

## POLICIES AND PROCEDURES

**Title: Human Resources – Master**

**Policy Number: HR1**

**Effective Date: October 15, 2014**

**Supersedes: Sept 20, 2014**

**Date Approved by Board: Oct 1 2017**

**Pillar:**

**POLICY STATEMENT** The Human Resources policy is applicable to all employees of Tennis BC.

**APPLICATION** The Human Resources policy will promote a mutual respect between staff, and contribute to the strengthening of Tennis BC teamwork and employer/employee relationships. The provisions of these policies are also incorporated by reference into the terms and conditions of employment of each employee of Tennis BC. The main responsibility for Tennis BC's Human Resources Policy rests with the Executive Director (ED), who must sign off on the policy prior to implementation after it is approved by Tennis BC Board. The ED has the authority to hire and dismiss staff and contractors. Salary and wage guidelines of similar provincial sport organizations, non-profit, the business community, and professional organizations will be considered in determining compensation levels.

### PROCEDURES

#### 1. VALUES

Organizational health is a key strategic result area for Tennis BC. Tennis BC's most valuable resource is its hardworking, energetic employees. Tennis BC strives to treat these employees with our values: Leadership, integrity, excellent, teamwork, innovation and relationships.

Tennis BC operates in accordance with its values, mission statement and its national, provincial and regional strategic priorities.

Tennis BC seeks to provide a positive, stable and healthy working environment that allows employees the opportunity to reach their full potential.

Tennis BC endeavors to offer salary and benefit packages that are competitive in the amateur sport and related non-profit labour market in British Columbia.

Tennis BC communicates and explains major policy decisions that may affect the duties and/or working conditions of employees.

Where possible Tennis BC provides opportunities for employee career growth and encourages both professional and personal development.

## 2. EMPLOYMENT PRACTICES

**Jurisdiction:** Employment with Tennis BC falls within the jurisdiction of the Government of British Columbia Employment Standards Act (ESA), 1996. A copy of the Act is available from: **Employment Standards Branch** Phone: 1-800-663-3316 or 250-952-4738 (Victoria) Website: [www.labour.gov.bc.ca/esb](http://www.labour.gov.bc.ca/esb).

Tennis BC also upholds the British Columbia Human Rights Code, which provides that all individuals shall have equal employment opportunities without discrimination based on race, national or ethnic origin, colour, religion, age, sex, marital status, physical disability, or conviction for an offence for which a pardon has been granted.

The address of the provincial office is: British Columbia Human Rights Tribunal Suite 1170 - 605 Robson Street Vancouver, BC V6B 5J3

Employee records are maintained to:

- Ensure that legal, regulatory, and procedural requirements are met;
- Assist with human resources management; and
- Collect information for “statistical” human resources reports for the Board of Directors and/or Federal and Provincial Government (for income tax purposes, WCB, etc.).

Employee files and electronic records typically include the following information:

- Employee name, home address and telephone number, emergency contact name and number, hiring and termination dates, birth date, salary and benefit status;
- Employment letter of agreement (job offer and acceptance);
- Job description;
- Application form and/or resume;
- Leave request forms and any applicable medical certificates;
- Compensation history including gross and net wages, payroll deductions, statutory holidays, vacation leave etc.;
- Performance review forms;
- Disciplinary letters;
- Professional development and training completed; and
- Termination information and/or letter of resignation.

Employee records are confidential and may be accessed by Executive Director. Employees are entitled to review the information in their employee records upon written request to the ED. Employees are responsible for advising the Director Finance if any changes in personal information such as benefit status, name, address, or phone number.

