 123-456-7890

This email is intended only for the named recipient(s) and may contain information that is CONFIDENTIAL. No waiver of privilege, confidence or otherwise is intended by virtue of this email. Any unauthorized copying is strictly prohibited. If you have received this email in error, or are not the named recipient, please immediately notify the sender and destroy all copies of this email. Thank you.

8. When not available, appropriate notification of absence must be left, using the “Out of Office Assistant”.

POLICY No. 7.060: PARKING / VEHICLES

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario offices have limited parking available at most locations, and the Métis Nation of Ontario does not guarantee parking to employees.

Where parking is offered, of the parking spaces available, priority will be given to first to persons requiring accommodations or with disabilities and then secondly to employees whose responsibilities require them to use their vehicle to serve clients.

Employees who use a vehicle for the performance of their employment will receive compensation for the use of the vehicle, excluding travel to and from their regular place of work.

Where a vehicle is a requirement of the job, paid parking at the office location may be subsidized or reimbursed as approved by their People Leader, subject to funding availability, and where the employee is required to use their vehicle over the course of the work day.

The Métis Nation of Ontario will not be held liable for damage or theft to the vehicle caused by third-parties on parking property.

Finance policies apply for when an employee is required to use their personal vehicle in the course of performing their job.

POLICY No. 7.070: EXTERNAL REQUESTS FOR REFERENCES

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario only confirms dates of employment, position(s) held, and final wage rate with proven consent (such as a signed written release) of the individual enquired about.

Requests for references should be discussed with Human Resources.

Caution must be exercised when responding to requests for information about employees (former or existing). Legal action may result, particularly where unfavorable information impedes future employment.

POLICY No. 7.080: INCLEMENT WEATHER

Revision Date: 2020/04/21

Policy

The Métis Nation of Ontario recognizes that extreme weather can be a risk to an employee's safety and ability to attend work on time and, in some cases, carry out expected duties and responsibilities.

Given that the Métis Nation of Ontario operates in 30+ locations across the province, the decision to reduce services or close an office due to inclement weather is determined by a regional People Leader, in consultation with the Director for that office/region, independent of Branch.

Common sense should prevail when making the decision to reduce services or close an office and/or direct employees to work remotely. Reasons to close an office or move to remote work include a combination of the following:

- Significant snowfall or other dangerous conditions where drivers are requested by local police forces to stay off the roads;
- City transit services are severely reduced or cancelled;
- Local universities/colleges close or cancel classes;
- Local municipal offices close;
- Public health or emergency measures require it.

Employees may be asked to curtail out of office client visits, services or meetings in the event of reduced services, and work remotely in the event of inclement weather.

In the event that an employee is travelling and encounters inclement weather that interrupts or delays their travel, employees should seek approval from their People Leader to take the action they feel is necessary to secure their safety.

Procedure

1. The local office People Leader assesses the need to close the office or direction to work remotely and seeks approval from the regional Director for the affected office(s).
2. The People Leader advises the Directors of all branches and initiates the local office communication plan (text, email, private Facebook page) that advises of the closure or direction to work remotely, before 6:30 am, or as soon as possible during the course of the work day.

3. Regular office closure / remote work policies apply. Employees should set up out of office notices on their Outlook accounts, cancel the remainder of their appointments (rescheduling as soon as possible), set up a temporary voicemail, and when possible, place a sign on the client-facing door detailing the time the office is closed until and/or that employees are working remotely.
4. Employees will receive full pay for the duration the office is closed and/or they are working remotely due to inclement weather.
5. A list of People Leaders responsible for inclement weather communication is posted in each office and available on the shared U drive.

POLICY No. 7.090: VISITORS

Revision Date: 2020/04/21

Policy

For security reasons and health and safety, all visitors to the Métis Nation of Ontario must sign in and be escorted by the employee whom they are visiting whenever on the premises of the Métis Nation of Ontario.

Unannounced visitors need not be answered outside of business hours or if the employee is the lone employee in the office, subject to operational needs.

Employees are to treat all visitors with respect, and if unable to help, are to take down the contact details and notify the visitor's intended employee.

To ensure a professional environment, children of employees are permitted to visit only for short periods of time, and must be accompanied during the entire duration of their visit, whether during business hours, or otherwise.

To minimize allergens in the air and ensure the health and safety of employees, only service animals are permitted in Métis Nation of Ontario's offices.

