



Wagmatcook

Commercial Enterprises
Human Resources Policy Manual

Effective: April 1, 2025

This policy manual applies to the following Wagmatcook Commercial Enterprises in compliance with the Nova Scotia Labour Standards Code:

- Bingo
- Cleanwave Restaurant and Gift Shop
- Commercial Fishing
- Gas Bar
- Tobacco Shop
- Unama'ki Security



ADOPTION OF THE HUMAN RESOURCE MANUAL

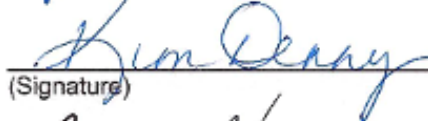
The Chief and Council of the Wagmatcook Commercial Enterprises adopts the following Human Resources (HR) Policy Manual on the 4th day of March 2025. This manual is to be implemented under the direction of Council. It is the responsibility of the Band Manager/Chief Executive Officer (CEO) to apply, enforce, review, and propose updates of the manual as required. Changes to the HR Manual requires the approval of Council. The Band Manager/Chief Executive Officer (CEO) may make changes to the procedures located in this HR Policy Manual and will ensure any such change is consistent within the manual.

Approved By:

Norman Bernard, Chief


(Signature)

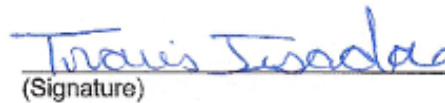
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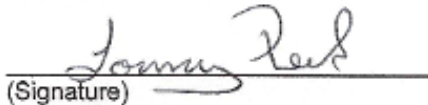
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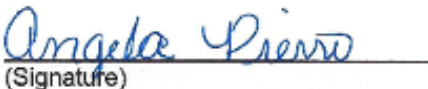
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Welcome Message from Wagmatcook First Nation Chief and Council

To be added.



Section One: Preamble

1.1 Purpose of Human Resources Manual

The purpose of this Human Resources Policy Manual (the “HR Manual”) is to maintain a harmonious and mutually beneficial relationship between the Employer (Chief and Council) and the Employees and to ensure the integrity and efficiency of Wagmatcook Commercial Enterprises. The HR Manual provides employees with essential information regarding recruitment, training, performance review and compensation, while also covering areas such as working conditions, health and safety. All employees are expected to become familiar with the contents of this HR Manual as it is an essential part of helping the employee know what is expected of them, with respect to standards of behaviour and performance.

WFN prides itself on being an employer who provides a rewarding and challenging work environment. WFN supports the development of its employees to achieve both the goals of WFN as well as the employee's professional goals. Should an employee have any questions regarding any aspects of this HR Manual, the employee should discuss them with their supervisor or the Human Resources Manager.

Wagmatcook Commercial Enterprises (“Commercial Enterprises”) is committed to full compliance with the leave provisions prescribed under the *Nova Scotia Labour Standards Code* (the “Code”) and, in many cases, exceeds the statutory requirements to support the well-being of its employees. Unless expressly stated otherwise in an individual employment agreement, the leave provisions set out in WFN's policies do not form part of any contract of employment and are subject to modification at WFN's sole discretion. In the event of a conflict between an employee's individual employment agreement and WFN's leave policies, the terms of the employment agreement shall prevail, provided they meet or exceed applicable legislative requirements.

It is important to note that leave benefits and entitlements, whether under the *Nova Scotia Labour Standards Code* or WFN's internal policies, are subject to change at any time due to legislative amendments or organizational considerations. WFN reserves the right to modify, update, or enhance leave provisions in accordance with evolving legal standards and business needs. Employees are encouraged to consult the most current version of the applicable policies or seek clarification from Human Resources to ensure they have up-to-date information on their benefits and entitlements.

From time to time, the Commercial Enterprises policies may require revision. Any amendments to this policy manual shall not constitute grounds for compensation. Amendments shall be effective from the time of their approval and publication.

1.2 WFN Vision, Mission, and Values

Our community vision, mission and value statements came from the community planning process and have been carried forward. The spirit and intent of the community values and vision are enduring and deeply rooted in Wagmatcook

Vision Statement

Teli-pkijek ula maljewe'jk tle'k utanminaq, lukutitesnen kulaman nutqo'ltite'wk Waqmitkuk tajiko'ltitaqq, wl-lukutitaqq aq klu'titew kina'matnewey kekunm'itij.

(Translation)

Because they are the future of our community, we will work to ensure that the young people of Wagmatcook are healthy, productive, educated individuals.

Mission Statement

In our life and work, we embrace Mi'kmaw culture, language and traditions in all things we do.

Value Statement

Culture:

We have a strong and vibrant history. It is important to recognize and enhance our culture.

Education:

Education is accessible and available to community members both formally and informally.

Health:

A healthy community is made up of healthy people.

Environment:

We protect mother earth to provide for future generations.

Transparency and Accountability:

Open discussion and involvement in decision making is crucial to a prosperous community.

Self-reliance:

We encourage self-reliance for all community members and the community itself.

1.3 Definitions

1.3.1 Employment Status Definitions

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 WFN.

Regular Full-Time Employee (Ongoing)

An individual who is hired on a permanent basis and who works 30 or more hours per week. This is an employee who is hired on a continuous basis and is also considered an "ongoing employee." There is no preset end date to employment.

Employees in this classification shall be eligible for enrolment in the Group Benefits Plan and Registered Pension Plan, offered by WFN following the waiting period of three (3) months established under each benefit. There is an option to waive Pension Plan participation, but it is not generally encouraged. A percentage offset (in lieu of non-participation) will not be added to gross salary.

Regular Part-Time Employee (Ongoing)

An individual who is hired on a permanent part-time basis and who works less than 30 hours per week. Employees who have been employed for two consecutive years and have reached the minimum requirements under the Group Benefits plan may be eligible for benefits. Employees should consult with the Human Resources Manager to determine if they qualify.

Term Employee and Seasonal Employee

An employee hired for a specific start and end date for either full-time or part-time hours, but usually for no more than six (6) months.

Casual Employee

An employee who is called in to work as needed and has no guarantee of hours. Casual employees are not obligated to accept shifts. Four lists will be for filling four types of positions: general administrative support, general labourer, for gas bar and restaurant shifts; and special trades.

Contractor / Consultant

An individual or company contracted by WFN retained to deliver specific services. Contractors / consultants are not employees and are not bound by the terms and conditions in the HR Manual. Contractors / consultants are required to have applicable insurance to provide services.

1.3.2 General Definitions

<i>WFN</i>	Abbreviation for Wagmatcook Commercial Enterprises
<i>Anniversary Date</i>	The annual day from the first day an employee reports to work. An employee's Anniversary Date is used to compute various conditions and benefits described in this HR Manual. WFN uses a common anniversary date of April 1st when calculating any leave for on-going employees and a prorated calculation for employees in their first year of employment.
<i>Council</i>	The Chief and Councillors of the WFN elected pursuant to the WFN "Declaration of Custom with Respect to the Election of the Tribal Council."
<i>Supervisor</i>	An employee in charge of a specific area within a business unit of WFN. This includes managers, directors and supervisors.
<i>Employee/Employees</i>	A/all person/s employed by the WFN.
<i>Employer</i>	Means Wagmatcook Commercial Enterprises.
<i>Fiscal Period</i>	The fiscal period of the Wagmatcook Commercial Enterprises, that is, the period commencing on the April 1 st of a calendar year to and including March 31 st of the following calendar year.
<i>Human Resource Committee</i>	Comprised of designated WFN employees and complies with the regulations in the Financial Administration Law (FAL).

<i>Human Resource File</i>	The employee file created for each employee which is held by the Human Resources Manager. These records will be held in confidence and will include both Human Resource and finance records. May also be referred to as personnel file.
<i>HRIS</i>	Referred to as the online human resources information system which maintains all employee records (personal details, job history, benefits). It is also used for time and attendance tracking, recruitment, onboarding, performance management, and tracking training and development.
<i>Year of Employment</i>	A period of twelve (12) consecutive months commencing the first day of the fiscal period following the commencement date of employment or the completion date of the probationary period, if applicable.

1.4 Organizational Chart

The most current organizational chart is available in the online human resource management information system (HRIS). Employees can also request a copy from their supervisor.

1.5 Employee & Employer Rights

Policy

Wagmatcook Commercial Enterprises believes that it is important to identify and protect both employees and employer rights. WFN believes:

- All employees are entitled to fair and just treatment.
- Employees are entitled to carry out their job without fear of harassment. The employer has the responsibility of preventing and actively discouraging harassment in the workplace.
- All employee files and information should be kept with great care to protect the privacy and confidentiality of the individual's records.
- No person who is employed in a managerial or confidential capacity shall, by intimidation, threat of dismissal or any other type of threat, cause an employee to abandon a complaint or grievance or refrain from exercising a right to present a dispute, as provided in the conditions of employment.
- Any employee may use the grievance procedure described in this Policy to dispute a management decision with regard to the performance of that employee's duties.
- Wagmatcook Commercial Enterprises will own the right to use and revise, free of charge, any or all artistic, recorded or written work that an employee created during and after the period of employment at the organization.



Section Two: Staffing Procedures

2.1 Job Descriptions

Policy

This policy outlines the process for creating, updating, and maintaining job descriptions for all positions within Wagmatcook Commercial Enterprises. It ensures that every role is clearly defined and that job descriptions are used for various organizational and employment decisions.

Procedure

Creation and Access to Job Descriptions

- Job descriptions are created for all positions within Wagmatcook Commercial Enterprises.
- Employees can access copies of their job descriptions through the human resource information management system and/or their supervisor.

Contents of Job Descriptions

Every job description will include the following:

- Position title: The official name of the role.
- Reporting structure: The line of authority, indicating the title of the position the employee reports to.
- Responsibilities: A detailed description of the tasks and duties associated with the position.
- KSAs: The knowledge, skills, and abilities required for the position.
- Work environment: The mental, physical, and environmental conditions this position will be exposed to.
- Qualifications: Required educational background, licenses, and certifications.

Use of Job Descriptions

Job descriptions are used to:

- Guide employee selection and recruitment.
- Set job expectations and requirements.
- Conduct employee evaluations.
- Define the organizational structure and reporting lines.
- Support other HR-related activities as needed.

Review and Updates

- Job descriptions may be reviewed and revised periodically
- The employee's supervisor will provide an updated written job description if changes are made.

Employee Acknowledgment

- The employee must sign the most recent version of their job description.
- The signed copy is stored in the employee's Human Resource file.

2.2 Position Authorization

Policy

Before a new position can be posted, two types of approval are required:

1. Budget Approval:

The Finance Department must provide budgetary approval for any **new** position or positions that have been vacant for greater than two (2) years.

2. Posting Approval:

The supervisor must give permission to post the position.

If a previously approved position becomes vacant, a supervisor can re-post it, if the budget for the position is still available.

Procedure

The supervisor identifies and has a discussion with the Human Resources Manager about hiring needs. Supervisors are responsible for preparing the necessary documents, which should include:

- Job description
- Reasons for the position
- Employment duration
- Budgetary support details

The documents and recommendations are to be submitted to the HR Manager for review. The Band Manager/Chief Executive Officer and/or Finance approval may be required.

2.3 Recruitment & Selection

Policy

Wagmatcook Commercial Enterprises ensures that all individuals can access a fair, transparent, and effective recruitment and selection process. The policy of Wagmatcook Commercial Enterprises is to attract and hire qualified individuals who meet the organization's needs, values, and strategic goals.

This policy applies to all recruitment and selection activities for permanent, temporary, full-time, part-time, and contract positions within the organization.

Procedures

2.3.1 Posting Job Vacancies

Job Posting for All Positions:

All types of positions, whether permanent (ongoing) or temporary (term), will be posted to allow opportunities for:

- Internal transfers
- Promotions and advancements
- Short-term replacements
- External applicants

Posting and Advertising Requirements:

- Postings will remain open for at least 5 working days.
- The supervisor may seek permission from the Human Resources Manager under emergent/urgent circumstances to have the discretion to move to the selection and hiring of a candidate without going through the normal posting/interviewing process. This shall only be used for temporary/urgent appointments. Selection of all ongoing positions must follow the proper procedure.

Job Posting Requirements:

Standard job postings must include the following details:

- Qualifications required for the position
- Job duties and responsibilities
- Date the position was posted
- Application deadline
- Expected interview date
- Any other information requested by the Human Resource Manager and supervisor.

If no suitable applicant is identified, or there are insufficient applications, Wagmatcook Commercial Enterprises may repost the job.

