

Volunteer Policy

Lac des Mille Lacs First Nation
2015

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1.0 The Volunteer Program

1.1 Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of Lac des Mille Lacs First Nation. Volunteers will not, however, be utilized to displace any paid employees from their positions.

2.0 Volunteer Management Procedures

2.1 Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves the overall First Nation.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with Lac des Mille Lacs First Nation or other corrective action.

2.2 Dress Code

As representatives of Lac des Mille Lacs First Nation, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

3.0 Volunteer Recruitment and Selection

3.1 Recruitment

Volunteers shall be recruited by Lac des Mille Lacs First Nation on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of Lac des Mille Lacs First Nation. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer shall take place without a specific written volunteer position description for that volunteer.

3.2 Criminal Records Check

As appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

4.0 Volunteer Support and Recognition

4.1 Staff Recognition

The Volunteer Coordinator shall design a program for recognition of staff who work well with volunteers and shall consult with volunteers to identify appropriate staff to receive such awards.

5.0 Volunteer Harassment Section

ARTICLE 1 GENERAL

LDMLFN is committed to providing a safe and respectful workplace for all employees based on the premise that employees are entitled to work in an environment free from harassment and discrimination. Violence, threats, harassment, bullying, intimidation, and other disruptive behavior will not be tolerated. All reports will be taken seriously and dealt with accordingly.

Harassment refers to abusive and unwelcome conduct or a comment undertaken or made on the basis of a prohibited ground of discrimination, including age, sex, colour, race, nationality, religion, sexual orientation, marital or family status, physical or mental disability. Harassment includes, but is not limited to one or a combination of the following:

- (a) derogatory remarks concerning a characteristic listed in the above
- (b) remarks concerning a person's capabilities based upon the perceived group to which a person belongs
- (c) jokes of a racist, sexist or ageist nature
- (d) derogatory/demeaning pictures, posters, inappropriate jokes told or circulated in the workplace

ARTICLE 2 GENERAL PROVISIONS AND PROCEDURES

- (a) If an employee believes he/she is being harassed or discriminated against by another employee, as in the case of minor incident(s) and where possible, they are responsible to tell the individual that they are not comfortable with the behavior and ask that it be stopped immediately.
- (b) If the harassment continues, or if the employee is unable to deal with the individual directly, they should report it immediately to the Band Administrator.
- (c) If an employee believes he/she is being harassed or discriminated against by the Band Administrator and/or superior, he/she should report to the Chief and Council.
- (d) If an employee believes he/she is being harassed or discriminated against by a member of Chief and Council they should report to the Band Administrator. The Band Administrator will work to resolve such concerns in an objective, fair, and confidential manner in order to determine steps or measures to be taken.
- (e) All incident reports must be placed on file.
- (f) The disciplinary action taken will be determined by the nature and severity of the harassment or discrimination that occurred.
- (g) Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

ARTICLE 3 SEXUAL HARASSMENT POLICY

Part 111 of the Canada Labour Standards refers to the employee's right to employment free from sexual harassment and requires employers to take positive action to prevent sexual harassment in the workplace.

The LDMLFN Chief and Council and Band Administrator will make every reasonable effort to ensure that no employee is subjected to any form of sexual harassment.

Sexual harassment refers to unwelcome conduct (direct and indirect), comments, gestures, and/or contact of a sexual nature that is likely to cause offense or humiliation to an employee or that might, on reasonable grounds, be perceived by the employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion.

Article 3.1 General Provisions and Procedures

(a) If an individual believes he/she is being sexually harassed, and where possible, as in the case of inappropriate comments, they should tell the individual they are not comfortable with the behavior and ask that it be stopped immediately.

(b) The individual should inform the Band Administrator and complete an incident report form, which will be placed on file.

(c) The Band Administrator will take disciplinary measures depending on the nature and severity of the incident, as deemed appropriate, against any employee who subjects another employee to sexual harassment.

(d) If the sexual harassment continues, or if the employee is unable to deal with the individual directly, they should again report it immediately to the Band Administrator, who will take the appropriate disciplinary measures, as necessary.

(e) The employer will hold all information in strict confidence and will not disclose the name of the complainant, except where disclosure is necessary for an investigation.

(f) In the case of sexual harassment accusations, the individual in question may make an appeal within two (2) weeks using the appeal measures outlined in this policy.

(g) All program management and supervisors will inform all employees of the provisions of discriminatory practices under the Canadian Human Rights Act in respect to sexual harassment allegations.

ARTICLE 4 WORKPLACE VIOLENCE

Violence in the workplace refers to any behavior, action, or incident that departs from reasonable conduct in which an individual is threatened, assaulted and/or injured in the course of, or as a direct result of, his/her work.

Workplace violence is deemed as "violence or the threat of violence against workers", which can occur at or outside the workplace and can range from verbal abuse and threats to physical assaults and homicide.

The LDMLFN has a zero tolerance policy regarding abuse in the workplace.

For the purpose of this policy, the following two sectors of workplace violence will be addressed:

Internal Workplace Violence – is that which takes place between all workers, managers, and supervisors

External Workplace Violence – is that which takes place between all workers, managers, and Council members, and any other individual(s) present at or outside the workplace such as those described below:

- (a) Non-employees targeting particular employees for personal reasons (ie. domestic violence that spills into the workplace).
- (b) Non-employees who have personal grudges against or target employees, elected officials, or the organization (ie. clients, patients, former employees, band members, community members etc.).
- (c) Disturbed individuals with no apparent connection to the organization.
- (d) Criminals pursuing illegal objectives.

Article 4.1 General Provisions and Procedures

(a) All employees are responsible to report to management as soon as possible:

(i) all verbal or electronic abuse or threats, acts of violence that they have been confronted with, witnessed, or are aware of, or all other suspicious activity.

It is the First Nations Policy that, "All telephone calls, messages, electronic emails, general correspondence, or public social media site postings which are abusive in nature or contain threats, profanity, or slanderous statements will not be tolerated, answered or returned, and subject to appropriate legal action."

(b) Any individual(s) who makes substantial threats or exhibits threatening behavior, or either verbally or commits to print, false and slanderous accusations or statements, or engages in violent acts or conduct towards any First Nation employee or elected official or the organization as a whole, will be subject to the following:

a. shall be removed from the premises as quickly as safety permits, and shall remain off the First Nation premises, as per Chief and Council Band Council Resolution (B.C.R.), until an assessment and/or investigation of the situation has taken place by the Band Administrator in consultation with legal counsel and authorities.

b. shall be held accountable for their behaviour, actions and statements and in consultation with legal counsel and authorities, subject to criminal investigation and /or the laying of appropriate charges as per the Criminal Code of Canada.

(c) Pending the outcome of the investigation, the Chief and Council will initiate a response, which may include, but is not limited to:

(i) suspension and or termination of employment, or referral to an Employment Assistance Program (E.A.P.) where applicable.

(ii) banning of the individual(s) from First Nation premises or Community (issuing a no trespass order),

(iii) and/or the laying of criminal charges.

(d) All employees who have applied for or obtained a protective or restraining order against another individual(s) must provide a copy of the petition, granted restraining order, or First Nation bylaw to their employer for protective purposes of all employees. Information will be held in strict confidence within office parameters