

MONITORING REPORT – POLICY EL2

To: Thunder Bay Counselling Centre Board of Directors

From: Nancy Chamberlain, Executive Director

Prepared by: Allane Danchuk, Director of Business & Finance

RE: Policy Type: Executive Limitations
Policy Title: Staff Treatment

Date: January 20, 2020

With respect to treatment of staff, the Executive Director may not cause or allow conditions which are inhumane, unfair or undignified.

Accordingly, the Executive Director may not:

1. Discriminate among staff on other than clearly job related, individual performance or qualifications.

Met Expectation

Policies and processes are in place to ensure human resources practices are free from discrimination, including recruitment and selection, performance management and disciplinary policies. Qualifications for all positions are outlined in job descriptions. All staff have clearly defined job-related expectations as outlined in employment contracts, job descriptions, policies and procedures and program standards and guidelines. There has been no complaints of discrimination.

2. Allow any situation that risks harm to staff, including physical or psychological harm.

Met Expectation

We assess for risk of physical and psychological harm on a regular basis and address any issues if they arise. There is a well-established Joint Health and Safety Committee that reviews all Health and Safety policies annually, makes recommendations for risk mitigation, inspects the facilities on no less than a monthly basis and interviews staff on a regular basis. The focus of the Psychological Health and Safety Committee is on assessing the organizational culture and discussing ways in which we can build on existing strengths and make any necessary improvements. A survey of staff was completed in November/December 2019, the results of which will be reviewed by this Committee and the Leadership Team to determine if there are any areas of concern related to psychological health that the organization needs to explore.

All managers are held accountable for monitoring staff compliance with health and safety policies and practices and there is a clear reporting and investigation process established for any incidents of staff injury or risk of injury.

3. Operate without a work-place violence and harassment prevention program.

Met Expectation

Our work-place violence and harassment prevention program is established through Health, Safety and Wellness Policies which assign responsibility for assessing risk, responding to incidents and threats, and reporting and investigation. When potential risks are identified, they are addressed either on a case-by-case basis where it is deemed to be situation specific or by establishing organizational policy where it is deemed to be a systemic risk. Staff receive training at the time of hire about the program and the Joint Health and Safety Committee is responsible for providing annual training related to work-place violence and harassment prevention for all staff.

4. Withhold from or fail to notify staff of a complaint process and procedures, to be used without bias.

Met Expectation

Complaint procedures are outlined in all policies where staff may have a complaint, including performance management, discipline, conflict resolution, health and safety (including workplace violence and harassment), workplace conflict, conflict of interest/conflict of commitment, termination of employment, benefits, pay and hours of work and privacy policies. Staff are educated on policies at the time of hire and receive updated information through their managers, policy updates, discussions at staff meetings and through the Director of Business & Finance and/or the Executive Director.

5. Prevent staff from bringing concerns to the Board of Directors through the Chair of the Board, unless the Chair is part of the concern in which case it will go to the Secretary, when there is:
 - 5.1. An allegation of workplace violence (including harassment and bullying) that directly involves the Executive Director, either as the victim or the perpetrator; or,
 - 5.2. A conflict of interest or the awareness of a potential conflict of interest that involves the Executive Director; or,
 - 5.3. A conflict with the Executive Director; or,
 - 5.4. A concern that the Executive Director has acted in a manner that contravenes Board policy.

Met Expectation

Policies on workplace violence, conflict of interest/conflict of commitment and conflict resolution clearly outline the process for accessing the Board of Directors should a situation of this nature arise involving the Executive Director.

I certify that the above information is accurate as of this date.

Signature:



Date: January 2020