

## POLICY TYPE: OPERATIONAL BOUNDARIES

### 2-08 Human Resources and Relations Policy

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With respect to the treatment of and relationship with employees, the Registrar, CEO of the College of Opticians of Ontario (COO) shall not cause or allow conditions which are unlawful, disrespectful, discriminatory, inequitable, or unsafe.

#### **EMPLOYEE RELATIONS**

Accordingly, the Registrar, CEO shall not:

1. Operate without written human resources policies and procedures that are consistent with government legislation, human resource standards, and the values of the organization. These policies will not fail to clarify terms of employment, to guard against unlawful or inequitable working conditions, and to ensure equal opportunity employment.
2. Prevent an employee from reporting a complaint to the Board, through the Chair, when:
  - a. The internal complaint procedures have been exhausted; and
  - b. The employee alleges that the Registrar, CEO engaged in unethical, illegal conduct, or was dishonest.
3. Fail to acquaint employees with their protections under this policy and with their rights and responsibilities under any applicable Board policies.
4. Fail to promote an environment that values the contribution of employees, is equitable and supportive, and builds a positive morale.
5. Fail to provide reasonable and relevant opportunities for professional growth and development.
6. Fail to take adequate measures to prevent workplace violence, discrimination, and harassment.

#### **EMPLOYMENT AND COMPENSATION**

With respect to employment, compensation, and benefits for employees, the Registrar, CEO shall not fail to use sound principles of human resource management in accordance with the fiscal integrity and the reputation of COO.

Accordingly, the Registrar, CEO shall not:

#### **Employee Compensation**

7. Operate without providing employees with a reasonable compensation package.

#### **Hiring Practices**

8. Evaluate employees and candidates for employment using criteria other than objective job qualifications and/or job performance.
9. Hire or promote staff based on favouritism or nepotism.
10. Promise or imply permanent or guaranteed employment for any reason.

### **Registrar, CEO Compensation**

11. Change their own compensation and benefits except as approved by the Board.

Note: For the purposes of this policy, the term employee(s) refers to all full time and part time staff persons working for and paid by the College. For clarity, this policy does not apply to persons holding non-staff and/or contract positions with the College, including but not limited to Appointed Committee Members, peer assessors, investigators, inspectors, PLAR interviewers or examiners.