## 3. HIRING AND PROBATION Tennis BC has four employment categories:

- **Full-time** – employees who work a regular 30 to 37.5 hour week and maintain continuous regular employment following the successful completion of their probationary period. Full-time employees are entitled to the employee benefit package offered by Tennis BC;
- **Part-time** – employees who work less than 30 hours per week but maintain continuous regular employment;
- **Casual** – employees hired for short-term projects or who work on an on-call basis. These employees are paid by the hour and benefits are in accordance with the Employment Standards Act; and

- **Contractors/Consultants** – companies or individuals hired by a contractual arrangement to perform specific duties or a specific function for Tennis BC. Consultants or contractors are not employees of Tennis BC and as such are not entitled to benefits.
- Employees are hired based on their education, experience, knowledge, and skills relative to position expectations and requirements.
- **Criminal Record Check** - Where required by law, new employees, existing employees and contractors must complete and pass a criminal record check. New employees are required to complete a criminal records check through mybackcheck.com within the first three months of their employment. Tennis BC will reimburse costs associated with obtaining a criminal record check. Criminal record checks are required where the position is considered one of trust (characterized by activities involving minors or the care, custody, counseling or legal responsibility for clients or residents in the government’s care; or duties associated with the work of law enforcement). See the Criminal Record Review Act for details.
- **Probation Period** Employees are subject to a three to six month probation period dependent on the position, the length of which will be specified in the offer letter. The probationary period begins on the first day of work and provides an opportunity for the employee to become familiar with the position and demonstrate their ability to do the job. For the ED, this is an opportunity to determine if the employee and the position are a suitable match. It is important that the ED discuss work expectations as well as provide constructive feedback and support during this period. If a serious performance issue is identified, the ED will determine next steps to be taken; this should occur within the first six weeks of employment. The test of just cause for the termination of a probationary employee shall be the suitability of the employee to be confirmed as a regular employee. The employment of the probationary employee may be terminated at any time, within the first 3 months of employment, without cause, notice, or pay in lieu of notice.
- **Documentation** Employees are requested to submit copies of their highest level of education obtained to the ED for employee files as well as a current resume if needed. For all positions requiring professional certification, renewal certifications or continuing education, current documentation must be submitted to the ED, to be kept on file.

#### 4. HOURS OF WORK

Standard hours of operation are from 8:30 am to 5:00 pm. Employees and the ED should determine an appropriate schedule in accordance with these hours of operation and the job requirements. The ED in consultation with the employee may approve applications for unique or flexible working arrangements.

Employees are expected to contact the ED as soon as possible if an unexpected delay or absence occurs and shall make up any lost time. Employees are expected to make personal appointments outside of office hours wherever possible. A standard workday is defined at 7.5 hours with an additional unpaid 30-minute lunch break. The 7.5 hour workday includes two paid 15-minute breaks. The ED may grant extra days off to staff for excellent team performance.

The nature of managerial, technical and community positions requires them to be flexible about hours of work. Accordingly, no additional salary, including overtime, is compensable, irrespective of hours worked beyond the required minimum of 37.5 hours per week. General consideration for overtime commitment is reflected in annual salary and flexibility of time and movement. Days off in lieu of overtime worked may be approved beforehand by the ED or ED designate if deemed appropriate. Non-management employees who are required to work beyond the

normal 37.5 hour workweek are entitled to time in lieu for additional hours worked. Employees must seek approval from the ED in advance of working any overtime and plan the time in lieu together, in writing.

## 5. STATUTORY HOLIDAYS AND VACATION

Tennis BC recognizes paid holidays for a total of twelve (12) days in each calendar year. • New Year's Day • Family Day • Good Friday • Easter Monday • Victoria Day • Canada Day • BC Day • Labour Day • Thanksgiving Monday • Remembrance Day • Christmas Day • Boxing Day

If a holiday falls on a weekend the office will close on another specified day. Employees who have been employed for a minimum of 30 calendar days prior to the statutory holiday and who have worked or earned wages for 15 of the 30 calendar days preceding the holiday are entitled to statutory holiday pay. Employees who are required to work on a statutory holiday will be paid for the day in accordance with ESA rates.

**Annual Vacation Leave** Employees may take vacation time within the calendar year (January 1 – December 31) after the completion of the probationary period as follows. • 1-5 Years of Complete Service 15 days entitlement • 6-10 Years of Complete Service 20 days entitlement.