2.3.2 Internal Employee Application Process

Policy

Wagmatcook Commercial Enterprises encourages employees to apply for opportunities that will advance their knowledge, skills, and abilities.

Procedure

Supervisors should first consider promotion from within the organization to determine if an existing employee can fill the position. However, if no suitable internal applicant is identified the position may be advertised locally, regionally and/or nationally.

Internal applicants will be required to submit a formal application, will be formally interviewed by an interview committee if qualified, and if appointed, undergo a probationary period in the new role. (see also Section 2.12: Probationary Period).

2.3.3 Screening and Interviewing

Policy

The hiring supervisor and Human Resources Manager will jointly review all applications to determine if candidates meet the minimum qualifications. For manager-level positions and higher, the CEO will designate individuals to participate in the review process.

Wagmatcook Commercial Enterprises reserves the right to not fill a position if they determine that there are no qualified applicants.

Procedure

Only job-related questions or those assessing a candidate's experience, skills, training, and personal suitability will be asked. After the interviews, the Human Resource Manager will notify all interviewed candidates about the decision regarding their application.

If a member of the interview panel is in a conflict of interest, they must declare it to the Human Resources Manager, and they will be replaced for that job competition. The remaining members of the Committee shall appoint the temporary replacement. The member once replaced will abide by the decisions made by the reconfigured hiring panel.

2.3.4 Aptitude and Ability Tests

Policy

Some positions require specific skills, such as typing, computer applications, or data entry. In these cases, the candidates may be asked to complete a job-related exercise to demonstrate their abilities. All candidates who are interviewed will be given the same exercise, and all test results will remain confidential.

2.3.5 Preferential Hiring Practice

Policy

The intention in all hiring is to recruit the best-qualified candidate. When two or more candidates are deemed to be equal in terms of "best qualified," then preference will be given to the candidate of Aboriginal ancestry in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Procedure

Applicants can self-identify at 2 stages in the recruitment process:

1. when applying to a posted competition; or
2. when hired for the position.

Self-identification of Mi'kmaq (or Canadian Indigenous) ancestry is voluntary. As with any competition, there are serious consequences for people who misrepresent themselves, such as termination of employment.

2.4 Equal Employment Opportunity

Policy

Wagmatcook Commercial Enterprises provides equal employment opportunity for everyone regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or past criminal convictions if a pardon or record suspension has been granted.

Procedure

This procedure applies to all employment-related activities including recruitment, hiring, training, promotion, compensation, benefits, disciplinary actions, and termination.

Individuals who believe they have been subjected to discrimination can file a complaint with HR, either verbally or in writing. Human Resources will promptly and thoroughly investigate complaints. The investigation will include interviewing the involved parties and reviewing any relevant documentation. Based on the findings, appropriate action will be taken. The organization aims to create an inclusive and respectful workplace for everyone.

2.5 Temporary (and Acting) Positions

Policy

This policy outlines the guidelines and procedures for the assignment of temporary employment positions, either on a project basis or for a specific term, and the associated compensation for employees filling higher-level positions on a temporary basis.

Temporary positions may be assigned on either a project-based or term-specific basis as determined by the supervisor. Temporary assignments lasting less than three (3) months do not require a competitive job posting process.

Procedure

Director's Responsibility

A Director requesting to fill a temporary position must submit the rationale for making the position temporary and for waiving the competitive job posting process to the Human Resource Committee. The rationale must include: 1) Justification for the temporary nature of the position; and 2) Explanation of why the position does not require a competitive process.

Finance Department Notification

The Finance Department must be informed of the decision, including the duration of the temporary employment assignment, to ensure proper financial and payroll management.

Letter of Appointment

The employee selected for the temporary position must receive a formal letter of appointment signed by the supervisor. This letter shall outline:

- The specific term of the temporary assignment.
- The assigned duties.
- Conditions of employment.
- Any additional pay or compensation associated with the assignment.

2.6 Casual Positions for On-Call List

Policy

To enable the administration to hire individuals to fill short term positions, each Department has been allowed to establish an On-Call Casual List.

Procedure

Each department must seek approval from the HR Manager to identify specific positions that can be filled through an On-Call List.

Once approved, the Human Resource Manager will keep each Department List and must follow established hiring protocol (advertising, interviewing and selection) to fill the On-Call List. The frequency of posting to fill the List (and to keep it current) will be at the discretion of the Department. Individuals from the On-Call List may be hired for a few hours, a few days and or a few weeks. The letter of offer will meet the requirements as set out in the Offer of Employment policy.

Employees hired through the On-Call process will be placed on the regular payroll and expected to abide by all the conditions of this Policy.

Four types of casual On-Call Lists will be established:

- (1) for general administrative and clerical support type positions.
- (2) for general labourer (inside and outside) positions.
- (3) for gas bar and restaurant shifts; and
- (4) for specialized trades which require specific training and or certification.

Each "On-Call List" will have a clear job description including a general description of duties, required skills and qualifications. Only individuals from an On-Call List will be eligible for hiring for temporary /term positions of this type.

Contracts with Independent Contractors will only be used to complete special projects and or to deliver specific/specialized professional services. Contractors are not employees and contract positions must be filled through proper established organizational purchasing procedures.

2.7 Employment References and Background Checks

Policy

Employment references are conducted to verify the accuracy of the job applicant's employment history, work performance, and conduct.

Procedure

The HR Manager, or designate, will be responsible for conducting all relevant background checks for job applicants. An applicant, or employee's, failure to comply with this policy may result in the withdrawal of a job offer or termination of employment. All background checks will be conducted in accordance with applicable privacy and employment laws.

- A minimum of two work-related references will be requested from the applicant during the hiring process.
- References should be from previous supervisors who have direct knowledge of the applicant's work experience.

The hiring supervisor or HR Manager will conduct reference checks before offering a position. Documentation of reference checks will be maintained in the employee's personnel file.

An employee must immediately notify the Human Resource Manager should their status change while employed with Wagmatcook Commercial Enterprises.

2.8 Verification of Licenses, Certifications, and Education

Policy

To confirm that the job applicant holds the necessary credentials and educational qualifications required for the position, supporting documentation may be requested.

Procedure

- The applicant will provide original documentation of all licenses, certifications, diplomas, degrees, and relevant qualifications prior to the interview or prior to being hired.
- HR will verify the authenticity of the provided documents by contacting the issuing institution or through online verification systems.
- Copies of the original documents will be retained in the employee's Human Resource file, and originals will be returned to the employee after verification.
- Employment offers will be contingent upon the successful verification of all required credentials.

2.9 Criminal Records and Vulnerable Sector Checks

Policy

Criminal and vulnerable background checks are conducted to ensure that individuals in positions of trust, particularly those working with children or managing cash, have no criminal history that would disqualify them from such employment.

Procedure

All new hires working with children, vulnerable populations, or handling cash must provide a valid and current Criminal Record Check and, where necessary, a Vulnerable Sector Check as a condition of employment. The check must be no older than six months from the date of submission.

Employees who are required to undergo these checks will not begin work until clearance is obtained, unless approved by the HR Manager.

The Criminal Record Check will be kept confidential and stored in the employee's Human Resource file. If the background check reveals a conviction that could affect the employee's ability to perform their job, the hiring supervisor and HR will assess the situation on a case-by-case basis, following relevant legal guidelines.

2.10 Verification for Immigration & Work Visas

Policy

To ensure that the job applicant is legally authorized to work in the country, applicable documentation may be requested. Applicants may be asked to provide proof of their legal right to work, such as a valid work visa, permanent residency, or citizenship documents, before employment is finalized.

Procedure

The HR Manager will verify these documents through the appropriate government agency or online portals. Documentation confirming the right to work will be stored securely in the employee's personnel file. Employees with time-limited work visas will be required to provide updated documents before the visa's expiration date. Failure to do so may result in termination of employment.

2.11 Offer of Employment

Policy

All new employees, or employees who are accepting another position in the organization, shall be given a Letter of Offer. To accept the offer of employment, the employee must sign it, and it must be signed by both the HR Manager (or CEO) and the hiring Manager.

Procedure

A letter of offer will include, at minimum, the following information:

- a) the names of the employer and employee.
- b) the job title of the employee and a brief description of their duties and responsibilities.
- c) the address of the regular place of work.
- d) the date on which the employment begins.
- e) the term of the employment.
- f) the duration of the probationary period, if any.
- g) a description of the necessary qualifications for the position.
- h) a description of any required training for the position.
- i) the hours of work for the employee, including information on the calculation of those hours and rules regarding overtime hours.
- j) the rate of wages or salary and the rate of overtime pay.
- k) the frequency of pay days and the frequency of payment of any other remuneration.
- l) any mandatory deductions from wages.
- m) information about how the employee can claim reimbursement of reasonable work-related expenses.
- n) other related terms and conditions of employment (e.g. confidentiality, termination of employment, etc.)

2.12 Probationary Period

Policy

A probationary period is used to assess an individual's suitability for the position and to ensure a mutual fit between the employee and the organization. This policy applies to all new employees of the organization as well as employees promoted or transferred to new roles within the organization.

All newly hired, promoted, or transferred employees will serve a probationary period of three (3) months, during which time their performance, conduct, and overall suitability for the role will be evaluated. Promoted and transferred employees will be considered continuous employees for the purpose of entitlements, benefits, and termination provisions.

Procedure

An employee who accepts a promotion / new position within the organization will be assessed for a three (3) month probationary period to determine suitability. Existing benefits (e.g. years of service, vacation, etc.) shall be continued if there has been no break in employment prior to moving into the new role. Should the promoted employee fail the probationary period all reasonable efforts will be made to place them in a position similar to the one they vacated. However, no guarantees will be made.

Chief and Council will evaluate the Chief Executive Officer and Chief Financial Officer during their probationary period. The Chief Executive Officer will evaluate all probationary supervisors and all other direct reporting employees. Each supervisor will evaluate all probationary employees within their department. In the case where an employee reports to two supervisors, both will jointly conduct the evaluation.

Employment of new employees may be terminated during the probationary period without notice.

New probationary employees shall not be entitled to any retroactive wages or retroactive benefit increases.

2.13 Employee Orientation

Policy

It is the responsibility of both the Human Resource Manager and the new employee's direct supervisor to establish good employee-employer relations, open communications and reduce anxiety regarding the new work environment and to begin to make the employee feel part of the team.

Procedure

All new employees will be provided with a comprehensive orientation process. The Human Resource Manager will review the HR Policy and conditions for their probation and explain all other relevant documents. The new employee will then be asked to sign all the required forms including the declaration of understanding (which indicates that they have received a copy, understands and agrees to follow all organizational policies).

2.14 Human Resource File and Information Package

Policy

A confidential employee file (Human Resource file) will be created for each new employee.

Procedure

All employees will have access to their own records upon request and appointment. The Band Office Manager, the HR Manager, and CEO will have access to employees' records. The HR Manager will be present during any request to access personal HR files. No files will be removed from the Human Resource Office. The Human Resource Manager and/or Band Office Manager will maintain a log of persons accessing the files. The files will always be locked.

No information relating to an employee's performance shall be placed in their file unless a copy has also been given to the employee.

2.15 Duty to Accommodate

Policy

Wagmatcook Commercial Enterprises is committed to protecting employees and its duty to accommodate. The organization will not discriminate against any employee with regard to age, ancestry, birthplace, colour, conviction for an offence unrelated to employment, family status, marital status, mental disability, physical disability, political belief, race, religion, sex or sexual orientation.

Procedure

Employer's Role in Accommodation for Injured Employees

Wagmatcook Commercial Enterprises has a primary obligation to search for and accommodate any of its employees needing special accommodation. This means, that the organization, as the employer must first take the necessary steps to inform itself of the nature of the employee's:

- Medical prognosis; and
- Capabilities for alternative work

Wagmatcook Commercial Enterprises is required to assess an employee's qualification and if deemed necessary, to provide training for an alternative position.

A continued (on-going) assessment may be carried out by the organization in order to monitor the employee's changing health conditions with an attempt to modify any accommodations over time. This assessment will be carried out by the organization to determine if something can be done to the existing job to enable the employee to perform their job. Wagmatcook Commercial Enterprises may make use of external professional expertise to make this determination.

Employee's Role in Accommodation

Employees are responsible

- for identifying their need for an accommodation,
- to provide relevant information to inform Wagmatcook Commercial Enterprises' accommodation efforts,
- to act reasonably and otherwise compromise by accepting a reasonable yet imperfect accommodation. (The organization reserves the right to discharge its duty to accommodate should a reasonable accommodation be proposed by the organization and rejected by the employee).

