



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

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INTRODUCTION

Welcome to Nak'azdli Whut'en!

The policies and procedures contained within this Human Resource Policy Manual are designed to provide clear communication and guidance to all Nak'azdli Whut'en employees on Human Resource matters regarding their employment, and to ensure the effective and efficient operations of Nak'azdli Whut'en.

Nak'azdli Whut'en strives to incorporate Nak'azdli Whut'en customs, traditions, and values within the organization and in its relationship with its employees.

Nak'azdli Whut'en will always endeavor to ensure that all employees are treated with fairness, courtesy, non-discrimination, respect, and consideration.

The Chief and Council of Nak'azdli Whut'en and Administration shall support the following values in their actions:

- Manage all employees in a fair and consistent manner
- Set and manage employee / employer expectations
- Communicate Nak'azdli Whut'en goals and values
- Ensure all policies are aligned to legal requirements and best practices
- Strive to create a common and healthy working environment
- Maintain an environment for career growth and professional development

The Chief and Council recognizes the importance of defining and regularly reviewing Human Resource Policies and Procedures and accept their responsibility and authority in the development and approval of all policies, and in overseeing the management of this policy.

We encourage all employees to read these policies carefully and use it as an on-going reference.

Important Note to Employees:

Employment with Nak'azdli Whut'en as a federally regulated workplace falls under the auspicious of the federal government and the Canada Labour Code. Where there is no policy, or a policy contradicts the N.W. Employment policy and provides more benefit for the employee the Canada Labour Code will take precedence.

Employment with Nak'azdli Whut'en Health Services as a Provisional regulated workplace falls under the auspicious of the British Columbia government and the Employment Standard Act. Where there is no policy, or a policy contradicts the N.W. Employment policy and provides more benefit for the employee the Canada Labour Code will take precedence

OUR MISSION STATEMENT

Nak'azdli Whut'en is a holistic community that believes in maintaining and enhancing traditional values by learning, living and teaching our culture and heritage. We are a vibrant and self-determined community made up of diverse individuals and businesses working together to promote education, health and economic progress.



DEFINITIONS

“Administrator”	Is responsible for the supervision of multiple Managers, coordinators, supervisors, and Staff. They are the top level of management beneath the COO and provide Direction to their own specific area of operations i.e., Education, Social Development, Health etc.
“Arrears”	unpaid, overdue debt, or an unfulfilled obligation
“Anniversary Date”	means the date an employee commences work with Nak'azdli Whut'en
“Assets”	anything of value owned by Nak'azdli Whut'en
“Asset Recognition Criteria”	criteria to be used to set the threshold for determining whether a capital asset must be included in the capital asset register
“Assign”	transfer of duties or functions from one person to another where the former person (the assignor) retains responsibility for ensuring the activities are carried out
“Authorization and Delegation Table”	a table approved by Council specifying the delegation and assignment authorities over decisions or activities related to Nak'azdli Whut'en financial administration
“Budget”	a plan or outline of expected money and spending over a specified period
“Canada Labour Code”	means Part II and III of the <i>Canada Labour Code</i> .
“Capital Assets”	tangible capital assets (physical assets) such as buildings, land, and major equipment
“Capital Plan”	a consolidated plan or outline of expected money and spending of all capital projects to be undertaken in a fiscal year
“Capital Project”	the construction, rehabilitation or replacement of the Nak'azdli Whut'en' s capital assets and any other major capital projects in which the Nak'azdli Whut'en or its related entities are investors
“Capital Project Plan”	a project management plan to carry out a capital project that includes the budget
“Cash”	money, cheques, money orders, and equivalent forms of currency
“Cash Reserves”	money that a company keeps on-hand to meet short-term and emergency funding needs
“Classification”	process of categorizing records in an organized way
“Chairperson”	head of a meeting, department, committee, or board. The vice-chairperson acts as the head when the chairperson is not there
“Chief Operating Officer”	person who is responsible for leading the day-to-day administration or management of the Nak'azdli Whut'en and who reports directly to Council
“Code of Conduct Declaration”	statement that Council, committee members, employees, and contractors must sign on an annual basis that states



