POLICY

1. _____ recognizes that our success depends upon the quality and commitment of our employees. Our objectives are to employ the best people available and to maintain a high quality working relationship with all our employees, based upon mutual trust, respect, courtesy and tolerance. To this end, we strive to:
   - provide a work environment which is free of discrimination and/or harassment
   - provide a work environment that encourages self-motivation and initiative
   - encourage open and frank dialogue about work and/or business issues
   - offer equal opportunity for personal development, career growth and advancement based on individual ability and demonstrated job performance
   - provide healthy and safe working conditions for all
   - provide individualized accommodation for employees and potential employees with disabilities, upon request, in our recruitment and selection process, information and communication support, return to work process, performance management, career development and advancement process and redeployment procedures.

2. _____ believes that issues which may arise periodically between employees and management can best be resolved through open and frank discussions directly between the two parties — without the need for third party intervention. Although third party involvement is not encouraged, _____ respects the right of employees to request such involvement and will govern its actions accordingly.

PURPOSE

The purpose of this Statement of Policy and Procedure is to focus attention on human resources as the prime and vital component in successfully achieving _____’s mission.

SCOPE

This Policy and Procedure applies to all employees, students and volunteers.
RESPONSIBILITY

1. Managers and other staff in supervisory positions are responsible for creating a work environment in which employees, students and volunteers can learn and/or develop a work ethic consistent with the principles outlined in Policy Paragraph 1.

2. Employees, students and volunteers are primarily responsible for actions related to their personal development, conduct and behaviour.

REFERENCES AND RELATED POLICIES AND PROCEDURES

- HR 1-01 — Employment Principles [Not available]
- HR 2-01 — Pay Principles [Not available]
- HR 3-01 — Benefits Principles [Not available]
- HR 4-03 — Workplace Accommodation on the Basis of Disability [Not available]