Wagmatcook Commercial Enterprises has the right to obtain sufficient information relating to an employee's limitations to properly fulfill the duty to accommodate. This information cannot be obtained should it violate the privacy rights of the employee. Requests for information shall be clearly communicated in writing and the employee will be provided with details as to what specific information is required and why. Information should first be solicited from an employee's own doctor prior to an independent medical exam.

If it is either a physical or mental disability, Wagmatcook Commercial Enterprises is entitled to know the prognosis of the illness/disability and any job restrictions, but not the diagnosis. However, if it is neither a physical or mental disability, the organization shall consider carefully where to obtain the required. Wagmatcook Commercial Enterprises shall keep written notes on file for all accommodations that are either requested, considered and/or implemented.

Accommodation techniques to be considered by Wagmatcook Commercial Enterprises may include, but are not limited to the following:

- Provide a graduated return to work.
- Modifying an employee's existing job or move employee to another job within the organization
- Alter the workplace (e.g. wheelchair access)
- Train the employee to work in a different job
- Alter work schedules, including time off for medical treatment, religious ceremony, etc.
- Provide part-time work
- Provide adaptive technologies or equipment

Individual accommodations may not be granted should they impose undue hardship on the individual employee or on the organization, whether these hardships are health, personal/public safety and/or cost. Financial cost, safety and the actual impact on the rights of other employees shall be considered by WFN before granting any accommodations.

2.16 Code of Ethics, Code of Conduct, and Code of Confidentiality

Policy

Wagmatcook Commercial Enterprises provides the best services possible for its clients and the Band. As such, all employees will be required to agree to comply with the established Code of Ethics, Code of Conduct and Code of Confidentiality.

Procedure

All employees will be required to sign a *Code of Ethics* form which will remain in effect throughout and following employment with the organization. The *Oath of Confidentiality* is binding on all employees during and after employment with the Wagmatcook Commercial Enterprises. A breach of confidentiality can result in legal proceedings and/or immediate dismissal.

To ensure that all employees are completely aware and informed of the core organizational policies and procedures, each new employee will have the HR Policy explained to them and will be given a copy of the Policy during their orientation. All employees will be required to sign a *Declaration of Understanding* indicating that they have been informed and received a copy of the HR Policy and all other relevant documents and that they will abide by these during their employment with Wagmatcook Commercial Enterprises.

Employees that are found to be in violation of their commitment to providing Ethical and Confidential performance and/or not abiding by established Wagmatcook Commercial Enterprises policies may be subject to disciplinary action, up to and including dismissal.



Section Three – Work Schedules

3.1 Hours of Work

Policy

The standard hours of work will be determined based on operational requirements and may be site-specific, job-specific, or a combination of both. Employees will be informed of their regular working hours in their employment agreement, which will outline expectations regarding schedules, shifts, and any applicable variations. A 30-minute unpaid break is provided to employees every five (5) hours of work. Additional two (2) fifteen-minute paid breaks are scheduled each workday. Breaks are at the discretion of the supervisor and based on operational demands. Any changes will be communicated in advance whenever possible. Employees are expected to be flexible in adapting to these adjustments to support business and service continuity.

Requests for paid or unpaid time off must be approved by the supervisor.

Employees who are unable to attend work must notify their supervisor, and/or designate, before their regularly scheduled shift.

If an employee leaves the work premises for non-work purpose, the responsibility is on the employee for all personal liability, and workers compensation will not apply.

Procedure

3.1.1 Call-in and Approval

Employees who are called in and report for work are entitled to at least 3 hours of work at their regular rate of wages, whether or not the employee performs any work after so reporting.

If an employee volunteers to work additional time and is not requested to report to work for additional aspects by management, this is not considered a “call-in” or “overtime” and the employee is not entitled to be paid for the three hours of work as the employee was not “called in.”

3.1.2 Shift Changes

To change shifts with another employee approval must first be granted by the supervisor.

3.1.3 Recording of Time

- All employees shall record their attendance in accordance with the practice for the work area and/or via the human resource information management system (HRIS)
- Employees that are away from the office during the workday must complete the required form which documents the purpose of their absence or enter their absence in the HRIS. These forms must be submitted along with timesheets for the calculation of the biweekly payroll.

- All employee wages shall be calculated pursuant to the time recorded on their timesheets.
- Any entries on the timesheet for overtime, personal leave, other leave and/or vacation must be accompanied by the supervisor's approval.
- Employees are responsible to record all time both worked and absent for various reasons with their respective supervisor.

3.2 Overtime

Policy

All overtime and lieu time must be pre-approved.

Procedure

The following applies to overtime:

- In accordance with the Nova Scotia Labour Standards Code, at the employee's request, the supervisor and employee may agree (in writing) to time off in lieu of overtime pay at a rate of 1.5 hours for each hour of overtime worked in excess of forty-eight (48) hours per week.
- Lieu time must be taken within 3 months of the end of the pay period in which it was earned, unless a longer period is agreed to as part of a written agreement with the employee. The longer period cannot be more than 12 months, after which all outstanding time off must be paid out (at a rate of 1.5 times the employee's regular wage rate) within 30 days.

Right to Refuse Overtime

Employees have the right to refuse overtime to carry out family responsibilities related to:

- the health or care of any of the employee's family members, or
- the education of any of family member(s) who are less than 18 years of age

Before refusing overtime, the employee must first take reasonable steps to deal with these family responsibilities in some other way. If despite these efforts, the employee is still required to meet family responsibilities during the overtime period, only then the employee can refuse overtime.

Exception:

An employee cannot refuse to work overtime if it is necessary due to a situation that the employer could not reasonably anticipate and that presents or could reasonably present any of the following imminent or serious threats:

- to the life, health or safety of a person
- of damage to or loss of property, or
- of serious interference with the normal operation of the employer's establishment

3.3 Severe Weather and Emergency Closing

Policy

Supervisors will notify their staff of severe weather and/or emergency closures.

Procedure

The WFN will not close except under unusual circumstances. In the event of severe weather or other emergencies, if WFN must cancel operations or close, information will be made available as quickly as possible through a variety of communication channels (e.g. email, text, online)

Employees are expected to be at work, unless WFN is officially closed. Employees are expected to exercise judgment regarding their ability to travel safely to and from work. However, employees that choose not to travel for work on a day when WFN has not been closed for weather related purposes must make alternate arrangements with their supervisor or use personal leave.



Section Four – Pay Administration and Benefits

4.1 Wages and Salaries

Policy

Wagmatcook Commercial Enterprises is committed to transparency and compliance with employment standards regarding employee compensation. To ensure clarity and accuracy in wage payments, all employees will receive a written pay statement at the time wages are paid.

Each pay statement will include the following details:

- The period for which the payment is made.
- The number of hours for which the payment is made.
- The rate of wages.
- A breakdown of deductions made from the wages; and
- The net amount received by the employee.

4.2 Pay Days and Submission of Timesheets

Policy

Wagmatcook Commercial Enterprises pay days shall occur every two (2) weeks for all employees and include the two-week period prior to that pay day. Pay stubs will be emailed to employees. Employees who do not have access to email can contact the finance department to make alternate arrangements to receive their pay stub.

Each employee is expected to sign in and out daily. The supervisor is to approve, prepare, and finalize all timesheets for processing by the Finance Department (payroll).

4.3 Payroll and Payroll Deductions

Policy

Wagmatcook Commercial Enterprises adheres to all applicable employment legislation and tax regulations in processing employee payroll.

Procedure

Payroll

All employees will submit their hours, including any time off taken, overtime worked, or lieu time accrued, to their immediate supervisor for approval no later than the last Friday of the pay period. Supervisors will review hours for approval and will submit to payroll no later than the Monday after the pay period ends.

All employees pay cheques will be deposited by the Wagmatcook Commercial Enterprises directly into the employee's bank account every second Thursday. All employees will be required to provide necessary banking information during their onboarding, or when a change in their banking information occurs, to the Human Resources Manager or the Finance Department to ensure that their pay cheque is deposited into the correct banking account.

Payroll Deductions

The Finance Department will make all applicable mandatory deductions from an employee's gross wages, where applicable. This includes, court-ordered garnishments, Federal and Provincial Income Tax, Canada Pension Plan, Employment Insurance premiums and any other legislated deductions, as well as any mandatory employee benefits plan contributions.

Every employee must fill out and sign a federal withholding allowance certificate (TD-1) on or before their first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out and submit a new TD-1 at any time to Human Resources or the Finance Department when their circumstances change.

Every employee will receive a T-4 for the preceding year by the end of February following the tax year. Any employee who believes that their deductions are incorrect for any pay period, or on the T-4, should contact the Finance Department immediately.

Overpayments and Corrections

If an overpayment occurs, the organization reserves the right to recover the excess amount through payroll adjustments. Employees will be notified in advance, and repayment terms will be arranged as necessary.

4.4 WFN Commercial Enterprises Benefits

Policy

Wagmatcook Commercial Enterprises has an optional voluntary benefit package for all its on-going full-time employees. These benefits include but are not limited to Life Insurance, Disability Insurance, Health Insurance and Dental Insurance. Information on the entire benefit package is available through Human Resources. Employees choosing to opt-out of the benefits must sign a release/waiver.

4.5 Pension

Policy

All ongoing employees with Wagmatcook Commercial Enterprises are eligible to enroll in the Pension program. Employees must contact the Human Resource Manager after the completion of probationary period for enrollment or waiver of pension plan as established by the Nation. Currently, the organization has a program whereby 2-8% of gross pay is deducted from employee payroll which is matched by the organization and the total amount then remitted to pension fund.

Employees can opt to waive participation in the pension plan, but it is not generally encouraged. A percentage offset (in lieu of non-participation) will not be added to gross salary.

4.6 Staff Bonuses

Policy

The WFN Council may approve an annual bonus(es) to acknowledge the efforts and dedication of employees. The bonus is contingent upon the employee's hours worked during either the calendar or fiscal year and their active employment status at the time of distribution. The bonus(es) is/are subject to annual approval by the WFN Council.

Eligibility:

To qualify for the full staff bonus employees must:

- Be actively employed at the time of the bonus distribution.
- Have worked a minimum of **960 hours** within the calendar or fiscal year.

Employees who remain employed but have not met the **960-hour** requirement will receive a prorated bonus based on the following schedule:

<u>Hours Worked</u>	<u>Bonus Amount</u>
240+ Hours	25%
480+ Hours	50%
720+ Hours	75%
960+ Hours	100%

Procedure

The finance department will verify employee eligibility and process the bonuses accordingly and ensure timely disbursement of the bonus amount approved by Chief and Council.



Section Five – Leaves of Absence

5.1 Bereavement Leave

Policy

Consistent with our Mi'kmaq culture and traditions of helping others, Wagmatcook Commercial Enterprises recognizes the emotional impact caused by the death of a family member and that employees may require time off for bereavement.

Definition of Family Member: A family member is defined in this policy as follows:

- the spouse or common-law partner of the individual.
- a child of the individual or a child of the individual's spouse or common-law partner.
- a parent of the individual or a spouse or common-law partner of the parent.
- a child of the individual's parent or a child of the spouse or common-law partner of the individual's parent.
- a grandparent of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandparent.
- a grandchild of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandchild.
- the spouse or common-law partner of the individual's child or of the child of the individual's spouse or common-law partner.
- a parent, or the spouse or common-law partner of a parent, of the individual's spouse or common-law partner.
- the spouse or common-law partner of a child of the individual's parent or of a child of the spouse or common-law partner of the individual's parent.
- a child of a parent of the individual's spouse or common-law partner or a child of the spouse or common-law partner of the parent of the individual's spouse or common-law partner.
- an uncle or aunt of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's uncle or aunt.
- a nephew or niece of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's nephew or niece.
- a current or former foster parent of the individual or of the individual's spouse or common-law partner.
- a current or former foster child of the individual or the spouse or common-law partner of that child.

- a current or former ward of the individual or of the individual's spouse or common-law partner.
- a current or former guardian of the individual or the spouse or common-law partner of that guardian.
- a person, whether or not related to the individual by marriage, common-law partnership, or any legal parent-child relationship, whom the individual considers to be like a close relative or who considers the individual to be like a close relative.

Bereavement Leave Entitlement:

- Employees are eligible for up to 5 days of regular paid and 5 days unpaid bereavement leave upon the death of a family member (see payment eligibility below).
- For employees with varying hours or payment structures, the regular wage rate will be calculated based on average earnings (excluding overtime) for the 20 days immediately before the leave.