Procedure

1. All visitors to the Métis Nation of Ontario offices are to sign in and sign out, using the Visitor Log.
2. In the event visitors are unable to be supported by any employee (i.e. programs and/or services clients), the employee responsible for these visitors should make sure other employees at the office are able to provide a basic service and referral. For example, providing a care kit, and alternate time for the client to come back to see the desired employee.
3. Visitors whose behaviour is inappropriate, disruptive or unruly may be asked to leave the office. An employee who is concerned about their safety as a result of a visitor's behaviour should alert another employee, or their H&S representative, or their People Leader, or if urgent intervention is required, the local Police.

POLICY No. 7.100: PRIVACY AND CONFIDENTIALITY POLICY

Revision Date: 2020/04/21

Policy

Given the wide range of programs and services delivered by the Métis Nation of Ontario, Branches may have their own "Personal Information Consent Authorization" forms that have been developed in consultation with the Privacy Officer.

Employees must advise clients of the Métis Nation of Ontario's privacy policy before collecting and using their information. Employees must ensure there is a signed "Personal Information Consent Authorization" form on file.

Privacy Code

This *Privacy Code* is the privacy policy of the Métis Nation of Ontario for Citizens and clients using services offered by the Métis Nation of Ontario.

Commitment to Privacy

Protecting your privacy and the confidentiality of your personal information has always been an important aspect of the Métis Nation of Ontario's (MNO) operations. As the self-governing body for the Métis who live in Ontario, the collection and use of your personal information is fundamental to our day-to-day operations. In fact, it might even be said that one of the most important assets of the Métis Nation is its information on its Citizens. We treat your personal information fairly and with respect. Employees, representatives and associated entities must abide by our commitment to privacy in the handling of personal information.

Applicability of this Code

Our *Privacy Code* applies to the Métis Nation of Ontario and all of its associated entities. This includes the Métis Nation of Ontario community councils and all other bodies that together form the Métis Nation of Ontario.

Our *Privacy Code* informs you of our commitment to, and policy on, privacy. It tells you the ways the Métis Nation of Ontario ensures that your privacy and the confidentiality of your personal information are protected. In this Code, "we", "us" and "our" means the Métis Nation of Ontario and its associated entities, including our community councils, chartered groups, the Métis Nation of Ontario Development Corporation and the Métis Nation of Ontario Cultural Commission. "You" and "your" means an individual who is a citizen or a potential citizen of the Métis Nation of Ontario, or a client or potential client of the Métis Nation of Ontario and/or its associated entities. In other words, our *Privacy*

Code applies to the personal information, in our possession and control, of all of our citizens and clients.

What is Personal Information?

Definition of Personal Information:

Personal information is any piece of information, either factual or subjective, about an identifiable individual. Personal information does not include the name, title, business address, or telephone number of an employee of an organization.

The Métis Nation of Ontario 's *Privacy Code* consists of the following ten key principles:

Accountability

The Métis Nation of Ontario takes our commitment to securing your privacy very seriously. Each employee and representative of the Métis Nation of Ontario and its associated entities is responsible for the personal information under their control. Our employees are informed about the importance of privacy and receive information periodically to update them about our *Privacy Code* and related policies.

The Privacy Officer is responsible for analyzing all personal information-handling practices and ensuring that our privacy policy is up-to-date and in force at all times.

Identifying Purposes: Why We Collect Information?

We ask you for information to establish a relationship and serve you as either a Citizen or a client of the Métis Nation of Ontario. We obtain most of our information about you directly from you. Whenever we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes. We will obtain your consent if we wish to use your information for any other purpose.

Consent

We seek and confirm your consent to use your personal information at the time of collection or in advance. We will use clear, understandable language when we obtain your consent. Consent may be expressed in writing, and in some cases, you may provide it verbally or electronically. Written consent includes completing and signing a consent form. The choice to provide us with personal information is always yours. Upon request, we will explain your options, if refusing.

Statistical Information

From time to time, the Métis Nation of Ontario may provide to government agencies statistical data that is drawn from the personal information provided by individuals. For

example, health organizations may request data on the prevalence of a particular disease, such as diabetes, in the Métis population. In providing statistical information, the Métis Nation of Ontario will not provide any information that will permit the personal identification of individuals.

Limiting Collection

Information is not collected without a specific, limited requirement. We collect information by fair and lawful means.

Limiting Use, Disclosure and Retention

The information we request from you is used for the purposes defined. We will seek your consent before using the information for purposes beyond the scope of your original consent.

Under no circumstances do we sell Citizen lists or other personal information to third parties.

Our policy is to use and disclose personal information only to further communications necessary or appropriate to the fulfillment of our obligations to you. These obligations may relate to ensuring that you can exercise your Aboriginal rights, or for such programs and services as the provision of health services, employment training, or housing services.