	they understand and agree to the Nak'azdli Whut'en government's code of conduct
"Common law Partner"	Any person either opposite or same sex who cohabitates in a conjugal relationship with the employee for a period more than two years.
"Committee"	group of people appointed by Council for advising Council or conducting decision-making activities assigned by Council until or unless they are suspended or disbanded by Council
"Compensation"	means all financial rewards including salaries, wages and time-off in-lieu that an employee receives because of her / his employment with Nak'azdli Whut'en
"Conflict of Interest"	situation of personal gain at the expense of others
"Continuous Years of Service"	means the number of 12-month consecutive periods of time that the employee has been employed since their employment start date.
"Contract"	legally binding agreement between two parties
"Contractor"	Is a person or company that provide a service for the band for a specific period and have care and control over their hours and delivery of services. Contractors must provide proof of their registration with the necessary agencies to provide the services they do, including CRA number, Insurance, WCB registration. Contractors must meet the definition of "contractor" as outlined by CRA and provides a specialized service and a risk of loss.
"Control"	policy, procedure, or process put in place to manage Nak'azdli Whut'en government's administration
"Coordinator"	an employee whose job is to develop, facilitate and organize events or activities, may require supervision of staff and or service delivery. Takes direction from other department heads and or engages others in the facilitation of activities.
"Corrective Actions"	steps taken to deal with job-related behavior that does not meet agreed upon and communicated performance expectations
"Cost"	amount of money to be paid or spent to obtain something
"Council"	elected or appointed official representatives of the Nak'azdli Whut'en that includes Chief, Councillors and the equivalent terminology used by the Nak'azdli Whut'en
"Debt"	something that is owed or due, usually money
"Deficit"	shortage that occurs when an organization spends more money than it has on-hand over a period
"Delegation"	transfer of specific responsibilities from one person to another
"Director of Finance"	person responsible for the day-to-day management of the First Nation's finances ensuring preparation for budgets, manages other employees in the delivery of financial



	services. Provides monthly financials to other department heads and Chief and Council.
“Direct Supervisor”	employee responsible for managing and overseeing the work and development of other staff
“Discipline”	means a corrective or punitive action taken by the Employer towards any employee for just cause
“Dismissal”	means the permanent removal of an employee by the employer, from any type of employment with Nak'azdli Whut'en
“Distant Family Member”	Any person who is not a direct or indirect member of the employee or spouses' family and does not qualify for bereavement leave this can include but not be limited to great uncles and aunts, great grandparents etc. employee may take one day to attend the funeral service with pay.
“Extended Family Member”	shall mean: <ul style="list-style-type: none">• First Cousins of employees or spouse• Foster parents of employee or spouse• Nephews and nieces of employee or spouse• Grandmother or Grandfather of spouse• First Uncle and aunt of employee or spouse
“Eligibility Criteria”	requirements set by Council which must be met by an individual to be considered independent and eligible to be appointed to the Finance and Audit Committee
“Employee”	a person employed by Nak'azdli Whut'en for wages or salary to complete specific tasks
“Engagement Letter”	written document prepared by the auditor that serves as a contract to confirm the audit arrangements between the auditor and the Nak'azdli Whut'en government; it is required by Canadian Generally Accepted Auditing Standards
“Entity”	corporation, partnership, joint venture or unincorporated association or organization whose financial transactions are consolidated in the Nak'azdli Whut'en government's financial statements in accordance with GAAP
“Expenditure”	amount of money spent by the Nak'azdli Whut'en government to buy goods or services
“Expenses”	amount of money spent on transportation, accommodation, meals, hospitality or incidentals, to be paid back (reimbursed)
“Financial Competency”	ability to read and understand the Nak'azdli Whut'en government's financial statements
“Financial Reporting Risk”	possibility of a significant error in financial information often caused by weak internal controls or fraud
“Financial Statement”	formal record of all money and property of the Nak'azdli Whut'en within a specific period
“Fiscal Year”	twelve-month period used for tax or accounting purposes



“Fraud”	to intentionally wrongful or criminal act that involves lying or holding back information; this is usually done for personal or financial gain
“GAAP”	Canadian Generally Accepted Accounting Principles, the framework of accounting guidelines, rules and procedures
“Health Care Professional”	means a person lawfully entitled under the law of the province to provide health services in the place in which the services are provided by that person, to include a certified medical practitioner, certified nurse practitioner and other certified medical and health practitioners / professionals as identified within the <i>Canada Labour Code</i>
“HR Records”	records that contain information on an individual’s hiring, job duties, compensation, performance, and general employment history
“Immediate Family Member”	shall mean: <ul style="list-style-type: none"> • employee’s spouse or common-law partner • employee’s child(ren), and the child(ren) of the employee’s spouse or common-law partner • employee’s grandchild(ren) • employee’s brothers or sisters • grandmother or grandfather of the employee. • father and mother of the employee or their eligible spouse. or common-law partner • Any person who acted in place of a parent and raised the employee or spouse • any ward of the employee or spouse
“Indemnity”	security or protection against a loss or other financial commitment
“Independence”	eligibility criteria for finance and audit committee membership defined as an individual who does not have a direct or indirect relationship with the Nak’azdli Whut’en government that could, in the opinion of Council, reasonably interfere with the individual’s judgment as a member of the finance and audit committee an individual with a role in the financial management of the Nak’azdli Whut’en involving planning, organizing, directing or controlling of its financial activities – including budgeting, financial accounting, financial reporting, procurement and use of funds, does not meet the minimum independence requirements for finance and audit committee membership
“Information”	knowledge received and any documented material regardless of source or format
“Information Security”	way the Nak’azdli Whut’en government protects information from unauthorized access, use, modification, or destruction
“Integrated Planning and Budgeting”	annual process of planning and budgeting activities across every level of the Nak’azdli Whut’en government that are



