

**Category:** Operations

**Policy Name:** Employment Policy

**Number and date of approving motion:** 2021-59 December 21, 2021

**Motion number and date of last review**

**President's Signature:** 

**Binding Purpose:**

To ensure fair, balanced and equitable human resource management practices to support the success of employees and volunteers as they contribute to the objectives of the Society

**Policy Requirements:**

1. Management of Manitoba Historical Society will respect and work within all relevant legislation and regulations, plus meet accepted ethical and proper management practices. MHS will endeavor to run a positive, safe, respectful and productive workplace where all can succeed.

2. MHS Executive will

- . ensure employees and volunteers are informed of their rights and obligations and that processes are in place to guide their success in contributing to the mission of the MHS.
- . maintain an up to date human resources policy and procedure manual for guidance of the Society and staff which will address, at a minimum, the following areas:

- . Organizational priorities
- . Employment practices including code of conduct
- . Compensation
- . Hours of work and breaks
- . Attendance
- . Benefits
- . Vacation
- . Holidays
- . Leave entitlements
- . Training and development
- . Performance management
- . Employee relations
- . Safety framework

ensure appropriate privacy, safety, security and other requirements as well as plans and actions for smooth, efficient administration and delivery of services.

**Frequency of review:** every three years or as required due to legislative changes

## **Welcome to the Manitoba Historical Society (MHS)**

We wish to support you in your work to facilitate your success with MHS. We wish to ensure all employees and volunteers are appropriately informed of their rights and obligations, and that processes are in place to guide their success in contributing to the mission of the MHS.

Here is our plan and the related rights and obligations of each party for our mutual success.

MHS wishes to maintain a positive, respectful workplace where all can succeed. This means that MHS,

- Will work within the employment laws of Manitoba and fair, well-accepted business practices,
- Will act to keep employees safe, such as from harassment, bullying or other hazards,
- Will provide you with a clear outline of your role and expectations of all at MHS,
- Will encourage questions and discussion on any aspects of work that are unclear,
- Will provide feedback on your work to provide guidance or support as required,
- Will act to ensure a positive, respectful workplace through clear communication and resolution of issues, should they arise.

Expectations on all MHS employees, volunteers, members and Council members include,

- Working within the rules, policies\*, and guidelines for MHS and contributing your best efforts,
- Treating all persons with respect including other staff, volunteers, MHS Members, employees of other organizations and the public,
- Acting to prevent or resolve any workplace issues that may arise and/or promptly advising a supervisor on such issues,
- Attending to work on a regular and continuing basis,
- Offering ideas and suggestions improve processes or other aspects of our work.

\*A review of key policies and procedures will be provided in the first week of employment or volunteering (i.e. Code of Conduct, Conflict of interest, Safety, Prevention of Bullying and Harassment.) Once reviewed, employees and volunteers are required to sign off as having read, understood and received a copy.

**This is to confirm that I have read and understood this document and received a copy.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MHS Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_