Community Funeral:

- As a sign of respect for the passing of a community member, Wagmatcook Commercial Enterprises may establish site-specific procedures for openings, closures, and/or modified work schedules. Employees will be provided with details by their supervisor.

Procedure

Notice Requirements:

- Employees must provide written notice to their supervisor as soon as possible regarding the beginning and length of the bereavement leave.
- The leave may be taken in 1-2 periods from the date of death to six weeks after the latest of either the day of the funeral, burial, or memorial service.
- If the employee is on vacation, the day may be used as a bereavement day instead.
- In case of unforeseen circumstances, employees are encouraged to communicate promptly and keep their supervisor informed of any changes to the initially provided information.
- Wagmatcook Commercial Enterprises may request additional documentation, such as a death certificate or obituary, to validate the need for bereavement leave.

5.2 Child Death and Disappearance Leave

Policy

Wagmatcook Commercial Enterprises acknowledges the emotional distress caused by the death or disappearance of an employee's child due to a crime. This policy outlines the provision of unpaid leave for eligible employees facing such tragic circumstances.

Eligibility

This policy applies to all eligible employees who experience the death or disappearance of their child due to a crime.

All employees are eligible for unpaid leave under this policy if their child, defined as any person under 25 years of age, dies or disappears due to a crime.

Leave Entitlement

- Eligible employees are entitled to a maximum of 156 weeks (3 years) of unpaid leave.
- The leave may be taken in one or more periods, each not less than 1 week in duration.
- Aggregate leave for the death or disappearance of the same child is capped at 156 weeks.

Procedure

Notification

- Employees must inform their supervisor in writing as soon as possible after the occurrence of the child's death or disappearance.
- Written notice should include the reasons for and the intended duration of the leave.

Termination of Leave

- The leave will end if it becomes unlikely that the death or disappearance was due to a crime.
- If the child is found during the leave period:
 - The leave will end 14 days after the child is found if found within the 156-week period (but no later than the end of the 156-week period).
 - For cases where the child has died, the leave will end after 156 weeks from the date of disappearance.

Updates

- If there are any changes to the initially intended leave duration, employees must promptly provide written notice to their supervisor.

Documentation

- The organization reserves the right to request supporting documentation to substantiate the need for the leave.

5.3 Compassionate Care Leave

Policy

Wagmatcook Commercial Enterprises honours and respects Indigenous family, community, and caretaking values. We acknowledge the significance of supporting our employees in caring for a loved one with a critical medical condition. The Compassionate Care Leave outlined in this policy embodies our commitment to upholding these values.

Leave Entitlement

Employees are entitled to take up to 28 weeks of unpaid leave to care for a family member diagnosed with a terminal illness, certified by a medical professional, as likely to pass away within 26 weeks. This leave can be taken in one continuous period or divided into multiple periods, each lasting no less than one week.

The Compassionate Care Leave period ends upon the death of the family member or within 52 weeks from the start of the leave, beginning from the first day of the week the medical certificate was issued or when the leave began, whichever is earlier.

Eligibility

All employees are eligible for Compassionate Care Leave to care for a family member as defined in this policy. There is no minimum service period required for eligibility.

Definition of Family

In line with Indigenous principles and Service Canada Employment Insurance Regulations, family extends beyond biological ties. It encompasses kinship networks, including but not limited to:

- the spouse or common-law partner of the individual.
- a child of the individual or a child of the individual's spouse or common-law partner.
- a parent of the individual or a spouse or common-law partner of the parent.
- a child of the individual's parent or a child of the spouse or common-law partner of the individual's parent.
- a grandparent of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandparent.
- a grandchild of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandchild.
- the spouse or common-law partner of the individual's child or of the child of the individual's spouse or common-law partner.
- a parent, or the spouse or common-law partner of a parent, of the individual's spouse or common-law partner.
- the spouse or common-law partner of a child of the individual's parent or of a child of the spouse or common-law partner of the individual's parent.
- a child of a parent of the individual's spouse or common-law partner or a child of the spouse or common-law partner of the parent of the individual's spouse or common-law partner.
- an uncle or aunt of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's uncle or aunt.
- a nephew or niece of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's nephew or niece.
- a current or former foster parent of the individual or of the individual's spouse or common-law partner.
- a current or former foster child of the individual or the spouse or common-law partner of that child.
- a current or former ward of the individual or of the individual's spouse or common-law partner.
- a current or former guardian of the individual or the spouse or common-law partner of that guardian.

- a person, whether or not related to the individual by marriage, common-law partnership, or any legal parent-child relationship, whom the individual considers to be like a close relative or who considers the individual to be like a close relative.

Procedure

Requesting Leave

Employees must inform their supervisor or HR in writing about their intention to take Compassionate Care Leave as soon as possible, providing details on the reasons and expected duration. Any changes to the initially specified duration must be communicated to the supervisor or HR in writing.

Documentation Requirement

Wagmatcook Commercial Enterprises reserves the right to request documentation supporting the need for the leave, including a copy of the medical certificate.

Failure to comply with the notification or documentation requirements may affect the approval or continuation of the leave.

The information provided by the employee regarding the need for Compassionate Care Leave will be handled confidentially and only shared with individuals involved in the approval process or as required by law.

5.4 Critical Illness Leave

Policy

Critical Illness Leave is designed to support employees who need to care for a critically ill family member. This policy applies to the following categories of family members as defined by Service Canada's Employment Insurance Regulations:

Definition of Family Member: A family member is defined in this policy as follows:

- the spouse or common-law partner of the individual.
- a child of the individual or a child of the individual's spouse or common-law partner.
- a parent of the individual or a spouse or common-law partner of the parent.
- a child of the individual's parent or a child of the spouse or common-law partner of the individual's parent.
- a grandparent of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandparent.
- a grandchild of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's grandchild.
- the spouse or common-law partner of the individual's child or of the child of the individual's spouse or common-law partner.
- a parent, or the spouse or common-law partner of a parent, of the individual's spouse or common-law partner.

- the spouse or common-law partner of a child of the individual's parent or of a child of the spouse or common-law partner of the individual's parent.
- a child of a parent of the individual's spouse or common-law partner or a child of the spouse or common-law partner of the parent of the individual's spouse or common-law partner.
- an uncle or aunt of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's uncle or aunt.
- a nephew or niece of the individual or of the individual's spouse or common-law partner or the spouse or common-law partner of the individual's nephew or niece.
- a current or former foster parent of the individual or of the individual's spouse or common-law partner.
- a current or former foster child of the individual or the spouse or common-law partner of that child.
- a current or former ward of the individual or of the individual's spouse or common-law partner.
- a current or former guardian of the individual or the spouse or common-law partner of that guardian.
- a person, whether or not related to the individual by marriage, common-law partnership, or any legal parent-child relationship, whom the individual considers to be like a close relative or who considers the individual to be like a close relative.

Eligibility and Duration:

- Employees are eligible for unpaid Critical Illness Leave without any eligibility period.
- Employees can take up to 37 weeks of unpaid leave (or a shorter period specified in a medical certificate) when caring for a critically ill child under the age of 18.
- Employees can take up to 17 weeks of unpaid leave (or a shorter period specified in a medical certificate) when caring for a critically ill adult.

Procedure

Leave Periods:

- Employees may take Critical Illness Leave in one or more periods, with each period being not less than one week in duration.

End of Leave:

- The leave ends upon the death of the family member, or within 52 weeks of the first day of the week the medical certificate was issued or the leave commenced.

Notification and Documentation:

- Employees must inform their supervisor in writing as soon as possible when they intend to take Critical Illness Leave. This notification should include the reasons for and the intended length of the leave.
- In case of a change in the length of the leave, the employee must provide written notice to the organization.

- Wagmatcook Commercial Enterprises reserves the right to request documentation in support of the leave.

Sequential Leaves:

- No employee may take Compassionate Care Leave before the end of a Critical Illness Leave in respect of the same family member.

5.5 Domestic and Sexual Violence Leave

Policy

Wagmatcook Commercial Enterprises acknowledges the impact of family violence on its employees and their dependents. To support affected individuals, the organization provides 10 days of leave (paid and unpaid) each calendar year for employees or their children (under age 18) who are victims of family violence. This leave enables individuals to seek medical attention, counselling, victim services, legal assistance, or to relocate from harmful situations.

Eligibility:

Employees are eligible for 10 days family violence leave unless they are charged in relation to the family violence or if it is likely or probable that they committed the act.

Leave Entitlement:

After completing three consecutive months of employment, **the first 5 days of family violence leave are paid**. For employees with varying work hours, the regular wage rate for the leave period will be determined based on the average earnings (excluding overtime) for the 20 days immediately prior to the leave.

Notification and Documentation:

Employees must inform their supervisor or Human Resources in writing as soon as possible about their intention to take family violence leave, specifying the reasons and the expected duration. If there are changes in the length of the leave, the employee is required to provide written notice to their supervisor.

Wagmatcook Commercial Enterprises may request documentation to support the need for leave. Employees are expected to provide such documentation if it is reasonably practicable for them to obtain and provide it.

Procedure

- Employees intending to take family violence leave must submit a written request to their supervisor or HR, including details of the intended leave period and the reasons for it. The organization will review the request and, if necessary, request additional documentation to support the leave.
- Upon approval, the supervisor and employee will agree on the terms of the leave, including the duration and compensation if applicable.
- The employee is expected to adhere to the agreed-upon leave period and promptly notify their supervisor of any changes.
- Employees returning from family violence leave will resume their duties as scheduled, and their return will be managed in a supportive and confidential manner.

- Please note: Any misuse or fraudulent claims related to family violence leave may result in disciplinary action, up to and including termination, following appropriate investigation and review.

5.6 Holidays

Policy

This policy outlines the guidelines and procedures regarding statutory and non-statutory holidays and provides a framework for employee compensation and scheduling during these periods.

Statutory Holidays (as per Canada Labour Code)

Wagmatcook Commercial Enterprises recognizes and observes the following statutory holidays:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Non-Statutory Holidays (at the discretion of WFN)

In addition to the statutory holidays noted above, **WFN** provides the following non-statutory holidays with pay to Wagmatcook Commercial Enterprises employees:

- Nova Scotia Heritage Day (third Monday in February)
- Easter Monday
- National Indigenous Day (June 21)
- Feast of St. Anne (Friday & Monday of Mission Weekend *only*)
- Treaty Day

Additional Holidays

- Paid Christmas holidays (non-statutory) are to be determined annually by the Chief and Council by November 30th.
- Wagmatcook Commercial Enterprises services considered to be essential may have a modified Christmas break schedule. Supervisors will provide site-specific or role-specific details.
- Additional non-statutory days may only be determined by the Chief & Council.

Eligibility

All Wagmatcook Commercial Enterprises employees are eligible for statutory and non-statutory holidays.

Important Notes

If a holiday falls on a Saturday or Sunday, Wagmatcook Commercial Enterprises will be closed on the following Monday.

(Subject to operational demands)

Compensation for Statutory and Non-Statutory Holidays

Salaried Employees

Salaried employees are entitled to their regular wage rate for statutory and non-statutory holidays. Employees who are required to work on a statutory holiday are entitled to 1.5 times for time in lieu for each hour worked on that day. Time in lieu will be granted for a minimum of three (3) hours.

Hourly Employees

Hourly employees are entitled to the average earnings for 20 days immediately before the statutory or non-statutory holiday. Employees who are required to work on a statutory or non-statutory holiday are entitled to 1.5 times their wage rate for each hour worked on that day.

Unpaid Leave of Absence or Long-Term Disability

Employees on an unpaid leave of absence or receiving Long Term Disability (LTD) or Worker's Compensation benefits are not eligible for paid holidays.

Holiday While on Vacation

A holiday occurring while an employee is on vacation leave will not be counted as a vacation day.

Sick on Designated Holiday

If an employee is sick on the day designated as a holiday, the day must be taken as a holiday and not a sick day. This means that the holiday cannot be taken at a later date by an employee.

Cross-Reference With:

- Vacation Leave Policy

5.7 Indigenous Cultural Leave

Policy

Wagmatcook Commercial Enterprises recognizes the cultural significance of Indigenous practices and values the opportunity for eligible employees to engage in them through the Indigenous Cultural Leave. This **unpaid leave** allows employees to engage in Indigenous practices, including hunting, fishing, and harvesting, for up to 5 days per calendar year. The leave may be taken in one or more periods, but the organization may require a minimum length of 1 day.

Eligibility

- Indigenous Cultural Leave is available to employees of Aboriginal descent.
- Employees can take unpaid Indigenous Cultural Leave after completing 3 consecutive months of employment with the organization.