There are some unavoidable types of disclosure of your personal information that may occur occasionally as part of the Métis Nation of Ontario fulfilling its routine obligations and/or conducting its business. This includes sharing relevant information with service providers to allow them to provide business services or support the Métis Nation of Ontario or its associated entities, including technology, banking, financial, auditing, accounting, legal and insurance services.

Accuracy

All decisions involving personal information should be based on accurate and timely information. While we will do our best to base our decisions on accurate information, we rely on our Citizens and clients to disclose all material information and to inform us of any relevant changes.

We will make reasonable efforts to keep your information accurate and up-to-date, based upon evidence provided by you and to the extent updated information is relevant to the purpose for which it was originally collected. We encourage you to review and confirm the accuracy of information provided. If you find any errors in this information, we urge you to contact us as soon as possible (by phone, fax, mail, or e-mail), and we will make the appropriate corrections immediately, upon receipt of appropriate evidence.

Safeguards: Protecting Your Information

We will protect your information with appropriate safeguards and security measures, such as our computer usage and security policies. We audit our procedures and security measures regularly to ensure that they are being properly administered and that they remain effective and appropriate. We maintain personal information in a combination of paper and electronic files. Recent paper records concerning individuals' personal information are stored in files kept onsite at one of our offices. Older records containing individuals' personal information may be stored at an offsite storage facility.

Access to personal information will be authorized only for our employees, representatives and service providers who require access in the performance of their duties, to any person granted access by the individual through the consent process, and to those otherwise authorized by law.

The Métis Nation of Ontario may be required to audit personal information in order to fulfill its obligations to government or to ensure the exercise of Métis rights.

When providing information to auditors or others, we will require such organizations or individuals to abide by our *Privacy Code*. We will give them only the information necessary to perform the services for which they are engaged, and will require that they not store, analyze or use that information for purposes other than to carry out those services.

Our computer systems are password-secured and constructed in such a way that only authorized individuals can access secure systems and databases.

If you send us an e-mail message that includes personal information (such as your name included in the "address"), we will use that information to respond to your inquiry. Please remember that e-mail is not necessarily secure against interception. If your communication is very sensitive, you should not send it electronically unless the e-mail is encrypted or your browser indicates that the access is secure.

Openness: Keeping You Informed

The Métis Nation of Ontario has prepared this *Privacy Code* to keep you informed. It is made available to the public, in paper form, at the address set out below and in electronic form, at www.Métisnation.org.

If you have any additional questions or concerns about privacy, we invite you to contact us by phone, fax, mail, e-mail, or our web site, and we will address your concerns to the best of our ability.

Providing Individual Access

We will give you access to the information we retain about you within a reasonable time, with a written request, satisfactory identification and proof of entitlement. You also have the right to know:

- how we collected your personal information
- how we are using it
- To whom it may have been disclosed, except where such disclosure was to a governmental body for routine purposes.

We may charge you a nominal fee and if so, we will give you notice in advance of processing your request.

If you find any errors in this information, we urge you to contact us as soon as possible (by phone, fax, mail, e-mail, or our web site), and we will make the appropriate corrections immediately, based on the receipt of satisfactory evidence.

In some cases, we may not provide access to personal information within our possession or control. This may occur when:

- providing access would be likely to reveal personal information about a third party or could pose a threat to the security of the third party, and the information cannot be segregated
- disclosure would reveal confidential commercial information of the Métis Nation of Ontario
- it would be too costly, in our determination, to retrieve it
- the personal information is protected by privilege

The information has been collected during the investigation of a legal matter or cannot be disclosed for other legal reasons, such as a non-disclosure agreement.

If we deny your individual request for access to your personal information, we will advise you in writing of the reason for the refusal and you may then challenge our decision.

Providing Recourse: Respecting and Responding to Your Privacy Concerns

We encourage you to contact us with any questions or concerns you might have about your privacy or our *Privacy Code*. We will investigate and respond to your concerns about any aspect of our handling of your information.

Contact Information

In most cases, an issue can be resolved simply. Tell us about your concerns and discussing it with us. You can reach us at:

Privacy Officer

privacy@metisnation.org

The Métis Nation of Ontario

If the issue is still not resolved satisfactorily, we will provide information on other complaint procedures that may be available to you.

Conclusions

Any changes to our *Privacy Code* and information handling practices will be acknowledged in this *Privacy Code* in a timely manner. We may add, modify or remove portions of this Code when we feel it is appropriate to do so. You may determine when this Code was last updated by referring to the modification date found at the bottom of the page.