

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.01.ON
Section:	Employee Relations	Issued:	Nov. 25, 2019
Subject:	EMPLOYEE RELATIONS PRINCIPLES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-15
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 The **Community Resource Centre** believes that only through the fulfilment of individual needs for personal and professional growth can it achieve its goal of being a successful enterprise. Because our success depends upon the quality and commitment of our employees, our objectives are to employ the best people available and to maintain a high-quality working relationship with all our employees, based upon mutual trust, respect, courtesy and tolerance. To this end, we strive to:
- provide a work environment which is free of discrimination and/or harassment.
 - provide a work environment that encourages self-motivation and initiative.
 - provide fair rewards for sustained job performance.
 - encourage open and frank dialogue about work and/or business issues.
 - offer equal opportunity for personal development, career growth and advancement based on individual ability and demonstrated job performance.
 - provide healthy and safe working conditions for all.
 - provide individualized accommodation for employees and potential employees with disabilities, upon request, in our recruitment and selection process, information and communication supports, return to work process, performance management, career development and advancement process and redeployment procedures.
- 1.02 The **Community Resource Centre** believes that issues which may arise periodically between employees and management can best be resolved through open and frank discussions directly between the two parties — without the need for third-party intervention. Although third-party involvement is not encouraged, the **Community Resource Centre** respects the right of employees to request such involvement and will govern its actions accordingly.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to focus attention on human resources as the prime and vital component in successfully achieving the **Community Resource Centre's** mission.

3 SCOPE

- 3.01 The Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for creating a work environment in which employees can learn and/or develop a work ethic consistent with the principles outlined in paragraph 1.01.
- 4.02 Employees are primarily responsible for actions related to their personal development, conduct and behaviour.

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5 DEFINITIONS

None

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)(Ontario) and Regulations

SPP HR 2.01.ON — Employment Principles

SPP HR 3.01.ON — Pay Principles

SPP HR 4.01.ON — Benefits Principles

SPP HR.5.04.ON — Accommodation on the Basis of Disability

7 PROCEDURE

None