Leave Entitlement:

- Eligible employees can take up to 5 days of Indigenous Cultural Leave per calendar year.
- This leave can be taken in one or more periods, subject to the organization's minimum length requirement of 1 day per leave period.

Procedure

Requesting Leave:

- Employees must advise their supervisor in writing as soon as possible when they intend to take Indigenous Cultural Leave.
- The written notice should include the reasons for the leave and the length of the intended leave period.
- If the length of the leave changes after the initial request, the employee must provide written notice to their supervisor.

Documentation Requirement:

- Wagmatcook Commercial Enterprises has the right to request documentation supporting the Indigenous Cultural Leave.
- Employees shall provide such documentation if it is "reasonably practicable for the employee to obtain and provide it."

5.8 Jury Duty and Court Leave

Policy

Wagmatcook Commercial Enterprises recognizes the importance of fulfilling civic duties and supporting our employees in their responsibilities as witnesses, jurors, and participants in jury selection processes. As such, we allow employees to take leave for these purposes. This policy outlines the conditions and procedures for requesting and granting such leave.

Paid Leave: Employees attending court for work-related cases will receive regular pay.

Unpaid Leave: Employees attending jury duty or court for personal matters will receive unpaid leave.

Procedure

Leave Request:

- **Eligibility:** All Wagmatcook Commercial Enterprises employees are entitled to request leave to act as witnesses or jurors or participate in jury selection.
- **Timely Notice:** Employees must advise their supervisor in writing as soon as possible when they intend to take leave for any reason. The notice should include the reasons for the leave and the expected duration.

Changes in Leave Duration:

- **Notification:** If the expected length of leave changes, the employee must provide written notice to their supervisor as soon as the change becomes known.
- **Approval:** Any changes to the leave duration will be subject to the organization's approval.

Documentation:

- Wagmatcook Commercial Enterprises reserves the right to request documentation supporting the leave.

5.9 Organ/Tissue Donor Leave

Policy

Wagmatcook Commercial Enterprises is committed to supporting our employees in making organ and tissue donations. We recognize the importance of allowing employees to take leave for this honourable cause.

- Employees are entitled to a maximum of 17 weeks of unpaid leave for organ or tissue donation.
- Employees on organ/tissue donation leave may use their personal, sick, or unpaid leave. Eligible employees may also qualify for sick leave under Employment Insurance (EI) Sickness Benefits.
- All employees are eligible for organ/tissue donation leave.
- This leave is available to employees donating their organs/tissues.

Procedure

Requesting Organ/Tissue Donation Leave:

- Employees must give written notice to their immediate supervisor at least four weeks before the intended leave start date of their intention to take organ/tissue donation leave. If they are unable to give four weeks' notice due to the urgency of the situation, they should notify their supervisor as soon as possible.
- The written notice should include the following information:
 - The start date of the leave.
 - The anticipated length of the leave.
- If the length of the leave changes, the employee must provide written notice to their supervisor as soon as possible.

Medical Certificate Requirement:

- After the employee has been on organ/tissue donation leave for three days, the organization may require the employee to provide a medical certificate confirming the donation process. The medical certificate should be provided to the immediate supervisor.

5.10 Personal and Medical Leave

Policy

Wagmatcook Commercial Enterprises recognizes that personal and medical situations can sometimes overlap. Therefore, this policy, which offers a combined approach to paid personal and medical leave, is designed to benefit employees with the organization. It exceeds compliance with the Nova Scotia Labour Standards Code regarding medical leave entitlement while offering flexibility for personal needs. The key benefits of this policy include:

Personal Leave (8 days):

(Note: the Nova Scotia Labour Standards Code does not have a provision for personal leave, however the additional days are a benefit offered to employees)

1. Employees are entitled to eight (8) days of personal leave effective every April 1st (the beginning of the fiscal year).
2. A new employee must have completed three (3) consecutive months of continuous employment with Wagmatcook Commercial Enterprises to be eligible for leave.
3. If the employee's earnings vary, the average of the 20 days worked immediately before the first day of leave will be used to calculate earnings (exclusive of overtime).

Leave can be used for situations to:

- Take care of health obligations for any member of the employee's family or care for them.
- Take care of obligations related to the education of any family member under age 18.
- Manage any urgent situation that concerns the employee or a family member.
- Attend the employee's citizenship ceremony under the *Citizenship Act*.

Medical Leave (10 days):

(Note: the Nova Scotia Labour Standards Code has a provision for 3 days of medical leave, however the additional days are a benefit offered to employees)

1. All continuously employed employees, including part-time, casual, and fixed-term contract employees, are entitled to medical leave with pay.
2. New Wagmatcook Commercial Enterprises employees earn paid medical leave after completing an initial 30-day qualifying period of continuous employment with the organization. After completing the initial 30-day qualifying period, employees will earn their first 3 days of medical leave with pay. Afterwards, an employee will earn 1 day of medical leave with pay at the beginning of each month **following** a completed month of employment, up to ten (10) days per year.
3. Employees are entitled to three (3) days of paid medical leave effective every April 1st (the beginning of the fiscal year) and an additional one (1) day of leave accrued monthly up to a maximum of 10 days per year.

All employees are entitled to this leave to attend to:

- Illness or injury.
- Organ or tissue donation.
- Attending medical appointments.
- Quarantine.
- Manage any other situation prescribed by regulation.

Employees hired **before** April 1, 2025:

Employees hired **before April 1, 2025**, can bank up to seventy-five (75) days of unused combined personal and medical leave. This benefit allows employees to accumulate and use personal leave for future needs. Regular full-time employees shall accumulate 1.5 days per month, probationary employees are not entitled to take personal leave, however, begin accumulating upon employment.

If an employee who has previously accumulated leave separates from their employment and is rehired at a future date, the banking of leave will be waived. This means that any unused leave will not be carried forward, and the employee will be subject to the new provisions for banking leave (effective on or after April 1, 2025)

Banking of leave has no cash value.

Employees hired **on or after** April 1, 2025:

Employees hired on or after April 1, 2025, shall be allowed to carry forward up to eighteen (18) days of combined personal and medical leave.

Banking of leave has no cash value.

Procedure

Requesting Leave

Employees should request leave in advance whenever possible. Approval for leave should be obtained from the employee's supervisor.

Documentation

For medical leave, employees may be required to provide a medical certificate to support their request for leave.

5.11 Pregnancy and Parental Leave

Policy

Congratulations on starting or expanding your current family unit! Employees are entitled to pregnancy leave:

- starting no earlier than 13 weeks before the due date; and
- ending no later than 17 weeks after the birth date.

Additionally, employees are eligible for 63 weeks of parental leave within 78 weeks of the child's birth or adoption. The total leave for pregnancy and parental combined cannot exceed 78 weeks per employee. Employees must consult with Service Canada to determine eligibility for Employment Insurance during their leave.

If the child requires hospitalization, the duration of pregnancy and parental leaves may be extended by the number of weeks equivalent to the hospitalization period, up to a maximum of 52 weeks for pregnancy leave and 104 weeks for parental leave. Parental leave may be interrupted or extended due to various circumstances such as child death/disappearance, compassionate care, critical illness, reservist leave, absence due to sickness, or workplace injury.

There is no eligibility period for employees to qualify for pregnancy or parental leave.

Employees must notify their supervisor in writing at least four weeks before commencing a pregnancy or parental leave or as soon as possible with a valid reason for a shorter notice period. Employees retain the right to adjust the duration of their leave or interrupt it by providing written notice. A medical certificate certifying the pregnancy is required.

Additional Comments:

1. Pregnant employees may request modified job duties or reassignment if their current job poses health risks to either the mother or child until the end of the 24th week following birth. A medical certificate is necessary to support this request. If modification or reassignment is not feasible, the employee is entitled to a leave of absence for the duration of the risk.
2. Wagmatcook Commercial Enterprises will not instruct an employee to take a leave solely because of pregnancy. However, if there are indications the employee cannot perform an essential job function and no alternative job is available, the employee may be required to take a leave during the period when they are unable to perform the essential function.

Procedure

Notification and Documentation

Employees must provide written notification to their supervisor at least four (4) weeks before the start of pregnancy or parental leave. In case of a valid reason for shorter notice, employees should inform their supervisor as soon as possible. A medical certificate certifying the pregnancy is mandatory.

Leave Duration and Modification

Employees can adjust the duration of their leave or interrupt it by providing written notice to the organization.

Request for Modified Job Duties or Reassignment

Pregnant employees requesting modified job duties or reassignment due to health risks must provide a medical certificate to support their request. If modification or reassignment isn't feasible, an unpaid leave of absence will be granted.

5.12 Reservist Leave

Policy

This policy outlines the guidelines and procedures for **unpaid leave** granted to Wagmatcook Commercial Enterprises (WFN) employees who are members of the Canadian Forces Reserves to engage in Canadian Forces operations, training activities, and related duties in accordance with the National Defence Act.

- Employees are eligible for reservist leave after completing three consecutive months of employment with WFN.
- Employees may take reservist leave for a maximum of 24 months within a 60-month period, except for leave related to a national emergency, which has no predefined time limit.

Procedure

Requesting Reservist Leave

- Employees must submit a written request for reservist leave to their immediate supervisor at least four weeks in advance unless there is a valid reason for not doing so.
- Employees may be required to provide proof of their reservist leave upon request. Such proof must be submitted within three weeks of the leave beginning unless a valid reason for delay is provided.

Notice of Return

- If the employee does not provide at least four weeks' notice of the end of the leave, WFN reserves the right to postpone the employee's return for up to four weeks after being informed of the employee's return date.

5.13 Vacation Leave

Policy

Wagmatcook Commercial Enterprises (WFN) values our employees' well-being and work-life balance. Our vacation leave policy supports and encourages time away from work, recognizing the importance of rest, rejuvenation, and personal commitments. This policy outlines the procedures and guidelines for requesting and taking vacation leave, fostering a culture where employees can recharge and return to work energized and motivated.

Vacation will be accrued based on the fiscal year, starting on April 1st and ending on March 31st of the following year. If an employee is not able to take their vacation, they are permitted to carry forward two weeks to be used by April 30th (of the new fiscal year).

Wagmatcook Commercial Enterprises may designate when employees take their annual vacation leave.

Entitlement Criteria

Permanent Full-Time and Permanent Part-Time Employees (Salaried)

After completion of the probationary period permanent full-time employees are entitled to prorated vacation time (and permanent part-time employees are entitled to pro-rated vacation) as follows:

Employees hired **before** April 1, 2025:

<u>Years of Employment</u>	<u>Vacation Entitlement</u>
1 & 2 years	2 weeks (4%)
3 & 4 years	3 weeks (6%)
5 to 7 years	4 weeks (8%)
8 to 14 years	5 weeks (10%)
15 years and more	6 weeks (12%)

Employees hired **on or after** April 1, 2025:

<u>Years of Employment</u>	<u>Vacation Entitlement</u>
1 & 2 years	2 weeks (4%)
3 & 4 years	3 weeks (6%)
5 years and more	4 weeks (8%)

Hourly and Term Employees

Hourly and term employees shall have vacation pay, as outlined above, paid out and added to their regular pay cheque. Employees are encouraged to set aside this pay for time off from work.

Illness During Vacation

If an employee becomes ill during a vacation period and the employee's physician certifies that the employee would be unable to report to work, the employee may be granted sick leave, and their vacation credits will be restored to the extent of the sick leave.

Vacation During Paid and Unpaid Leaves of Absence

When an employee is on leave with pay, their employment status does not change, and benefits accumulate as if they were at work. In addition, the employee continues to earn vacation time during the leave period.

When employees are on leave without pay, their seniority continues to accumulate, and vacation entitlement is calculated only based on wages earned during the year of employment.

The leave of absence does not change the date on which you become eligible for additional weeks of vacation and an increase in vacation entitlement.

Unused Vacation

Unused annual accrued vacation will only be paid out upon termination of employment.

Break in Employment

Where an employee has a voluntary or involuntary separation of employment from Wagmatcook Commercial Enterprises in excess of three (3) months and is subsequently re-hired at a future date, vacation entitlement will be reset and based on April 1, 2025, calculations.

Procedure

Requesting Vacation Leave

Whenever possible, employees shall provide their immediate supervisor with 30 days' advanced notice of their vacation plan, recognizing that there will be extenuating situations where the employee cannot provide 30 days. Employees will be notified when their leave request has been approved.

Failing to request approval for vacation leave in advance will not be tolerated and may be subject to progressive discipline.

Timing of Vacation

Employees in the same department or business are expected to work out their vacation leave together. Where agreement cannot be reached among employees in the same work area or unit, seniority will be used as the deciding factor.

