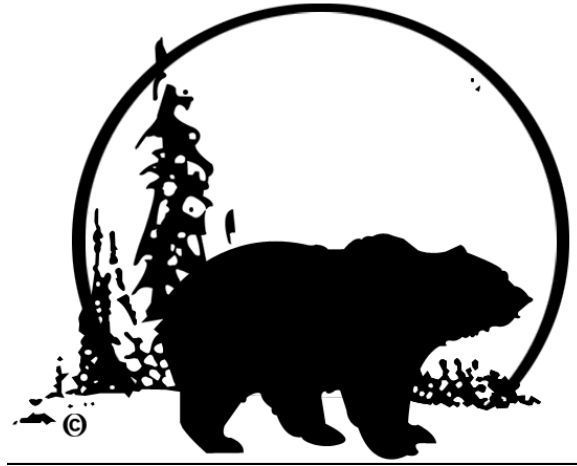


4.0 Ops Policy

Community Futures of Central Interior First Nations



4.0 Operations Policies



4.1 Policy: Operating Principles/Structure

Effective Date:

OPERATING PRINCIPLES/STRUCTURE

CFDC of Central Interior First Nations promotes and provides community economic development support services to First Nations people within the Central Interior area. Through our objectives the Board will facilitate improved self-reliance of First Nations People in this area. As such, the CFDC of Central Interior First Nations office is dedicated to assisting the CFDC of Central Interior First Nations elected Board in these capacities. The general operating principles are:

- Promoting Indigenous community and economic development
- Providing Services in a proficient and effective manner
- Dedication to provision of professional service while adhering to the mandate, Policies and Procedures of CFDC of Central Interior First Nations
- Respect for CFDC of Central Interior First Nations, clients, communities, Board, Staff, other agencies, organizations and stakeholders while, where possible and appropriate, working in a cooperative, complementary manner in meeting our mandate.
- Maintaining a high administrative standard in the fulfillment of our responsibilities and delivery of our services.

Structure

CFDC of Central Interior First Nations is a federally incorporated, provincially registered not-for-profit organization. CFDC of Central Interior First Nations is governed by a volunteer Board of Directors nominated by the First Nations communities, agencies and organizations within the geographic area we serve. They are representative of the designated service area. The Board selects an Executive consisting of the Chairperson, Vice-Chairperson, Secretary and Treasurer. The Board selects the General Manager who is ex-officio to the Board. The General Manager is directly accountable to the **Board Chairperson**. The General Manager constitutes the administrative arm of the Board.

~~The CFDC of Central Interior First Nations Board shall establish a Personnel Committee to be responsible for Staff recruitment and to oversee the management of the Personnel Policies. The Board may delegate some or all of these duties to the Executive Committee or the General Manager. The Personnel Committee or delegate reserves the right to leave a position vacant or to re-post if it determines that there are no qualified applicants for the position.~~

Only the General Manager is directly accountable to the Board and shall report directly to the Board through the Chairperson. The Personnel Policy manual shall be used by the General Manager to guide staff members in the course of their duties.

The responsibility for the administration of the Personnel Policies is delegated by the Board of Directors, to the General Manager, who, ~~in conjunction with the Personnel Committee, may also~~ **is** responsible for recommending changes to this policy as required.

The General Manager is in charge of day-to-day supervision and management of CFDC of Central Interior First Nations. ~~All staff, including contractors and/or Consultants will report to the General Manager. This will include Board Members who may receive remuneration from CFDC of Central Interior First Nations in performance duties pertaining to the activities of CFDC of Central Interior First Nations.~~ The General Manager, in consultation with the Board, may be delegated the authority to determine the office structure, including delegation of responsibility. (See organizational chart in the appendix.)

The General Manager will provide Board members with up-to-date information about staff structure annually and within 60 days of changes that may occur. This report will include all employees' names and positions as outlined on the organizational chart. The Staff/Employees will be responsible for their designated responsibilities and will be directly accountable to the General Manager, or delegated authority, as outlined in their job description and the organizational chart.

Staff Structure and Responsibilities

The General Manager will regularly maintain and update an organization chart (dated). The organization chart will be made available to the staff and the Board and will always be attached to this manual. This chart will include the reporting structure and staff positions with names.

~~**Board copies of the Manual will include approved job descriptions and salary grids.**~~

When new positions are created, the **General Manager** ~~Board or designate~~ will approve the job responsibilities.