**After 10 years of complete service, addition annual vacation will be negotiated with the Executive Director on an individual basis**

**Payment of wages/salary during vacation** Full-time employees will continue to receive regular pay during vacation periods. Part time employees will receive a pro-rated allotment of vacation days each fiscal year (i.e. an employee with 2 years of complete service that works 0.5 FTE will receive 7.5 days of paid vacation each fiscal year). Hourly employees will receive 4% vacation pay for hours worked each pay period. If a statutory holiday occurs during an employee's vacation period, they are entitled to one additional day off.

At the time of termination, in accordance with legislation, employees receive payment for accrued vacation credits. This amount is calculated based on the number of months during which vacation was accrued but not taken. The Executive Director will work with their staff prior to the start of each fiscal year to develop a proposed vacation schedule in accordance with operational requirements. Each fiscal year, the ED and staff will review and approve the proposed vacation schedules to ensure adequate coverage throughout the year. Preferred vacation times will be approved where operationally feasible. To take vacation leave, employees submit the dates requested to the ED who will refer the leave to the Director of Finance for tracing. Unused vacation time cannot be carried forward into the next fiscal year.

## BENEFITS

**Tennis BC** offers a comprehensive benefits package. Details of the plan are described in the Benefits Booklet, Group Benefits Program, copies of which can be obtained through the Director of Finance. All full time employees are obligated to join the plan on the first day of employment following continuous service within their probation period with Tennis BC. Full time employees working a minimum of 30 hours a week are eligible.

Tennis BC currently pays 100% of the premiums for its full-time employees with the exception of Long Term and Short Term Disability. The employee is responsible for paying 100% of the premiums for long term and short term disability. The benefit plan includes provisions for: • Provincial Health Plan Premiums (MSP) • Extended Health Care • Dental Care • Vision Care • Employee Assistance Program • Basic Accidental Death and Dismemberment • Emergency Travel Assistance • Dependent Life Insurance • Optional Life Insurance • Long Term Disability For information on enrollment procedures and employee benefit administration please contact the ED.

After four (4) months of unpaid leave of absence, the employee is 100% responsible for the cost of their benefits. After an addition two (2) months, the employee will be removed from the Tennis BC benefit plan and responsible for their own health/benefit coverage.

**Limited Liability in Providing Benefits** An employee's entitlement to benefit coverage will always be subject to the terms and conditions of the plans and policies, as they may from time to time be determined, at the sole discretion of Tennis BC. Tennis BC's liability is strictly limited to arranging for the plans and paying the applicable premiums and Tennis BC is specifically not liable for any failure or refusal of coverage by a third party, for any reason, and is not responsible for providing the benefits themselves.

## 6. HEALTH AND WELLNESS

**Short Term Illness and Injury Protection** Health leave is available to all employees after successful completion of the probationary period. Absences should be reported to the employee's ED by 9:00 am. Full time employees are entitled to up to seven paid working days of health leave per fiscal year. Part time employees are eligible for the pro-rated amount of seven paid working days of health leave per fiscal year that corresponds to the FTE worked. For example, an employee working 0.5 FTE would be eligible for 3.5 health leave days per fiscal year. Health leave reasons can include personal appointments (i.e. Doctor or Dentist), sickness, stress and/or mental health. It is expected that employees will make reasonable attempts to schedule these appointments outside of working hours. There shall be no carrying over of these health leave days from one year to another and they have no cash value.

**Documentation** If an employee is absent for more than three consecutive working days, he/she may be required to submit a medical certificate following return to work. Unused days cannot be paid out as cash in lieu. Please note that all absences of one-day or more need to be reported in writing to the ED.

**Long Term Disability** *Please see the Director Finance for Group Benefit Plan information.*

## LEAVE

Tennis BC provides paid and unpaid leaves for different types of circumstances as outlined below. Please contact the ED if there are questions or items requiring clarification.