	linked, coordinated, and driven by the Nak'azdli Whut'en' s vision and strategic objectives
“Internal Assessment”	review of an activity/process by an independent Nak'azdli Whut'en staff member (i.e., an individual not responsible for or involved in the activity) to determine the effectiveness of that specific activity or process
“Investment”	an asset or item bought with the hope that it will gain value or provide income in the future
“Life-Cycle Plan”	plan of the Nak'azdli Whut'en' s assets in terms of costs to buy, operate, upkeep and get rid of over a specified period
“Loan Guarantee”	promise to pay all or a part of the principal and/or interest on a debt obligation in the event of default by the borrower
“Local Revenues”	term used to describe property taxes under the <i>First Nations Fiscal Management Act</i>
“Manager”	a person who is responsible for the management of people, programs, budgets and services, has independent decision making and administration of a budget and/or Supervisors, coordinators and staff as part of the Nak'azdli Whut'en operations or programs
“Materiality”	financial amount that the Nak'azdli Whut'en government considers significant, typically large amounts; the materiality threshold is the minimum financial amount that the Nak'azdli Whut'en government considers significant
“Misconduct or Wrongdoing”	breach of the Nak'azdli Whut'en' s Financial Administration Law including conflict of interest provisions, code of conduct, Council-approved policies and administrative procedures
“Officer”	Chief Operating Officer, Director of Finance, Tax Administrator, or any other employee of the Nak'azdli Whut'en government designated by the Council as an Officer
“On-call Employee”	a person who is to be contacted to provide a specific service as necessary, but not formally on duty on call employees do not qualify for benefits, overtime, or stat holidays unless they have met the prescribed pre-requisite time requirements. On Call employees do does not build seniority.
“Organizational Chart”	visual representation of the different positions in the Nak'azdli Whut'en government that clearly shows reporting relationships (who reports to who)
“Permanent Seasonal Employee”	a person who returns to the same position each year for a specific length of time and normally qualifies for benefits during that period when all else is the same as a regular fulltime employee.
“Performance Improvement Plan”	plan developed by an employee's direct supervisor, in consultation with the employee, to address the areas for improvement/development identified during the performance review process



“Personal Information”	information about a specific individual. In addition to common items such as an individual’s name, gender, physical characteristics, address, contact information, identification and file numbers - it also includes criminal, medical, financial, family and educational history as well as evaluative information and other details of an individual’s life
“Privacy Protection”	rules the Nak’azdli Whut’en government puts in place to collect, create, use, share/disclose, retain, protect and dispose of the Personal Information that it needs for its administration
“Projection”	estimates for a future situation based on all the information available now
“Purchase Order”	document stating the wish of a buyer to purchase something from a seller that shows the exact details of the items the buyer wishes to buy
“Purchasing”	buying an asset or item. Also referred as “procurement” per the First Nations Financial Management Board Standards
“Record”	information created, received, and maintained by the Nak’azdli Whut’en government for operational purposes or legal obligations. A record may be electronic, or hardcopy paper based
“Recordkeeping”	how an organization creates, obtains, and manages records
“Rehabilitation”	asset alteration, extension and renovation but does not include routine maintenance
“Remuneration”	salaries, wages, commissions, bonuses, fees, honoraria and dividends and any other monetary and non-monetary benefits
“Replacement”	substitution, in whole or in part, with another of the Nak’azdli Whut’en government’s capital assets
“Requisition”	purchase order used by the Nak’azdli Whut’en government when recording expenditures
“RFP”	Request for Proposal, competitive process followed by the Nak’azdli Whut’en government to enter a major service contract. RFPs lay out the Nak’azdli Whut’en government’s needs and conditions and leave it up to the potential contractors to present a proposal that shows their experience, skills and ability to carry out the contract within time and cost specifications
“Risk”	possibility of a loss or other negative event that could threaten the achievement of the Nak’azdli Whut’en government’s goals and objectives
“Short Term Employee”	a person who is employed to work during a specified period lasting less than one calendar year.
“Sole Source”	contract entered by the Nak’azdli Whut’en government without a competitive process to purchase goods and/or services



