

## **CBC PNA HUMAN RESOURCE MANAGEMENT POLICY**

The CBC Pensioners National Association is committed to being an exemplary employer. Towards this end the Executive will ensure that the human resource practices of the organization adhere to the principles of fairness and respect and that we abide by all relevant laws and government regulations.

More specifically, the Executive will be accountable for ensuring the following:

1. Recruitment and hiring practices are transparent, equitable and inclusive, thorough, fair and based on demonstrated skills and experience.
2. That, at a minimum, we adhere to the requirements of the Federal Labour Code, the Human Rights Act, and the Occupational Health and Safety Act
3. All employees have job descriptions and that these are regularly reviewed.
4. Personnel records are treated as confidential and that appropriate restrictions are in place regarding their use and who has access to them.
5. Each staff member is formally evaluated on a regular basis, and that the evaluation criteria are in line with best practices in other organizations, and employees are made aware of the evaluation criteria.
6. Every employee is entitled to a specified amount of time off with pay in the event of sickness, a death in their immediate family, medical appointment, or unexpected family obligations.
7. There is a formal conflict resolution procedure in place for staff that involves the Board as the final arbitrator.
- 8. That harassment, as defined in the CBC PNA Anti-harassment policy, will not be tolerated. Any harassment complaint will be addressed according to the policy's procedure.**
9. The Association will strive for diversity in its employment practices with respect to race, gender, age, sexual orientation, culture and disability.

**Approved by the National Board of Directors – October 2024**