**Pregnancy Leave** All pregnant employees are entitled to unpaid pregnancy leave as outlined in the Employment Standards Act. For more information, the act can be found at <http://www.labour.gov.bc.ca/esb/>. Although pregnancy leave is without pay, employees may be eligible to claim employment insurance benefits through the

Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca) for additional information.

**Parental Leave** All new parents (birth or adoptive) are entitled to unpaid leave as outlined in the Employment Standards Act. Please find the Act at <http://www.labour.gov.bc.ca/esb/> for more information. While parental leave is without pay, employees may be eligible to claim employment insurance benefits through the Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca) for additional information.

**Family Responsibility Leave** Upon writing from a medical professional, an employee is entitled to up to 5 days of unpaid leave during each employment year to meet the responsibilities related to the care, health or education of a child in the employee's care or the care or health of another member of the employee's immediate family.

**Bereavement Leave** An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family. Employees are also entitled to a paid day off to attend the funeral of all other family member.

**Jury Duty** In the event that an employee is required to attend court as a juror, the employee will not be required to return any jury pay or witness fees. In this case, the employee will be reimbursed for the difference between the pay received for the jury duty and the employee's regular salary for the same period of time.

**Additional Leave** In addition to the leaves outlined above, the ED may, in his/her absolute discretion, grant leave with or without pay under special circumstances, upon application in writing to the ED.

## 8. EXPENSES

**Job-Related Expenses** Upon submission of itemized expense claims with original receipts attached, all approved travel and/or related expenses incurred by employees while performing their duties will be reimbursed by Tennis BC on a monthly basis according to current per diem and mileage rates. The ED shall publish by memorandum the authorized per diem and mileage rates for travel and related expenses from time to time. Should circumstances warrant, an advance in travel expenses may be requested in writing at least one week prior to departure. Advances must be accounted for on the current month's expense claim form. \* Note: If an employee is in receipt of a car allowance, he/she is ineligible to charge mileage or gas if personal car is used for travel.

**Exceptions** The ED has the authority to exceed per diem/travel rates provided they are approved through a forecasted budget for such items as recognition meal, event expenses, special meeting or dignitary visit. Per Diem and expense reimbursement may be reviewed based on significant increases to costs such as gas prices. Employees who use their personal vehicles for Tennis BC business are responsible for ensuring appropriate business use insurance including \$2M liability coverage. Where meals are provided by a sponsor, during a course, or provided by a facility as part of an accommodation package, no additional per diem claims should be made. Hotel arrangements should be made with sponsors who provide significant discounts (a list is maintained by the Director of Partnership).

## 9. TRAINING AND DEVELOPMENT

**Professional Membership Fees / Subscriptions** Professional membership fees and subscriptions directly related to an employee's position may be paid by Tennis BC. Approved renewals should be claimed using the expense form template and submitted with supporting receipts to the employee's ED for approval.

**In-house Training** Tennis BC may arrange for in-house seminars on a variety of topics for all employees. Employees are encouraged to provide topic suggestions to the ED.

**Professional Development** Professional development assistance may be made available to employees for the payment of seminar or conference fees, tuition, and textbooks through consultation with their ED. On an annual basis, the ED is responsible for approving all professional development under the following guidelines:

- The professional development budget is determined and approved by the ED and incorporated into the approved fiscal budget by the Board of Directors, to establish priority areas and allocations for the entire organization ensuring full alignment with Tennis BC's Vision, Mission and Strategic Drivers;
- If a professional development opportunity is considered by the ED to be directly related to the employee's present position or to the anticipated needs of Tennis BC, the costs may be covered up to 100%;
- Tennis BC may cover professional development expenses up to a maximum of 50% considered by the ED to be indirectly related to the employee's position;
- A written plan for use of the professional development opportunity must be submitted to the ED or ED designate prior to the commencement of the course/activity;
- The employee is responsible for payment of course fees and will be reimbursed by Tennis BC immediately upon successful completion of the course;
- The ED must approve and allocate all individual requests for professional development assistance;
- Travel costs should be avoided unless absolutely deemed essential by the ED or ED designate for professional development; and
- Employees may be required to sign a professional development agreement that commits them to a minimum term with ED.