Supervisors are responsible for scheduling available vacation leave and may defer a vacation request to another time due to operational needs.



Section Six– Performance Management

6.1 Employee Work Plans

Policy

Employee performance will be assessed annually based on how each employee met, did not meet, and/or exceeded their approved Annual Workplan.

Procedure

Annually, each employee shall meet with their direct supervisor to develop an Annual Work Plan which outlines anticipated goals, specific program and project service objectives and to specify tasks and responsibilities that the individual will deliver over the coming year.

Each month, the employee and their supervisor will meet to discuss the status of activities the previous month and any changes and or alterations that need to be incorporated in the following month. Each employee shall be responsible for maintaining a current copy of their own workplan and providing their supervisor with any updates as discussed and approved by the supervisor.

6.2 Annual Employee Evaluation Criteria

Policy

Each ongoing employee shall be evaluated by the supervisor with input and involvement from their direct supervisor using the established Evaluation systems and forms. A term employee who works for Wagmatcook Commercial Enterprises for a period longer than six months shall be evaluated using the established Performance Appraisal systems and forms. The Human Resource Manager shall ensure that each employee has an employee evaluation completed annually on or before the first day of the fiscal year.

Procedure

The Human Resource Manager will inform each supervisor of the employees within their department to be evaluated. Upon completion of the Annual Performance Appraisal, a signed copy of the forms (signed by both the employee and their direct supervisor) will be placed in the employee's Human Resource file. The employee shall be given a copy of the forms.

6.3 Performance Management

Policy

The employee performance evaluation process, including goal setting, performance measurement, regular performance feedback, employee recognition, and documentation of employee progress, ensures the success of our organization. The performance evaluation process—done with care and understanding—helps employees see how their jobs and expected contributions fit within the bigger picture of our organization.

Documented employee performance evaluations are communication tools that ensure the supervisor, and their reporting employees are clear about the requirements of each employee's job. The employee performance evaluation also communicates the desired outcomes or outputs needed from each employee's job and defines how these will be measured.

The goals of employee performance evaluation are to provide an effective employee evaluation and an overall performance process to ensure the employee, and the supervisor are clear about the employee's goals, required outcomes or outputs for the year as documented in the Annual Workplan, as well as how each employee's successes and contributions will be assessed. The employee performance evaluation helps employees accomplish both personal development and organizational goals.

Employee performance evaluation provides legal, ethical, and visible evidence that employees were actively involved in understanding the requirements of their jobs and their performance. The accompanying goal setting, performance feedback, and documentation ensure that employees understand their required outputs/performance expectations.

Chief and Council shall conduct and approve the evaluation for the Chief Executive Officer and Chief Financial Officer. The Chief Executive Officer shall conduct and approve the evaluations for the supervisors. The supervisors will review and approve the evaluations for all employees in their departments. The process for conducting the annual Performance Appraisal is as follows:

Chief and Council / Chief Executive Officer / the supervisors will:

- Request that the employee within a mutually agreed-upon time frame carry out a self-assessment for the period of the review (usually the last year).
- Conduct the review of the employee's performance against the work plan and the "Employee Performance Review."
- Have a meeting with the employee to compare the two (2) assessments and evaluation forms. In the event of an inconsistent review the evaluation conducted by the supervisor will stand.
- Both the employee and supervisor shall sign both completed forms. The employee will sign signifying acknowledgement/agreement with the assessment. If the employee does not agree with the Performance Review, they may ask for the appraisal process to be reviewed by the Chief Executive Officer.

6.4 Disciplinary and Reprimand Procedures

Policy

Wagmatcook Commercial Enterprises seeks to establish and maintain a safe and productive work environment and to establish effective and efficient operational and administrative practices and procedures. Failure by an employee to adhere to these established policies and procedures may result in disciplinary action. It is the responsibility of each employee to know and understand the terms and conditions of the organization's policies, procedures, including the HR Policy and other established rules.

The organization subscribes to the principles of progressive and corrective discipline. If an employee is felt to be in violation of any of the organization's policies, procedures or other established regulations, they will be subject to the following Progressive Reprimand Process.

The Chief Executive Officer and/or Human Resources is responsible for all disciplinary procedures. The Chief Executive Officer may follow the progressive disciplinary process described below, and/or in the case of a serious violation move immediately, but temporarily, to suspend an employee pending investigation, before moving through the reprimand process.

Procedure

Verbal Warning

The first violation by an employee will be addressed with a verbal warning. The supervisor with input from the direct supervisor (or the Chief Executive Officer in the case of a matter with a supervisor as appropriate) will initiate any verbal warnings. An employee will be given a verbal warning in a private meeting with the supervisor/ and or direct supervisor. The employee will be told what action will be taken if another violation occurs. A record of this meeting will be placed in the employee's Human Resource file, which shall be maintained by the Human Resource Manager.

Written Warning

The second violation by an employee will be addressed with a written warning. The Band Manager/CEO with input from the direct supervisor as, appropriate will initiate the written warning. An employee will be given the written warning in a private meeting with the supervisor and/or CEO (or designate). The employee will be told what action will be taken if another violation occurs. Documentation of the meeting will be prepared by the Band Manager/Chief Executive Officer and include a statement of the facts and a copy of the written warning given to the employee. A record of this meeting will be placed in the employee's file, which shall be maintained by the Human Resource Manager who will attend all meetings and take minutes. Two (2) written letters of warning in an employee's file may result in termination of employment.

Disciplinary Suspension and Immediate Dismissal

The Band Manager/Chief Executive Officer may suspend (after following the above progressive discipline process) an employee immediately for a period of up to one week, with pay, for any of the reasons outlined in the following sections. Such a suspension shall be noted in the employee's Human Resource file. Reason for suspension or dismissal can be for:

1. non-performance or inadequate performance of employment
2. non-compliance with established Wagmatcook Commercial Enterprises policies and procedures
3. attendance issues (e.g. frequent and inexcusable absences, tardiness)
4. performance or action that is either disrespectful or brings disrespect to the Nation
5. other valid disciplinary reason as determined by the supervisor in conjunction with the Human Resource Manager

In certain instances, immediate dismissal may be warranted without following the progressive discipline steps. Reasons for immediate dismissal can be for, but not limited to:

1. gross misconduct - violation of rules, carelessness or recklessness resulting in endangerment to self or others, disorderly conduct, theft, falsifying records, attendance at work under the influence of intoxicating substance, negligence.
2. threats or violence - where an employee threatens, or causes, physical harm to another employee, to a member of Council, or to any other person.
3. breach of confidentiality - where an employee breaches the confidentiality without written permission from the client and or the organization, or if an employee breaches any of the terms and conditions of the Code of Conduct, Code of Confidentiality or the Conflict-of-Interest policy.
4. misrepresentation or falsification of information on application for employment including but not limited to information regarding previous work and educational history, medical status, criminal record, valid driver's license.
5. conviction of a criminal offence that would have a direct and or detrimental impact on the operation and reputation of Wagmatcook Commercial Enterprises.

In the case of a disciplinary suspension and/or dismissal the employee will be called to a meeting with the Chief Executive Officer and given the opportunity to state their case. A decision will be made to impose suspension and/or dismissal as recommended by the Manager/Chief Executive Officer. A written letter of the reasons for suspension and/or dismissal shall be provided to the employee.

Discontinuation of Employment

Chief and Council have the final authority and responsibility for the dismissal and or termination of an employee in a position of supervisor and above.



Section Seven: Standards of Conduct

7.1 Code of Conduct & Code of Ethics

Policy

The Wagmatcook Commercial Enterprises is dedicated to serving its members and clients as well as its partners, funders and other First Nations. It is important that all employees are aware of their responsibilities to members, clients, external organizations, fellow employees and the organization. Therefore, all Wagmatcook Commercial Enterprises employees shall comply with the following guidelines pertaining to conduct and ethics.

Procedures

While the Code of Ethics may not cover every situation, it will serve as a guide to the general conduct, which is expected of all employees.

1. During work hours, employees must devote themselves to their duties of employment; be prompt, courteous and temperate in their performance; as well as adhere as to the policies and procedures of Wagmatcook Commercial Enterprises.
2. Employees shall carry out the duties of their positions conscientiously, loyally and honestly, remembering that the primary work task is to serve the organization, its members, clients, and other stakeholders.
3. Employees shall respect the integrity and dignity of the organization, its programs, staff and all other affiliated agencies.
4. Employees shall conduct themselves, while on duty and in public, in a manner that will be a credit to themselves, their department, and Wagmatcook Commercial Enterprises.
5. Employees shall work continually towards self-improvement through self-evaluation and training.
6. Employees shall use information obtained on the job for the Employer's intended purpose only, not for their own personal interests or those of other persons.
7. Employees shall be on the job punctually each day unless there is a valid reason for absence or lateness, in which case the employee will contact their immediate supervisor at the start of the working day and give an indication of when they expect to return to work.
8. Employees shall use their initiative to find ways of doing their work more efficiently.
9. Employees shall follow instructions attentively and cooperate with their supervisor.
10. Employees shall maintain a satisfactory standard of dress and general appearance appropriate to their duties.
11. Employees shall use equipment, property or supplies, which are owned, leased or rented by Wagmatcook Commercial Enterprises for authorized purposes only.
12. Employees shall protect and care for all Wagmatcook Commercial Enterprises property entrusted to them and report to their relevant supervisor any faulty equipment that requires repair.
13. Employees shall not engage in public criticism of other employees or the approved policies of the organization.
14. Employees may recommend to their supervisor, within their sphere of responsibility, changes of policy which they believe appropriate.
15. Employees will not be under the influence of alcohol or drugs while on duty.

16. Employees will respect the confidentiality of all records, materials, and communications and disclose information acquired through employment only when authorized by the relevant supervisor.
17. Employees shall refuse any fee, gifts or other tangibles offered to them in reward for duties performed by virtue of their appointment, with the exception of cultural offerings.
18. Employees shall not receive travel or other reimbursements for the same meeting from two agencies.
19. Employees shall serve members, their clients and all stakeholders with loyalty, determination and the maximum application of professional skill and competence.
20. Employees will not participate in, or allow any behaviour that is intended to degrade, humiliate, intimidate or cause fear to any community member, client, volunteer, or other employee.
21. Employees will respect the culture, traditions and teachings of the Nation and act accordingly.
22. Employees shall maintain electronic copies of all documents on WFN server, all files from removable disk or another medium should be made available on the server for authorized personnel.

7.2 Code of Confidentiality

Policy

All employees of Wagmatcook Commercial Enterprises shall work to promote the organization, its vision, goals and objectives and to uphold the WFN bylaws and any other policies and procedures. At all times employees are to keep information confidential with regards to the Nation, members and clients.

Employees must adhere to the "Code of Ethics" and the "Code of Confidentiality" during their employment with Wagmatcook Commercial Enterprises. At no point whether during employment or following termination of employment shall an employee disclose any confidential information gained while working for the organization.

Procedures

The fundamental Principles of WFN Confidentially include:

- All personnel working on behalf of Wagmatcook Commercial Enterprises will protect the confidentiality of any information acquired during the conduct of their duties.
- Confidential information may be disclosed only when a member or client has authorized in writing such disclosure, or when there is some legal obligation to do so.
- In any event, disclosure for legal reasons shall not occur before consultation with the CEO or authorized personnel of the organization. Any possibility of legal disclosure must be made known to WFN and/or Wagmatcook Commercial Enterprises.
- All personnel working on behalf of Wagmatcook Commercial Enterprises shall not speak or divulge any information to the media regarding WFN and/or Wagmatcook Commercial Enterprises business unless instructed by the Chief and Council (or designate) as approved by a motion.

Violation will result in progressive discipline, up to and including dismissal.

7.3 Conflict of Interest

Policy

It is critically important that no employee of Wagmatcook Commercial Enterprises shall engage in any conduct in the course of employment that may result in a personal benefit to that employee or a member of their family. No employee shall participate in any decision which may benefit the employee or a member of their family, regardless of the position or authority of that employee, or no employee in authority shall influence or lobby another supervisor or director for decisions that are deemed to be in conflict of interest.

A conflict of interest is a situation in which an individual is faced with competing interests or bias. The breach conflict of interest occurs when an individual acts to benefit their own interests.

Procedures

All decisions must be made with the intention of benefiting Wagmatcook Commercial Enterprises (its membership) and the organization.

As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of the organization as specified by the employment arrangement.

Wagmatcook Commercial Enterprises property, materials and services will be utilized only as requested or authorized by the arrangement.