“Special Committee”	committee formed for a specific purpose and is dissolved when that purpose has been achieved
“Special Purpose Report”	financial report on a specific activity
“Standing Committee”	committee that has an ongoing purpose
“Subsidized Employee”	is an employee who has part, or all their wages paid by an external party or program. Subsidized employees are considered term until they complete the subsidized period and have been offered permanent employment.
“Supervisor”	a person who is responsible for a group of employees or an area of work for Nak'azdli Whut'en. Supervisors always fall under a manager and look after a specific person, program, and/or service.
“Tax Administrator”	person responsible for managing the local revenues and local revenue account on a day-to-day basis, if the Nak'azdli Whut'en government is collecting local revenues
“Temporary Seasonal Employee”	an employee who provides temporary work that is expected to last a specific period for which service are in demand and has no guarantee of employment beyond that engagement.
“Terms of Reference”	outline of the purpose and structure of a project, committee, meeting, or negotiation
“Travel Status”	pre-approved travel on official Nak'azdli Whut'en government business by an individual's direct supervisor; Travel Status begins from the individual's place of work (e.g., the Nak'azdli Whut'en government office) to the approved destination and ends once they return to their place of work
“Useful Life”	estimate of how long a capital asset is expected to be used by the Nak'azdli Whut'en government; the life of a capital asset may extend beyond the Useful Life and the life of a capital asset, other than land, is fixed (limited)
“Value for Money”	best combination of price, quality, and benefits of a product or service
“Virtual Private Network”	VPN is a way to use public telecommunication infrastructure, such as the internet, to provide remote offices or individual users with secure access to the Nak'azdli Whut'en government's virtual network
“Volunteer”	a person who freely offers to take part in the operation of Nak'azdli Whut'en to complete specific tasks
“Work Placement Employee”	a person who for a specific period, usually forming part of a course of study, during which they work for the company to gain work experience, which may or may not be paid
“Work Opportunity Program”	Are Social Development clients either past or present who are placed in a specific employment to assist them in learning work related skills. These terms are for periods from three months to one year and have a beginning and end date.



PART A – GENERAL POLICIES

Policy:

Nak'azdli Whut'en Band ("Nak'azdli") and its subsidiaries (collectively, the "Company") have adopted this Policy to ensure continuity and fairness is applied throughout our organization. This policy while recognizing the need for policy is not intended to stifle creativity, judgement, or individuality but to put in place guidelines that provide our employees with a fair equitable and safe workplace.

Scope:

This policy was developed to provide guidelines to all departments and applies to Management, employees, contractors and anyone who is on Nak'azdli Whut'en sites during the performance of work on or for Nak'azdli Whut'en. This policy applies all federal regulations as prescribed under the Canada Labour code and is not meant to apply to any commercial operations owned by Nak'azdli Whut'en and operating by Nak'azdli Development Corporation.

Objective:

The objective of this policy is to:

- Ensure the keeping of an up-to-date organizational chart that makes clear who reports to who in the Nak'azdli Whut'en's administration and shows the organizational reporting relationships within Nak'azdli departments and positions to support accountability and performance management.
- Provide for fair, transparent and unbiased hiring practices that make sure employees and contractors have the skills, experience, qualifications and competencies necessary to perform their role and allow the Nak'azdli Whut'en to meet its objectives and.
- Set out a process to correct and discourage unacceptable conduct, behavior or performance. This policy will provide flexibility to Management to deal with a wide range of circumstances in employees overcoming performance problems and failing that, use progressive corrective actions to fairly, with due process and with substantial documentation, terminate employment of employees, who are ineffective and or unwilling to improve.

Responsibilities:

Council is responsible for:

- appointing all Officers
- following the approved hiring policy and procedures as it relates to the hiring of a Chief Operating Officer
- Appointing officers to sit on committees as a representative of the community.
- authorizing the creation and update of the organization chart.
- approving the organization chart.
- making sure that delegated resources are available to put in place and maintain the organizational structure.
- making sure that the organizational chart clearly shows the First Nation's governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration, and to each participant in the systems including committees
- the corrective actions and dismissal of the Chief Operating Officer

The HR Representative and COO is responsible for:

- Supervising the hiring of all employees and Officers other than the Chief Operating Officer position. This does not include the formal appointment of Officers which must be done by Council. The Chief Operating Officer is responsible for approval of all employee hiring.
- making sure that the organizational chart is prepared, recommended to Council for approval, and kept current.
- making sure that the roles and responsibilities and reporting relationships are effectively communicated to all those affected by the organizational chart and as required by the Financial Administration Law
- final authority and responsibility for the dismissal of all employees and Officers



Organizational Chart:

- The Chief Operating Officer will prepare an organizational chart that clearly shows the First Nation's governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration and to each participant in the systems including committees and submit to Council for approval.
- The Chief Operating Officer will make sure that the chart includes definitions of the positions affected by the organization chart. The Chief Operating Officer will make sure each role identified in the organizational chart is clearly defined with a job description.
- The Chief Operating Officer is responsible for filing, communicating and distributing the organization chart to all employees and affected persons.