#### **Professional Development Days**

Staff are eligible for up to five (5) paid professional development days per annum for volunteer or professional development activities directly related to Tennis BC's Vision, Mission and Strategic Drivers. These days must be approved in advance by the ED.

## **10. WORKPLACE BEHAVIOR**

The conduct and language of employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. An employee's conduct must not compromise the integrity of ED. All employees have the right to expect, and the responsibility to create, a workplace where all employees are safe. Violence in the workplace is unacceptable and will not be tolerated. Violence includes any attempted or actual exercise by any person, including another worker, of any physical force so as to cause injury to a worker and includes any express threat of violence. Employees must report any incident of violence directed towards themselves or their co-workers. Any employee hearing a threat, including a threat to a co-worker, must report that threat if he or she has reasonable cause to believe that the threat is serious. Any incident or threat of violence in the workplace must be addressed immediately. Employees are to treat each other in the workplace with respect and dignity and must not engage in discrimination, bullying or harassment including any such behavior based on any of the prohibited grounds covered by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status,

marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment. Bullying and Harassment includes inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated but excludes reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. ED will not permit such bullying or harassment of any individual by employees, managers, contractors or any other stakeholder involved with ED and, in particular, will not tolerate unwelcome sexual advances made to any person, unwelcome physical, verbal, or visual behavior that is sexual in nature, or the making of remarks or jokes known, or which should be known, to be offensive due to sex, age, race, national origin, religion, physical handicap, or sexual orientation (or on account of any other protected status).

### **Bullying and Harassment Definition**

Harassment is defined as any behavior that meets one or more of the following definitions:

- **Personal Harassment/Bullying:** Behavior, including communication, conduct or gesture, which: is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise); and or would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.
- **Sexual Harassment:** Behavior involving unwelcome sexual advances, requests for sexual favors or other communication (verbal or written) or physical conduct of a sexual nature when: such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group; or submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.

Examples of bullying, harassment and other forms of discrimination may include, but are not limited to:

- unwelcome sexual advances, invitations or requests, whether direct or indirect (including persistent unwanted contact after the end of a consensual relationship);
- racial, ethnic, homophobic, or sexual insults, comments, innuendoes, taunting, slurs, practical jokes, or questions that cause awkwardness or embarrassment;
- unwanted physical contact such as grabbing, pulling or undoing clothing, hugging, kissing, touching, patting, pinching or brushing against;
- leering (suggestive staring), or other offensive gestures;
- physical or sexual assault;
- refusal to work with a person based on his or her race, sexual orientation etc.;
- abuse of authority, patronizing or condescending behavior which undermines performance or threatens careers;
- displaying of pornographic or other offensive or derogatory material; and

- conduct that a person might reasonably conclude places a condition of a sexual nature affecting any personnel decisions such as hiring, promotion, or compensation.

An employee who believes that he or she has been affected in violation of this policy should immediately report the matter to the ED. The ED will seek to investigate all complaints or violations of this policy promptly in as discreet a manner as possible.

### **Harassment Procedure**

#### **Employees must:**

- not engage in the bullying and harassment of other employees
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

The employer will treat employee complaints/reports in the strictest confidence when in receipt of a bullying, harassment or discrimination complaint/report:

- The employee should be encouraged to make a direct request of the harasser to discontinue the offensive behavior;
- Where necessary, the ED, or if the ED is allegedly involved, the Board should support the employee in confronting the alleged harasser. If the request is unsuccessful, or if it is considered inappropriate or uncomfortable to make such a request, the ED should support the complainant in seeking further advice;
- If the issue is not satisfactorily resolved, the complainant should be asked to submit the complaint in writing to the ED, or where the ED is involved, the Board, within seven days of the latest alleged occurrence;
- The ED, or if the ED is allegedly involved, the Board, should initiate an in-house investigation at once in all cases of harassment whether formally reported or discovered through some other means. The course of the investigation might involve outside authorities. The harasser might be put on paid, or unpaid, leave until the investigation has been completed;
- If the employer has determined that sexual harassment has occurred, severe disciplinary action, up to and including immediate dismissal, shall be taken. The decision to dismiss will be made by either the ED, or the Board, as the case may be;
- Where a complaint is determined to be frivolous, vindictive, or vexatious nature, the employer may take appropriate action up to and including dismissal of the complainant; and
- The complainant's name or circumstances relating to the complaint will not be disclosed unless necessary for the purpose of the investigation or for taking appropriate disciplinary action.