Classifications (TYPE) of staff are:

- General Manager, Accountable directly to the Board or designate and responsible for overall management of the CFDC of CIFN.
- Management. Staff members who are generally solely responsible for a particular area or project. These are primarily permanent or term full-time staff, and report directly to the General Manager. Hours of work and overtime provisions do not apply to Managers, Supervisors and employees who carry out Management functions.
- Professional/Technical. Staff members who assist managers and directly report to those managers.
- Clerical/Administrative. Staff members who act in a support capacity, providing assistance as defined by the organization chart.

4.2 Policy: Minute Taking

Effective Date:



MINUTE TAKING POLICY

Responsibility

The secretary is responsible for ensuring the minutes of all board meetings are recorded in accordance with this policy. If the secretary is unavailable, the board must appoint a delegate to fulfill the responsibilities of the secretary. The committee chair, or the committee if the committee chair is unavailable, is responsible for appointing a delegate for ensuring the minutes of all committee meetings are recorded in accordance with this policy.

Preparation of minutes

The secretary or delegate responsible for the minutes must record;

- the names and positions of all members in attendance at a meeting
- the names of all individuals reporting at a meeting,
- every approved and rejected motion,

The secretary or delegate responsible for the minutes need not record;

- the discussion on a motion or personal opinion of a member or individual in attendance
- motions withdrawn
- the content of reports given at the meeting

Endorsement of minutes

The secretary, chairperson, or committee chair must sign the minutes once the minutes have been approved by the board or committee. The secretary, chairperson or committee chair, must record on the approved minutes the date of the approval.

Record

The secretary must ensure that the minutes of each meeting are prepared and accessible to each member in a timely fashion. Once approved, the minutes of committee meetings must be provided to the secretary. The secretary must maintain a complete record of board meetings and committee meetings and must make minutes available to any director upon request.

4.3 Policy: Health & Safety

Effective Date:



HEALTH & SAFETY

CFDC of Central Interior First Nations is committed to providing a safe, healthy and environmentally responsible workplace for its employees.

It is the policy of CFDC of CIFN to:

- protect the safety of employees against accidents and occupational hazards
- comply with all relevant regulations and standards relating to occupational health and safety
- give priority to safe working conditions and job safety practices in the planning, direction and implementation of CFDC of CIFN activities
- ensure that new and regular employees are oriented and trained for their tasks.

The General Manager is accountable to maintain the standards that are required to meet this policy and will ensure that the pertinent regulations and safe work procedures are followed by all employees, and that adequate training is provided.

All employees are responsible for knowing and observing pertinent regulations in the work area and for following safe work procedures.

4.4 Policy: CFDC of CIFN Vehicles

Effective Date:



CFDC OF CIFN VEHICLES

CFDC of CIFN vehicles are available on a sign out basis for business use and should be utilized where possible to lessen travel expenses. Only CFDC of CIFN employees with valid driver's abstracts on file may drive the vehicles.

Smoking and pets are not permitted in Corporation vehicles.

4.5 Policy: Work Related Computer/ Cell Phone/ Telephone Usage



Effective Date:

ACCEPTABLE COMPUTER/LAPTOP USE

Principles

1. Employees are responsible and accountable for their use of computing technology at or on behalf of the Corporation.
2. While employees of CFDC of CIFN are granted access to computing resources for CFDC of CIFN and may use computing resources for the purpose of fulfilling their responsibilities, CFDC of CIFN reserves the right to limit, restrict or extend privileges and access.
3. Use of computing resources for outside business, commercial, or non-incident personal use is prohibited, unless such use is approved by the General Manager.
4. Incidental personal use of computing technology services is acceptable but is limited to responsible activity that minimizes disruption of CFDC of CIFN business while attending to necessary personal affairs.
5. Users are required to preserve the privacy of data to which they have access and respect the privacy of other computer users.
6. CFDC of CIFN reserves the right to monitor usage and inspect data stored on its computer systems to ensure high quality performance of systems or when the Corporation believes that a policy violation has occurred.
7. Employees may not gain access to another member's account, alter or delete another's data, or in any way tamper with CFDC of CIFN owned computing systems without appropriate authority.
8. Any employee who uses the Institute systems to gain access to or distribute obscene, pornographic or hateful materials will be subject to appropriate discipline.
9. Employees may not use or distribute electronic materials of any kind in violation of the copyright ownership of such material.

10. For cases in which CFDC of CIFN believes a policy violation is also a violation of law, the Corporation will involve the appropriate authorities.
11. CFDC of CIFN reserves the right to determine appropriate guidelines for maintaining the security of our computer systems—which includes but is not limited to accounts, user security settings, password criteria—and expects all users of the computing systems to adhere to these guidelines.

4.6 Policy: Social Media

Effective Date:



SOCIAL MEDIA PERSONAL USE POLICY

Intent

CFDC of Central Interior First Nations strives to maintain a positive image in the community. This Social Media policy ensures that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization. CFDC of CIFN employees and Board members that maintain personal social media pages (e.g. Facebook, LinkedIn, Blogs, Twitter, etc.) are expected to comply with the guidelines set out within this policy.