CORE PROGRAMS

Administration: provides support to all departments both in financial administration, human resources management and policy interpretation.

Housing: provides services to band members to access rental housing, subsidies, and acts as the landlord for the band

Capital: oversees the five-year comprehensive five-year plan and ensures that the project management of these projects is in line with the plan

Lands: develops land codes and laws of governance of the land with consultation of the C&C as well as community

Social Services: Provides supports to clients who for various reasons are not employed or unemployable. This includes financial, training and counselling supports.

Education: Provides funding for post secondary education, training to employment, support for students in K to 12 and other education related issues.

Health: Provides various health related services including vaccinations, well babies, patient travel to name a few.

Operations and Maintenance: Provides support to the operation buildings and ensure all the equipment's and building used to operate the business are upkeep.

NON-CORE PROGRAMS

NETS – reports to Nak'azdli Whut'en leaders, Education Committee and PGNAETA is responsible for the development and implementation of training programs as well as providing support to purchase PPE and wage subsidies.

Natural Resources – funding from non-AANDC funds, receives funding from multiple sources and aids when dealing with industry, oversees the implementation of the guardian program, provides environmental monitoring,

Events: is funded through other departments and provides support in the development and implementation of events, community meetings, and assimilation of communications for and with community

Justice: is funded by both the Provincial and Federal justice Services and provides bail supervision, court mandated programming as well as advocacy services and bi law development

Recreation: is funded and supported by funding from own source revenues.

Childcare Centre: is funded through provincial funding, FNESC and PGNAETA. They provide the Aboriginal Head start program as well as other services.

WORKPLACE BEHAVIOUR

Being a successful Employee at Nak'azdli Whut'en starts with self-responsibility for how we conduct ourselves, and our attitudes toward our community, fellow employees, and the work that we do.

Attitude. At NW, your attitude is just as important as your productivity. We depends heavily on the personal touch, which means that YOU are the most important tool you have. Your attitude is key to your, and our, success. You can't always control what happens in your facility (or in your life), but you can always choose how you will respond to those events.



In the long run, you decide whether you will be positive or negative, friendly, or unfriendly, cheerful, or glum, open or defensive, joyful or resentful. Here are the attitudes NW appreciates most in employees:

Dedication. A dedicated employee always goes the extra mile if that's what's needed to do the job right. He or she can be counted on to help when something unforeseen happens.

Helpfulness. Many of our community members want our support, but don't know where to start. A helpful employee does what's necessary to make those community members feel at home.

Friendliness. The last thing our Community members or stakeholders want is to be treated impersonally as if they don't matter. Our entire organization is based on friendliness. It is a strategy that works.

Cheerfulness. A cheerful employee looks at the positive side of a situation, rather than dwelling in self-pity. Attitude creates reality. If you focus on the positive, you'll often see more positive situations coming your way. You may also find that your attitude rubs off on other people.

Imagination and Creativity. Creative Employees are always learning and trying to imagine and create a better facility. Don't just go through the motions of work, watching the clock, and picking up a paycheck. Challenge yourself to do and be more than you are. We want co-creators to help us build the best company possible.

Conduct Outside of Work

While Nak'azdli Whu'ten does not wish to control your actions outside of work hours, we do expect that any off-duty conduct does not cause damage to Nak'azdli Whut'en reputation or cast doubt as to your honesty and integrity. We expect employees to refrain from any behaviour that may have a negative impact on our business.

Any inappropriate off-duty behaviour which negatively impacts the company reputation, success, or an employee's relationship with colleagues, co-workers, community members, and other business associates, could lead to discipline, up to and including dismissal.

Examples of inappropriate off-duty behaviours include, but are not limited to, the following:

- Wearing clothing with the company logo when intoxicated
- Posting information on personal social media sites that is negative about the company, other company employees, our customers, or our suppliers
- Contacting co-workers or others associated with the company while under the influence of alcohol or drugs
- Public disobedience and/or violence
- Driving dangerously or recklessly in a company vehicle

Confidential Company Information

During your employment, confidential and/or proprietary information may be made available to you (e.g., Community member information, trade secrets, technology, policies, program details, financial information, etc.). This information is critical to the success of the company and must not under any circumstances be given out or used outside of the company's premises or shared with individuals not employed by the company.

In the event of a termination of employment, whether voluntary or involuntary, employees are expected to neither use nor exploit this information with any other individual or company.