### **Other Harassment Procedures**

In addition to the procedure available under this policy, every employee who experiences bullying, discrimination or Harassment has the right to:

- file a complaint with the BC Human Rights Commission if the alleged behavior falls within the definition of discrimination under the BC Human Rights Code; (see s. 2.13 for definition);
- file a complaint with WorkSafe BC
- file a complaint with the police and/or other appropriate authorities if the alleged behavior constitutes criminal activity (i.e., abuse, stalking, etc.); and
- to pursue private proceedings in civil court.

### **Other Allegations of Wrongdoing:**

Employees have a duty to report either to the ED or, in the event of the alleged involvement of the ED in the concern, to the President of Tennis BC; any situation that they believe contravenes the law, misuses funds or assets, or represents a danger to public health and safety or poses a significant threat to the environment.

- Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act).
- Employees will not be subject to discipline or reprisal for bringing forward to the Executive Director, in good faith, allegations of wrongdoing in accordance with this policy. Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WCB Occupational Health and Safety Regulations.

**Confidentiality and Intellectual Property:** Employees must sign a Confidentiality and Intellectual property agreement before commencing employment. Any exceptions or changes to the agreement must be approved by the Executive Director.

- Generally, intellectual property, copyrights, patents, and trademarks resulting from the employee's professional work on behalf of Tennis BC become the property of Tennis BC unless otherwise permitted by written agreement.
- Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information.
- Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information continues to apply after the employment relationship ceases.

Items purchased by Tennis BC or produced by employment duties are the sole property of Tennis BC and may only be removed from Tennis BC premises for work related purposes, may not be copied for personal use or given to another party.

## 11. DRESS CODE

**Tennis BC** is a professional organization and as such employees and contract service providers are expected to dress professionally when representing the Institute both in and outside of the office environment. If an employee or contractor is unsure of what is appropriate dress, they should consult the ED. All staff and contractors are required to adhere to the following guidelines.

### ***Sport Performance Environment***

A sport performance environment is defined as the exercise lab and any field-of-play (training or competition) whereby Institute staff (includes employees and contractors) are working with athletes, coaches or external agencies.

- Tennis BC gear may include tech tees, polo shirts, t-shirts, pants and shorts/groove crops and fleece zip up and outer wear. An Tennis BC shirt (tech tee, polo, jacket or t-shirt) is to be worn at all times when providing service to athletes/coaches in a sport performance environment (whether it is in the daily training environment or while on the road). Black exercise pants/shorts, cargo shorts/pants or khaki pants/shorts are to be worn with the Tennis BC shirt.

### ***Office Attire – Casual or Sport Performance***

- Preferred are casual pants/shorts (Dockers/khaki style or dress pants/shorts), casual dresses and skirts, polo tees, collared shirts and blouses or sweaters (no tank tops with thin straps without a layered shirt over top).
- Leggings/tights are appropriate when worn with a dressy blouse/dress.
- Business attire is recommended when you are meeting in a business environment.

### ***Hats and Footwear***

- Hats are only permitted when working in an outdoor sport performance environment. Institute baseball hats and toques are encouraged in these scenarios.
- Conservative athletic or walking shoes, loafers, sneakers, boots, flats, dress heels, dress sandals, leather or Birkenstock style sandals, and leather deck-type shoes are acceptable for the office environment. Plastic, foam or 'beach' style sandals are not acceptable in the office environment.
- Performance footwear is acceptable

**Non-Compliance:** • Failure to comply with the standards as set out above will result in the staff member being sent home to change into appropriate attire. The ED has the authority to enforce these guidelines. Repeated behaviour will be dealt with on a case by case basis.