Participation of an employee in other business, organizations or activities that compromise the employment relationship or disadvantage Wagmatcook Commercial Enterprises may be considered a conflict of interest.

Supervisors shall be responsible for identifying potential conflict of interest activities to employees.

Where an employee persists in activities that may disadvantage the organization, the Director is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may seem as conflict of interest, such as, but limited to:

- having a vested interest in an external business which may provide materials or services to Wagmatcook Commercial Enterprises.
- being offered services or materials as a result of employment or position with Wagmatcook Commercial Enterprises.
- making use of a position with the agency to solicit services or materials for personal gain.
- utilizing Wagmatcook Commercial Enterprises equipment, services or materials for an external business.
- pursuing personal gain over the wellbeing or needs of people supported.

Employees who fail to honour the provisions of this policy will be considered to be in breach of their employment arrangement with Wagmatcook Commercial Enterprises and violation will result in disciplinary action as suspension or dismissal.

7.4 Workplace Harassment and Violence Prevention

Policy

Wagmatcook Commercial Enterprises is committed to a healthy, safe and supportive workplace and is committed to providing a work environment that values diversity and where all persons are treated with respect and dignity. It is the right of all employees to work in an environment free from harassment, sexual harassment, and discrimination.

Harassment, sexual harassment, and discrimination (offensive behaviour) affect the workplace and the well-being of individuals and will not be tolerated. Any allegation of offensive behaviour will be taken seriously and dealt with promptly. This policy promotes awareness, prevention, and prompt resolution of offensive behaviour.

It is the intent of this policy to promote employee involvement in resolving situations. Resolution through the informal process is encouraged, as is the use of mediation, at any stage.

This policy is designed to meet or exceed the requirements of Nova Scotia's laws and regulations. Wagmatcook Commercial Enterprises recognizes its duty under the Nova Scotia Occupational Health and Safety Act to take every reasonable precaution to ensure a healthy and safe workplace. We also affirm that harassment and discrimination based on protected characteristics are prohibited under the Nova Scotia Human Rights Act.

All allegations of harassment will be taken seriously, however, providing falsified information and/or deliberately making false allegations of harassment may be subject to progressive discipline, up to and including termination of employment. Employees should remember that false, frivolous, or unfair complaints are disruptive and unacceptable.

This policy will be reviewed every three (3) years.

Definitions

Workplace Harassment:

For the purposes of this policy, *harassment* means any objectionable or unwelcome conduct, comment, action, or gesture that a reasonable person would consider offensive, humiliating, or demeaning to an individual or group of individuals. Harassment often involves a course of vexatious (i.e. annoying, distressing) conduct or comments that are known, or ought to reasonably be known, to be unwelcome. In some cases, a serious one-time incident can also constitute harassment if it is severe. Harassment can be verbal, physical, written, electronic, psychological, or sexual in nature. It can be directed at a specific person or group, or it can create a poisoned (hostile) work environment in general.

Discriminatory Harassment:

Harassment that is based on a protected characteristic (prohibited ground) under the Nova Scotia Human Rights Act. Harassing someone because of their age, race, religion, sex, disability, or any other protected ground is a form of discrimination and is unlawful.

Workplace Violence:

Any act, threat, or behaviour that may cause harm, injury, or emotional distress to an employee in the workplace.

Psychological Safety:

Ensuring employees feel safe to express concerns, seek support, and perform work without fear of harassment or retaliation.

Exclusions – What is *Not* Harassment:

Reasonable actions taken in a respectful way by management to manage and direct employees (such as performance evaluations, work assignments, guidance, or disciplinary action) do **not** constitute harassment, provided they are conducted in a professional and fair manner. Similarly, occasional mild disagreements or personality conflicts are not considered harassment if they do not escalate into a pattern of disrespect or abuse. Mutual banter or joking that is welcomed and acceptable to all parties involved is not harassment; however, if anyone feels uncomfortable, such behavior must stop.

Procedures

Workplace harassment (including sexual harassment) means engaging in a course of aggravating comments or conduct against an employee in a workplace that is known, or ought reasonably to be known, to be unwelcome or inappropriate.

Training Supervisors

Wagmatcook Commercial Enterprises will ensure that employees who have supervisory responsibilities:

- are adequately trained in health and safety and are informed of the responsibilities under the *Nova Scotia Labour Standards*.
- receive training in the prevention of harassment and violence in the workplace and are informed of their rights and obligations in relation to harassment and violence.

Training Employees

Wagmatcook Commercial Enterprises will ensure that all employees receive training in the prevention of harassment and violence in the workplace and are informed of their rights and obligations in relation to harassment and violence. Training will be provided:

- within three (3) months of hire; and
- at least once every three (3) years thereafter)

Additional training will be provided if the employee is reassigned to a role with an increased/specific risk of workplace harassment and violence.

Where an employee has a special need (i.e., a condition that impairs their ability to receive information, instruction, or training), Wagmatcook Commercial Enterprises will ensure that they use a means of communication that the employee is able to receive (e.g., braille, large print, audiotape, computer disk, sign language or verbal communication).

Workplace harassment and violence is prohibited and includes, but is not limited to, the following:

- comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome.
- nicknames, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground.
- posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means, including online social media platforms.
- a violent act in which a person threatens or commits an act of physical violence.
- singling out a person with humiliating comments or demeaning with teasing/jokes because they are a member of a protected group.
- comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed. If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the Human Rights Code.
- gender-related comments about a person's physical characteristics or mannerisms.
- unwelcome physical contact.
- suggestive or offensive remarks or implications about members of a specific gender.
- propositions of physical intimacy.
- gender-related verbal abuse, threats or taunting.
- bragging about sexual prowess or questions or discussions about sexual activities.

- offensive jokes or comments of a sexual nature about anyone at, or affiliated with, Wagmatcook Commercial Enterprises.
- rough and vulgar humour or language related to gender.
- display of sexually offensive pictures, graffiti or other materials including through electronic means.
- demands for dates or sexual favours.

Reporting Workplace Harassment

Employees have the right and are encouraged to take direct, assertive action should they experience harassment or discrimination. In many situations, simply informing the person that their comment or conduct is unwelcome will resolve the issue.

Informal Process

Tell the alleged harasser that you find the behaviour offensive and unwelcome and that they should immediately stop it. Telling the person to "stop" may be difficult, but frequently it is the most effective means of eliminating the problem.

Formal Process - How to Report Workplace Harassment

Where the above cannot be done or is unsuccessful, employees should report incidents or complaints of workplace harassment in writing. When submitting a written complaint, please use the workplace harassment complaint form.

The report of the incident should include the following information:

- Name(s) of the employee who has allegedly experienced workplace harassment and contact information
- Name of the alleged harasser(s), position and contact information (if known)
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- Details of what happened including date(s), frequency, and location(s) of the alleged incident(s)
- Any supporting documents the employee who complains of harassment may have in their possession that are relevant to the complaint.
- List any documents a witness, another person, or the alleged harasser may have in their possession that are relevant to the complaint.
- Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents that are relevant to your complaint, please make a list of the documents. If someone else has relevant documents, please note that as well.

Who to Report Workplace Harassment to

An incident or a workplace harassment complaint should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a prompt and timely manner.

Report a workplace harassment incident or complaint to your supervisor. If the employee's supervisor is the person engaging in the workplace harassment, contact Human Resources. If the CEO/Band Manager is the person engaging in workplace harassment, contact Human Resources.

Human Resources (in their absence, the CEO/Band Manager) shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. An external person qualified to conduct a workplace harassment investigation and who has knowledge of the relevant workplace harassment laws may be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Investigation Process

The person conducting the investigation, whether internal or external to the workplace, will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- The investigator must thoroughly interview the employee who allegedly experienced workplace harassment and the alleged harasser(s) if the alleged harasser is employed by or providing services for Wagmatcook Commercial Enterprises. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview the alleged harasser.
- The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the employee. In some circumstances, the employee who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- The investigator must interview any relevant witnesses employed by Wagmatcook Commercial Enterprises who may be identified by either the employee who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by Wagmatcook Commercial Enterprises if there are any identified.
- The investigator must collect and review any relevant documents and/or evidence.
- The investigator must take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser and any witnesses.

The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the employee who allegedly experienced workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and conclude whether workplace harassment was founded or unfounded.

Results of the Investigation

Within approximately 10 days of the investigation being completed, the employee who allegedly experienced the workplace harassment and the alleged harasser, if they are an employee of Wagmatcook Commercial Enterprises, will be informed in writing of the results of the investigation and any corrective action taken, or that will be taken, by Wagmatcook Commercial Enterprises to address workplace harassment.

Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law. Employees must participate in a workplace investigation if identified as a witness to the alleged incident(s).

While the investigation is ongoing, the employee who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other employees or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

Actionable Measures

Interim Measures

After a complaint is filed, Human Resources may impose interim measures on the alleged harasser in order to carry out the investigation, protect the safety of others, and/or protect the integrity of Wagmatcook Commercial Enterprises. However, interim measures are in no way to be construed as indicative of guilt.

The specifics of each interim measure are determined on a case-by-case basis. In determining the interim measures, the need for others' safety is balanced with fairness to the alleged harasser. Interim measures may include:

- Temporary reassignment
- Paid administrative leave

Progressive Discipline

Based on the outcome of the review and/or investigation, the harasser may face any of the following principles of progressive discipline:

Verbal reprimand:

A verbal disciplinary measure includes a statement outlining to the employee the nature of the misconduct, the corrective action required, and the consequences should it not be corrected. A record of this measure is placed on the employee's personnel file.

Written reprimand:

A formal written notice that misconduct has occurred. It outlines the nature of the misconduct, the corrective action required, and the consequences should it not be corrected. If more severe disciplinary action should later become necessary, the record of the reprimand or reprimands on the personnel file demonstrates that the employee was made aware of the consequences of further misconduct.

Suspension:

The temporary removal of the employee from the place of work without pay as a consequence of misconduct. The notice of suspension includes the nature of the misconduct, the corrective action required, and the consequences should it not be corrected.

Termination:

The separation of an employee from the Wagmatcook Commercial Enterprises for misconduct. Termination may be used after a series of acts of misconduct when a culminating incident has occurred or for a single act of serious misconduct. Termination is the most severe disciplinary measure, and the decision to proceed is taken only after careful consideration and when it is determined that the employee is no longer suitable for continued employment by reason of misconduct.

Restorative Justice Practice

Restorative justice may be an alternative option to resolving harassment in that it allows those who have been harmed the opportunity to be heard, have input into resolution and have access to support. Restorative justice also provides those who caused the harm to be held accountable to those they hurt while taking a role in how to make amends. When conflict exists, restorative justice can provide guidance for respectful communication through non-blaming language and a problem-solving approach. The employee who has alleged the harassment, the alleged harasser, the supervisor, or the investigator may propose restorative justice as an option if appropriate.

Record Keeping

Human Resources will keep records of the investigation, including:

- a. a copy of the complaint or details about the incident.
- b. a record of the investigation, including notes.
- c. a copy of the investigation report (if any).
- d. a summary of the results of the investigation that was provided to the employee who allegedly experienced the workplace harassment and the alleged harasser, if an employee of the employer.
- e. a copy of any corrective action taken to address the complaint or incident of workplace harassment.

Records will be kept on file for **a minimum of two (2) years**.

Reprisal

Individuals who make a complaint, as well as anyone else who is involved, should not face negative consequences for taking part in the complaint process. This includes, but is not limited to:

1. Complainants
2. Witnesses
3. Representatives of complainants and witnesses
4. Investigators
5. Decision makers/management.

A person who believes they have been subjected to reprisal can file a formal complaint. Every person has a right to claim and enforce their right to a workplace free of harassment and discrimination. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It violates Wagmatcook Commercial Enterprises policy to discipline or punish a person because they brought forward a complaint, provided information related to a complaint, or otherwise have been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination of employment.

7.5 Dress Code / Personal Appearance

Policy

All employees are expected to dress and groom in accordance with professional standards and appropriate to the various jobs performed within the organization. Employees are expected to be clean and well-groomed and dressed in a manner that adheres to safety guidelines.

All employees whose job requires the wearing and use of safety equipment will be informed upon hiring and/or if circumstances or regulations change. Employees who do not comply with the requirement to properly wear personal safety equipment (including boots, hard hats, safety eyewear and/or other articles) will be subject to disciplinary action.

7.6 Smoking Policy

Policy

In compliance with local regulations, all Wagmatcook Commercial Enterprises buildings and WFN vehicles are designated non-smoking.