DRESS CODE

As NW continues to build its professional atmosphere and image, a business casual dress code is being implemented. Our image is affected by the manner of dress we use within our office as well as in the public eye when we are representing our company. We are always looking for ways to make NW a better place to work and to improve our image and it begins with the front office.



It is important that employees use their best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so. Casual business wear encompasses many looks, but it really means casual clothing that is appropriate for a professional office environment but is not offensive or distracting to co-workers. It is clothing that allows you to be comfortable at work yet always looks neat and professional.

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for our office environment. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is appropriate, choose something else or inquire first. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Also, it is generally better to be overdressed than underdressed. Consult the NW Management or HR Department if questions arise regarding appropriate attire in the office.

- **Slacks/pants** – Wool/cotton slacks and loose-fitting jeans are acceptable, provided they are clean and wrinkle-free. Inappropriate items include torn jeans, sweatpants, shorts, bib overalls, spandex, and other form-fitting pants, and pants that show underwear or are excessively worn or faded. Loose-fitting leggings accompanied by a long top or jacket are acceptable.
- **Shirts** – Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Avoid t-shirts, sweatshirts, tank tops, halter tops, shirts with large letters or logos (other than the NW logo), and any tops with bare shoulders, mid-drifts, or backs unless worn under a blouse or jacket. Avoid clothes that are revealing or potentially offensive (wording or pictures).
- **Dresses/skirts** – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini-skirts and spaghetti strap dresses (unless worn under a jacket) are considered inappropriate.
- **Footwear** – Items such as loafers, boots, flats, and leather casual shoes are acceptable. Athletic shoes and sneakers in good condition are considered acceptable. Thongs, sandals, and slippers are considered inappropriate.
- **Personal Hygiene** – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Remember that some employees are sensitive to cologne and perfume therefore wear these substances with restraint.
- **Hats/Head Coverings** – Hats are not appropriate in the office. Headcovers that are required for religious purposes or to honour cultural traditions are allowed.

Conflict of Interest & Business Gifts

Nak'azdli Whut'en expects all employees to adhere to ethical standards and principles to preserve the Company's reputation and integrity. Activities that create a conflict between the interests of the Company and an employee are unacceptable. Employees are expected to avoid any actions that would create the appearance they are violating the law or our ethical standards.

Conflict of interest arises when an employee's interests, whether personal, business, or professional, conflicts with his/her obligations to Nak'azdli Whut'en.

A conflict of interest may be apparent, perceived, potential or real and can arise in a personal or professional context and may be financial or otherwise. For example, conflicts of interest include the receipt of financial remuneration and the receipt of services or other benefits by an employee, his/her relatives or close friends, where the party providing the remuneration or benefits is or will be transacting business with Nak'azdli Whut'en.

In the course of your employment with Nak'azdli Whut'en, you may be offered business gifts, benefits or hospitality from clients, suppliers, or others with whom you come into contact. To ensure that there is no real or perceived influence or conflict of interest, employees are expected to advise their supervisor of any gifts, benefits or hospitality offered to them, regardless of value:



Guidelines

Employees are to abide to the following guidelines:

- Where it is not feasible to decline unauthorized gifts, hospitality or other benefits, the employee must immediately report the matter to their supervisor. The supervisor or the Chief Operating Officer or Band Council may require that the gift be retained by Nak'azdli Whut'en or be disposed of for charitable purposes.
- Employees shall not step out of their roles to assist entities or persons in their dealings with the Band where this would result in preferential treatment to any person.
- Preferential treatment in relation to any matter of Nak'azdli Whut'en must not be accorded to family members or friends.
- Employees shall not directly or indirectly use or allow the use of Nak'azdli Whut'en property of any kind including property leased to Nak'azdli Whut'en, for anything other than officially approved activities.
- Employees shall not knowingly take advantage, or benefit from, information that is obtained in the course of their duties and responsibilities and that is not generally available to the public.
- Employees owe primary business loyalty to Nak'azdli Whut'en. Employees must avoid engaging in any private or personal business interest which may conflict with the duties and responsibilities owed to the Band.
- Employees have an obligation to act in a manner that will avoid real, potential or apparent conflict of interest and bear the closest possible scrutiny.
- Employees are required to disclose to the Supervisor or the Department head, any personal, commercial or financial interest that might be construed as being in real, potential or apparent conflict with their duties or obligations to their employer.
- Employees of Nak'azdli Whut'en shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value.
- Gifts, hospitality or other benefits that could influence employees of Nak'azdli Whut'en in their judgment, and performance of official duties and responsibilities must be declined, whether offered directly or indirectly and were offered by persons, groups or organizations dealing with Nak'azdli Whut'en.
- Acceptance of incidental gifts, hospitality or other benefits arising out of activities associated with the performance of any official duties and responsibilities is not prohibited if such gifts are a nominal expression of courtesy.

