


<b>Policy Name:</b>	<b>RIGHTS OF STAFF AND VOLUNTEERS</b>		
<b>Policy Number:</b>	<b>GOV-102</b>	<b>Formerly</b>	<b>BG-303</b>
 West Elgin Community Health Centre	<b>Creation Date:</b> <b>February 2000</b>	<b>Reviewed Date:</b> <b>April 2018</b>	<b>Approved by:</b> <b>Board of Directors</b>

## SUMMARY

The West Elgin Community Health Centre (the “Centre”) values its staff and volunteers and has an obligation to provide clarity about the responsibilities and rights of staff and volunteers.

## POLICY

The staff and volunteers are enabled to work productively in a manner that is beneficial to the public and satisfying to them by ensuring clarity about the responsibilities and rights of all staff working at the Centre. Policies and protocols are formulated in the context of the mission, vision, values and beliefs of the Centre; the needs of the community and staff person; the Employment Standards Act and other relevant legislation; and the Ministry of Health and Long Term Care and the South West Local Health Integration Network guidelines, as they may change from time to time.

## PROCEDURE

The Executive Director shall be responsible to the Board of Directors (the “Board”) for ensuring that the Centre complies with all applicable laws and regulations relating to its employees.

He or she will encourage opportunities for staff training and development and ensure recognition of positive staff and volunteer contributions.

He or she shall also ensure that all staff and volunteers are treated fairly and equitably, without favouritism, and are provided with reasonable working conditions.

All communications by the Board or the Centre’s management to staff and volunteers shall be completed in an honest and timely manner.

Staff and volunteers have the right to receive feedback on how they are performing in their role.

The Centre shall operate a system that provides all staff and volunteers with the opportunity to make complaints regarding their work environment or terms in a timely manner without fear of retribution. Such complaints may be made in writing or verbally . All complaints shall be properly considered and the complainant shall be provided with a written report as to the outcome of such complaint.

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Grievances or differences between staff and/or volunteers will be resolved at the staff level. The Board may convene a Grievance Task Committee to review any particular grievance or grievances or take such other action as it determines to be warranted in the circumstances.