7.7 Substance Use Policy

Policy

Wagmatcook Commercial Enterprises is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, Wagmatcook Commercial Enterprises reserves the right to prohibit certain items and substances from being brought on to, or present on WFN premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift.
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited.
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol.
- Employees on prescription medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment

Roles and Responsibilities

Wagmatcook Commercial Enterprises

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse
- Maintain a program of employee health and awareness
- Provide a safe work environment
- Review and update this policy on a regular basis

Management

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so
- Maintain confidentiality and employee privacy

Employees

- Abide by the provisions of this policy and be aware of their responsibilities under it
- Arrive to work fit for duty, and remain as such for the duration of shift
- Perform work in a safe manner in accordance with WFN established safe work practices
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on WFN property and during working hours (even if off company property)
- When off duty, refuse a request to come into work if unfit for duty
- Report limitations and required modifications as a result of prescription medication
- Report unfit co-employees to management
- Seek advice and/or appropriate treatment, where required
- Communicate dependency or emerging dependency
- Follow after-care program, where established

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status.
2. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyser or blood test. The employee will be advised that Wagmatcook Commercial Enterprises has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse Wagmatcook Commercial Enterprises organized transportation and make the decision to drive their personal vehicle the organization is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the following workday to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Substance Dependency

Wagmatcook Commercial Enterprises understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Wagmatcook Commercial Enterprises promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. All medical information shall be kept confidential by Wagmatcook Commercial Enterprises, unless otherwise authorized by law.

Agreement for the Continuation of Employment

Wagmatcook Commercial Enterprises reserves the right to invoke an Agreement for the Continuation of Employment in accordance with an employee's commitment to become and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

Substance Related Convictions

Any employee convicted of, or who pleads no contest to, any substance related offense must inform Wagmatcook Commercial Enterprises within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action up to and including termination of employment.

In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, receipt, or transportation of any substance, Wagmatcook Commercial Enterprises will determine whether disciplinary action will be taken, including the appropriateness of continued employment.

In accordance with Wagmatcook Commercial Enterprises' human rights obligations, consideration of the circumstances will be given on a case-by-case basis.

Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Wagmatcook Commercial Enterprises premises).

7.8 Cellular Phone Use

Policy

Wagmatcook Commercial Enterprises, in compliance with the new provincial regulations, prohibits employee use of cellular phones (whether personal or company supplied) while driving, unless a hands-free device is used. This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages. Wagmatcook Commercial Enterprises is aware that employees utilize their personal or organizational-supplied cellular phones for business purposes.

7.9 Internet and Email Use

Policy

Employees are only permitted to use WFN assigned emails for work related business purposes. Confidential information must not be shared outside of the organization, without authorization. There shall be no inappropriate personal usage of WFN computer and/or email systems.

Employees must not use WFN supplied email addresses for non-work-related postings.

Procedure

Internet use is only to be conducted during work hours and only for work related activities. Internet use brings the possibility of breaches to the security of confidential organizational information. Internet use also creates the possibility of contamination to the WFN system via viruses or spyware. Spyware allows unauthorized people, outside the organization, potential access to WFN passwords and other confidential information.

Individuals using WFN equipment to access the Internet are subject to having activities monitored by system or security personnel. Use of this system constitutes consent to security monitoring, and employees should remember that most sessions are not private.

Additionally, under NO circumstances may WFN computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so will lead to disciplinary action up to and including termination of employment.

WFN owns any communication sent via email or that is stored on WFN computer equipment. The CEO, or their designate, has the right to access any material including employee emails or information stored on any computer.

7.10 Social Media, Professional and Personal Considerations

Policy

Social media is a broad term encompassing many electronic technological socially interactive or content creating activities. Social media can take on many forms. It can include the seemingly innocent enough photo album sharing and forwarding of jokes, witticisms, sayings or images altered using editing software of public persona so that they appear ridiculous or worse.

Procedure

Regardless of whether, at home, on personal time or at work the employee must refrain from social media interactions that breach the Wagmatcook Commercial Enterprises harassment policy. This includes comments about their Employer including all individuals elected to council, or anyone else employed by Wagmatcook Commercial Enterprises or WFN, its partners, suppliers, clients, members and any other organization affiliated with the organization. Employees must never post or forward defamatory or derogative comments, postings, pictures, graphics or other such messages alluded to on a social media site.

Employees violating this may subject to disciplinary action.

7.11 Wagmatcook Commercial Enterprises Property and Equipment

Policy

Inappropriate personal use of Wagmatcook Commercial Enterprises property or equipment is not allowed and may result in disciplinary action. Any equipment, machines, and supplies that are used by employees are to be signed out with the supervisor, particularly when such items are taken off site for use.

Any equipment broken or destroyed while in the care of an employee (outside of normal wear and tear) will be the responsibility of that employee to repair or replace.

In the event of theft, the supervisor may review the circumstances to determine responsibility for replacement and to assess which notification procedures are required.

7.12 Use of Vehicles for Work and During Work Hours

Policy

WFN and Wagmatcook Commercial Enterprises vehicles may only be used by employees only for business purposes. If a business vehicle is not available, the employee may seek travel mileage under WFN Travel Policy. If the employee wishes to use their own personal vehicle for business and a WFN vehicle is available, no travel mileage will be compensated.

Employees driving, either their own vehicle or a WFN/ Wagmatcook Commercial Enterprises vehicle, must ensure they have a valid Nova Scotia Driver's License.

Employees seeking to use their own vehicle must first have prior approval of their supervisor. Only Wagmatcook Commercial Enterprises employees and/or clients/authorized passengers may travel in a WFN/ Wagmatcook Commercial Enterprises vehicle. Wagmatcook Commercial Enterprises requires that there is adequate liability insurance coverage for employees required to use their own personal vehicle when using it for business purposes. WFN shall not be liable for personal use of vehicle or employees who choose to travel together.

Parking and other traffic violations will be the responsibility of the employee. Operating a vehicle while under the influence of drugs or alcohol will result in immediate dismissal.



Section Eight: Resignations, Layoff, Termination, and Retirement

8.1 Resignation

Policy

Wagmatcook Commercial Enterprises recognizes that employees may choose to resign from their positions for various reasons. To ensure a smooth transition and maintain operational continuity, employees are required to provide written notice of their resignation in accordance with *Nova Scotia Labour Standards*, the notice period specified in their employment contract or a minimum of two (2) weeks.

Procedure

An employee who is resigning from the organization shall provide a minimum two (2) weeks written notice to their supervisor. Management resigning from the organization shall provide a minimum three (3) weeks written notice to the CEO, unless otherwise stipulated in their employment agreement.

An employee transferring within WFN/Wagmatcook Commercial Enterprises is regarded as a continuous employee for benefits and entitlements.

8.2 Retirement

Policy

Wagmatcook Commercial Enterprises will pay a Retirement Award in the event an employee satisfies all the following three (3) criteria:

- has retired.
- has completed a minimum twenty-five (25) years of full-time continuous employment; and
- whose age and years of service equals eighty (80).

This Retirement Award payment is calculated at the rate of one week of current salary for each year of full-time service. Employees will be paid for their unused annual vacation leave within five (5) days following their last day of work.

8.3 Long Service Award

Policy

Wagmatcook Commercial Enterprises understands that at times a full-time employee may have to terminate employment, due to extenuating circumstances. Wagmatcook Commercial Enterprises will pay a Long Service Award to a full-time permanent employee if the employee resigns due to:

- illness.
- incapacity; or
- domestic or other pressing necessity.

This Long Service Award will be calculated at the following rates:

- after 15 years of employment, \$300 / per year for each complete year of service
- after 20 years of employment, \$400 / per year for each complete year of service
- after 25 years of employment, \$500 / per year for each complete year of service
- after 30 years of employment, \$600 / per year for each complete year of service

8.4 Deceased Employee

Policy

In the case of a deceased employee, all outstanding payroll cheques, vacation pay and a final severance benefit, if eligible, is paid to the employee's estate. The employee must have worked a minimum of twelve (12) months to be qualified, with a minimum benefit equivalent to five (5) days wages.

The final severance benefit paid to a deceased employee is determined with the following criteria:

- Age and years of service equals 80 plus; five (5) days wages for each complete year of service
- Age and years of service equals 70 plus; four (4) days wages for each complete year of service
- Age and years of service equals 60 plus; three (3) days wages for each complete year of service
- Age and years of service is less than 60; two (2) days wages for each complete year of service

8.5 Separation Benefit

Policy

An employee, upon leaving employment, can only be qualified for one benefit for the same period of employment. Sick, Maternity and Parental absences are included in the continuity of employment and count in the years of service. An employee can only qualify for one of the following:

- Retirement Award (see 8.2 Retirement).
- Long Service Award (see 8.3 Long Service Award); or
- Deceased Benefit (see 8.4 Deceased Employee).

8.6 Termination or Layoff Notice

Policy

Termination or lay off may be necessary due to restructuring, lack of funding, or elimination of positions and/or completion of projects.

Procedure

In the case of termination, an employee who has passed the probationary period shall be given a two (2) week notice and be eligible for an additional five (5) days of regular pay for each consecutive year of employment with a minimum benefit of five (5) days. Severance will only be paid in cases where an employee's termination is not for "just cause."

Wagmatcook Commercial Enterprises may lay-off employees for a short-term with the intention to recall the employee back to work.

Layoffs do not constitute termination of employment when the duration of the lay-off is three (3) months or less. A lay-off becomes a termination of employment if an employee does not return to work when recalled. If this occurs, the employee is considered to have terminated their employment.

8.7 Return of Wagmatcook Commercial Enterprises Property

Policy

Any Wagmatcook Commercial Enterprises property issued to an employee, such as computer equipment, cell phones, laptop bags, product samples, tools or uniforms, must be returned to the organization at the time of termination, lay off, dismissal or resignation. Each employee is responsible for paying for any lost or damaged items. The value of any property issued and not returned may be deducted from the final payroll cheque.

On the final day of employment, the Human Resource Manager must receive all keys, work related passwords, and WFN/ Wagmatcook Commercial Enterprises property from the employee before the final payroll cheque will be issued.



Section Nine: Health and Safety

9.1 Health and Safety Committee

Wagmatcook Commercial Enterprises is committed to ensuring a safe and healthy work environment, with the objective of eliminating the possibility of injury or illness. It is recognized that the workplace may contain hazards, and all management and employees must share the responsibility for maintaining a healthy and safe workplace.

It is the responsibility of all supervisors to ensure that all persons under their direction are made aware of and comply with all applicable health and safety regulations, standards, codes and organizational policies and procedures. All supervisors are responsible for ensuring that all health and safety hazards or concerns brought to their attention are responded to and corrected in an effective and timely manner.

All employees are responsible for protecting their own health and safety by complying with all regulations, standards, and safe practices and procedures established by WFN/ Wagmatcook Commercial Enterprises. All employees are required to report all health hazards and unsafe conditions or practices to supervisor for corrective action.

Accident and Incident Reports

- It is the responsibility of every employee to complete an Accident and Incident Report in the event of a health or safety violation that the employee has either caused or witnessed.
- Accident and Incident Reports should be filled out and submitted to management promptly to ensure the safety of other employees, and to remedy the problem as quickly as possible.
- Failure to report health or safety violations will be viewed as gross negligence, and may result in disciplinary action up to, and including termination.

Please refer to the WFN/ Wagmatcook Commercial Enterprises Health and Safety policies and procedures as they may be subject to change from time to time.

9.2 Return to Work After Serious Injury or Illness

Policy

As protection for both the employee and Wagmatcook Commercial Enterprises, an employee who has been absent from work due to serious illness, surgery, or injury may be required to obtain a medical certificate specifically stating that the employee is fit for duty.

9.3 Scent-Free and Allergen-Free Workplace

Policy

Due to the health concerns arising from exposure to scented products Wagmatcook Commercial Enterprises has adopted this policy to provide a scent-free environment for all employees and members of the public.

Procedure

Wagmatcook Commercial Enterprises are scent-free environments. Employees are not to use scented products while reporting to work and while at work. The use of scented products will not be allowed within the building at any time.

Scented products (e.g. hairspray, perfume, cigarette smoke residue, etc.) can trigger adverse physical reactions such as respiratory distress and headaches. In our efforts to accommodate employee health concerns and minimize unnecessary workplace health and safety hazards everyone's cooperation is appreciated. Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products.

Forms

Employees can access all related HR forms from the human resource information system (HRIS) or from their supervisor.

Amendments to HR Manual

Record of Additions, Deletions and Amendments

Section	Addition, Deletion, or Amendment Subject	Date