Company Property and Technology

Please keep in mind that company equipment and resources are intended for business purposes. On those occasions when you find it necessary to use the fax machine, copier, computer, or other equipment for personal use, please do so only on your breaks and only with the permission of your Superior. Locations may charge you a nominal fee for the usage of this equipment for personal reasons.

Abuse of this policy can result in corrective action, so be honest!



VEHICLES USE POLICY

Company Provided Vehicles

Any employee who operates a vehicle owned or leased by any subsidiary of Nak'azdli Whut'en must adhere to the following guidelines.

1. Under no circumstances is an individual not employed or trained by Company authorized to operate a company-owned or -leased vehicle.
2. Prior to operating a company/client-provided vehicle, all drivers must present a valid, government-issued driver's license to their superior for review. It is the employee's responsibility to keep this document current and provide their superior with copies of any renewals.
3. In addition, the Supervisor must also obtain a copy of the Abstract report prior to driving authorization as well as every six (6) months thereafter.
4. Nak'azdli Whut'en must maintain a file (separate from the personnel file) on every employee authorized to operate company-provided vehicles. These files should contain the following:
 - a. A copy of the employee's government-issued driver's license, plus any renewals;
 - b. Copies of the abstract; and
 - c. Certificates from any completed drivers training courses.
5. If any NW employee is involved in a motor vehicle accident, they will report the incident immediately to their manager and the employee shall, upon request, provide required samples to perform drug and alcohol testing by a certified testing facility.
6. Where an area of operations provides a vehicle for the use of the employee, they will not be eligible for fuel allowance and will be expected to use the vehicle when travelling on band business as per the Nak'azdli Whut'en Finance Policy and procedures manual
7. In addition to this policy, all employees and locations must comply with applicable federal and province regulations.

Any violation of this policy will result in corrective action up to and including discharge.

Employee-owned Vehicles

- a) An employee who is required to regularly use their personal vehicles for work purposes may be given a monthly gas allowance and will be reimbursed for the extra cost of upgrading their insurance to business use. This only applies to employees who do not have a vehicle for use in their area and are required to drive in the performance of their work duties.
- b) An employee who on occasion uses their vehicle for work purposes, such as travelling to a meeting or workshop, will be provided a travel allowance mileage rate. Travel rates will be inline with the current rates as set by C&C periodically.
- c) When more than one employee travel together for work purposes, such as travelling to a meeting or workshop, only the employee who provided the vehicle shall be provided a travel allowance mileage rate.
- d) Any employee using their personal vehicle and are travelling with another co-worker has the right to choose the time of departure. The time of departure must be reasonable to arrive at the meeting in question on time. Any decision to leave earlier than required must be mutually agreed upon by all travelling parties.
- e) If NW has a vehicle available for the employee to use within their department, the employee will not receive any allowance if they choose to use their personal vehicle.

COMPUTERS AND INFORMATION SYSTEMS

Nak'azdli Whut'en computers, email systems, networks, and other information technology resources are intended for business purposes only during working time and at all other times, except for limited personal use as outlined below. Employees are expected to use all NW information systems and technology—including computers, software, wireless networks, and telephones—in a productive, ethical, and lawful manner. These guidelines apply to all information systems, including any network appliance, laptop, desktop, or server, as well as any personal device, such as smartphone or tablet, that are owned, operated, licensed, leased, and/or administered by NW. Information Systems made



accessible to its employees by its business partners are also within the guidelines. All use by employees of NW computers, laptops, hardware, mobile devices, software, and other technology resources, as well as approved personal mobile devices used to access the information systems, is governed by the Technology Acceptable Use Policy.

Every employee who uses an information system plays a part in protecting company data and is responsible for following these guidelines.

Guidelines for Personal Use

Inappropriate Actions

In accordance with the Technology Acceptable Use Policy, actions that do any of the following are strictly prohibited:

- Violate these Company Property & Technology guidelines, the Global Information Guide, and/or information security policies and procedures.
- Interfere with the normal and proper operation of NW information systems.
- Adversely affect the ability of others to use the company's information systems; or
- Are harmful or offensive to others.

Engaging in any inappropriate action may result in having your system privileges revoked and/or employment discipline, up to and including termination of employment.

E-Mail

If you use a computer to do your job, you must use your company e-mail address for all business communications dealing with NW and its clients and community members.

The following are examples of prohibited uses of e-mail:

- E-mailing sensitive information such as credit card numbers and passwords;
- Unsolicited, non-business e-mail transmissions to anyone (i.e., spam), and
- Allowing non-employee to use NW e-mail aliases.

