



GIRLS
INCORPORATED
of Limestone,
Algonquin, and
Lakeshore



GOVERNING BOARD POLICY DOCUMENT

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Section: HUMAN RESOURCES

Date of Last Approval:
June 2013

Date of Last Review:
May 2017

Board Signature:

Christie Scales,
Board President

Human Resources Policy Statement

The policies contained in this section are applicable to all individuals associated with Girls Inc. including Board Members, Staff, Volunteers and Program Participants.

Staff, students and volunteers working directly with program participants have unsupervised contact with member girls and young women in a mentoring capacity. As such, these positions must be filled by females. Further, employees must not have a criminal record that could potentially place the girls and young women in our care at risk.

The Board of Directors is responsible for the execution of Human Resources Policies. Recommendations for altering the policies in special circumstances may be made by the Chief Executive Officer.

Girls Incorporated of Limestone, Algonquin and Lakeshore, is committed to upholding the dignity and equality of rights of all persons.

Girls Incorporated of Limestone, Algonquin and Lakeshore is committed to diversity in principle and practice. Our commitment is founded in our communal sense of justice and our belief that the world and our organization are enriched by the diversity of our cultures and experiences. We strive toward a world of understanding and mutual support.

The Board of Directors and senior management wish that this commitment be clearly expressed for the benefit of all employees, students and volunteers.

- The organization shall not dismiss, transfer, demote, displace, suspend or lay off any employee because of race, sex, religion, colour, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, medical condition, sexual orientation, political belief, gender identity, HIV status, citizenship, genetic information, military status or other non-job related factors, providing the latter, once reasonably accommodated, does not prevent the employee from carrying out the essential duties or requirement of the position.
- The organization will not deny promotion or advancement to any employee, nor deny a job to any applicant because of race, sex, religion, colour, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, medical condition, sexual orientation, political belief, gender identity, HIV status, citizenship, genetic information, military status or other non-job-related factors, providing the latter, once reasonably accommodated, does not prevent the employee or applicant from carrying out the essential duties or requirement of the position.
- Girls Inc. Limestone will not tolerate the harassment of any employee by other employees because of race, sex, religion, colour, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, medical condition, sexual orientation, political belief, gender identity, HIV status, citizenship, genetic information, military status or other non-job-related factors. The organization



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interprets harassment in this case to mean any course of comment or conduct that is known, or thought reasonably to be known, as unwelcome.

This policy is intended as a general guideline for all employees, students and volunteers as to the conduct and behaviour expected within this organization. When used with sound judgment and common sense, it should properly protect all employees, students and volunteers of Girls Inc. Limestone.

The organization will apply the interpretation of the Ontario Human Rights Code and the Canadian Charter of Rights and Freedom in defining the terms used in this policy.