It is the expectation of CFDC of CIFN that staff act as representatives of this organization outside of regular business hours and should conduct themselves in a manner that is appropriate as per the Standards of Conduct policy.

Social media refers to all forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content (Merriam-Webster Dictionary). These include but are not limited to: Facebook, Twitter, LinkedIn, Myspace

General Guidelines

CFDC of CIFN employees that maintain personal social media pages or accounts are required to comply with the following guidelines.

Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization, its employees, clients, vendors or competitors will result in corrective action, up to and including termination.

Employees must be aware of and follow the guidelines below when making posts or comments on any social media site whether it is public or private.

1. Employees are expected to conduct themselves professionally both on and off duty. Where a staff member publicly associates with the company, all materials associated with their page may reflect on the company. Inappropriate comments, photographs, links, etc. are not permitted and may result in corrective action up to and including dismissal.

2. Posts involving the following will not be tolerated and will result in discipline:

- Proprietary and confidential company information;
- Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors; and
- Defamatory statements regarding the company, its employees, customers, competitors, or vendors.

3. Where an employee mentions CFDC of CIFN, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.

4. Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.

5. CFDC of CIFN employees are prohibited from speaking on behalf of the organization unless explicitly authorized by the General Manager. Releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated CFDC of CIFN representative will result in disciplinary action.

6. Use of personal social media may not conflict with any of CFDC of CIFN's existing policies. This includes, but is not limited to, the Standards of Conduct Policy, Confidentiality Policy and social media Policy.

7. Company policies governing the use of copyright materials, corporate logos and other forms of branding and identity apply to electronic communications. Employees are prohibited from using CFDC of CIFN protected materials (copyright material, branding and/or logo(s)) without prior express written permission.

8. CFDC of CIFN strictly prohibits the use of company owned computer resources for use in the illegal download or upload of copyright materials. Legal upload or download of copyright materials must be work related and must have express written permission, and authorization from the copyright holder and the General Manager.

This policy is not intended to interfere with the private lives of our staff members or impinge on their right to freedom of speech. This policy is designed to ensure that CFDC of CIFN's image and branding are maintained.

Employees should abide by these guidelines whether they mention the company by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to the company which can negatively affect the company's reputation. Where a link can be made between a negative or inflammatory post and the Company, even if not named directly, the employee may be subject to corrective action.

Any employee who fails to follow the guidelines set out in this policy may be subject to corrective action up to and including termination of employment.

Clients

Employees should also be aware that many clients frequently use mobile phones and other devices to take photographs or recordings. Employees should always represent the company in a positive and professional manner so negative images are not posted on social media sites of clients.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action, up to and including termination or employment.



4.7 Policy: Confidentiality

Effective Date:

CONFIDENTIALITY POLICY

In the course of employment, CFDC of CIFN employees may have access to, or become aware of, confidential or proprietary information of CFDC of CIFN or our clients who has provided such information to the Corporation.

1. Protecting confidential information is an important practice for the CFDC of CIFN. Employees are expected to be familiar with and comply with the CFDC of CIFN Confidentiality Agreement.
2. Confidential information refers to information that becomes available to an employee as a result of his or her employment and is not otherwise generally available. Confidential information includes business, proprietary, technical, operational, financial, legal, and personal information relating to personnel, contractors, suppliers, or clients and all other information that the Corporation treats as confidential.
3. Employees are required to maintain the confidentiality of information with which they work or have access to and must protect such information from loss, theft, misuse and improper disclosure. Employees must notify their supervisor if they have reason to believe that confidential information has been compromised.
4. Employees must not use or disclose confidential information received in the course of their employment without appropriate prior authorization.
5. Employees should not disclose or use confidential information to further their own interests or for other unauthorized purposes, such as to benefit friends or family (as per the Conflict-of-Interest policy).
6. Employees should seek guidance from the General Manager or their supervisor if they have any questions as to whether certain information is confidential.
7. The requirements with respect to use, disclosure and protection of confidential information apply throughout and continue after employment with CFDC of CIFN ends.

4.8 Policy: Privacy Policies

Effective Date:



PRIVACY POLICY

1. CFDC of CIFN is committed to protecting the privacy of clients and individuals from whom it collects personal information.
2. Personal information is protected by privacy laws.
3. In general, employees may access personal information only when and to the extent it is required by their job and may only disclose personal information for authorized purposes. Employees must take all reasonable steps available to protect the privacy of anyone whose personal information is held by CFDC of CIFN.