## 12. OTHER WORKPLACE PROCEDURES

### Personal Use of Tennis BC Services

Employees may use Tennis BC services under the same charge rate structure applicable to members of Tennis BC.

Tennis BC may restrict availability of services at its discretion. Employees are requested to personally keep accurate records of personal photocopier and long distance telephone use and report such to the accounting department for billing.

### Asset Ownership

Assets of Tennis BC (examples include: office supplies, equipment, furniture, files, promotional material, database lists, forms, reports, manuals, books, artwork, computer hardware, software and data) and other items purchased by Tennis BC or produced by employment duties are the sole property of Tennis BC and may only be removed from Tennis BC premises for work related purposes, may not be copied for personal use or given to another party.

### Office Security

It is important that all Tennis BC personnel comply with the following security guidelines to protect Tennis BC employees and property:

- Any unknown persons seen “wandering” around Tennis BC offices should be offered assistance and/or challenged regarding their presence and asked to leave if necessary;
- The last staff member leaving at the end of the day must ensure that the door is properly locked and that lights are turned off;
- Lap top computers and other small items of value should not be left on desk tops, but rather locked up or placed discreetly out of sight; and
- Loss of any item should be reported immediately to the Tennis BC.

### Key Control System

- Keys are under the management of Tennis BC. All keys are identified by an engraved or stamped number and will be allocated to staff through Tennis BC
- Office keys may not be duplicated and lost keys must be reported immediately to the Tennis BC.

### Property & Equipment Security

It is important that all Tennis BC personnel comply with the following security guidelines when working with property and equipment out of office and/or at training sites. Staff are expected as part of their employment to safeguard Tennis BC property and equipment, and property and equipment entrusted by Tennis BC, from loss, theft or damage by taking reasonable steps such as, but not limited to:

- maintaining an accurate equipment inventory;
- keeping items protected from the elements, hazardous environments or conditions that might reasonably be expected to cause damage to the equipment;
- Using the equipment item in accordance with manufacturer’s guidelines and only for the purpose(s) for which the item was designed;
- Ensuring required / preventative maintenance is performed;

- Securing equipment when not in use; and
- Limiting equipment access to Tennis BC staff members trained in the use of the equipment. Property and equipment is not to be left in a locked or unlocked Tennis BC or staff vehicle such that it is visible to an outside observer. Such equipment shall be moved to a secure Tennis BC location, a temporary storage facility or secure compound. Loss or damage to any item shall be reported immediately to the ED. The staff member reporting such a loss shall, as soon as practicable, provide the ED with a written statement outlining the circumstances that led to said damage / loss. Note: In cases of damage caused by fair wear and tear the ED may waive the requirement to provide a written statement. In cases where property and equipment is lost or damaged as a result of nefarious circumstances the staff member responsible for the equipment at the time of said occurrence shall cooperate fully with authorities and provide any information said authorities may require. Where a staff member is found to be grossly negligent in caring for equipment entrusted to them, and such negligence contributes to a loss, the staff member may be held financially liable and / or be subjected to a disciplinary process.

### **Public Comments**

All requests for public comment regarding the policies or operations of Tennis BC are to be referred to the employee's Lead. Refer to Tennis BC's social media policy.

### **Political Activity**

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to Tennis BC. Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

### **Working Relationships**

Employees who are direct relatives or who permanently reside together may not be employed in situations where:

- a reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters; or
- the working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest. The above restriction on working relationships may be waived provided that the ED is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

I have read, reviewed and acknowledge the policies noted above:

Employee Name: \_\_\_\_\_ Please print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policies reviewed;

Equity and Access, Code of Conduct, Privacy and Personal Information (PIPA), Drug Free, Social Media, Abuse and Harassment, Conflict of Interest, Volunteer and Employee Screening, Conflict of Interest, Commitment to Fair Play.