Be sure your e-mails include the approved proprietary and confidential signature. It is important that you never interact with by clicking on or hovering over a hyperlink in an e-mail that you are not sure is from an authorized source. Both hovering over and clicking on an unknown link may load damaging software onto the information systems. You should report any suspicious links to your superior immediately.

Internet Use and Monitoring

The company's information systems, including computers, mobile devices, technology, software, and other resources, are owned and/or operated by NW for its business purposes. All files, data, logs, and other information created, transmitted, processed, or stored on the NW information systems are the property and records of NW. The company may at any time, for business purposes, monitor, inspect, or search the information systems, including but not limited to e-mails and internet usage. The monitoring, inspection, and searching may take place at any time without prior notice to you and without your consent, presence, or knowledge. NW reserves its right to access and disclose all information stored on its systems, including contents of e-mails and internet usage records, for any business-related purposes, including to maintain its systems and investigate hardware and software issues.

Release of Information to Third Parties

Unless it has specifically been designated as Public Data, all company information in your possession is subject to NW Data must be protected. Data disclosed outside of the company must be done in compliance with the Third-Party Risk Management.

Use of Mobile Devices

Access to company data via company-issued or eligible personal mobile devices requires registration and password protection, which helps minimize the risk and exposure of company information to outside parties.

Own Device Policy

Note that employees may but are not required to use their personal mobile devices. Violation may result in corrective action up to and including the termination of your employment with NW.



Cell Phone Use

Except in cases of emergency, employees must limit the use of cell phones for personal reasons to authorized breaks.

Company-Issued Mobile Devices

Employees whose job responsibilities regularly necessitate a mobile device are eligible for company-issued devices. Those employees are discouraged from using personal mobile devices or personal plans to perform company business.

Lost or Stolen Mobile Devices

Employees must report lost or stolen devices used to access company data to the supervisor or manager immediately, whether it is a company-issued or personally owned device. Mobile devices that are lost or stolen will be locked and/or wiped clean of all company data and may be remotely wiped of all data at the discretion of the company.

Leaving Nak'azdli Whut'en

If you leave NW and have a registered personal mobile device, your device may be remotely wiped clean of all company data. In some cases, the device may be remotely wiped of all data at the discretion of the company.

Media and Photography

Reporters or photographers are not allowed to film, record, photograph, interview community members, or interview employees inside the facility or during employees' working time without specific permission from the COO. If media arrives at the facility, do not grant permission to film or interview Community members or employees inside the NW facility. If the media calls the NW seeking an official statement from the company, the employee should thank them for calling and ask that they contact the COO for help with their request.

SOCIAL MEDIA

This document is designed to provide all Nak'azdli Whut'en Office employees with guidelines regarding the appropriate use of the company's social media accounts. Nak'azdli Whut'en strives to maintain a positive image in the community and has adopted this policy to ensure that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization. Nak'azdli Whut'en employees and volunteers that maintain personal social media pages (*e.g., Facebook, LinkedIn, Blogs, Twitter, Myspace, etc.*) are expected to comply with the guidelines set out within this policy.

We would like to take this time to remind our staff that they continue to act as representatives of this organization outside of regular business hours and should conduct themselves in a manner that is appropriate.

Scope

The social media Policy always applies to all Nak'azdli Whut'en employees, contactors, Committee Members, Council and volunteers without exception.

Definition

"Social Media" means 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, and Myspace.

General Guidelines

Nak'azdli Whut'en staff members that maintain personal social media pages or accounts are required to comply with the following guidelines as they related to their association with Nak'azdli Whut'en. Employees will be held accountable for what they write or post on any of Nak'azdli Office's social media pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization, its employees, customers, vendors or competitors may result in disciplinary action, up to and including termination.



Employees should follow the guidelines below when making posts or comments on any social media site, whether it is public or private:

- Employees are expected to conduct themselves professionally, both on and off duty. Where a staff member publicly associates with Nak'azdli Whut'en, all materials associated with their page may possibly reflect on the company. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.
- Posts involving the following will not be tolerated and will be subject to individual discipline:
 - Proprietary and confidential Nak'azdli Whut'en information.
 - Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors; and
 - Defamatory statements regarding Nak'azdli Whut'en, its employees, customers, competitors, or vendors.
- Social media is not a substitute for inter-company communications. Important information should be transmitted within normal company communication channels (i.e., the company's email platform), and not through social media outlets.
- Social media is not a substitute for customer service. Employees are required to refer customers to the applicable department and refrain from conducting inquiries entirely through social media.
- Employees should always carefully consider what to post in response to an argumentative or accusatory post. If employees have any questions regarding how to respond to a particular post, employees should discuss the issue with management prior to posting.
- Where an employee mentions Nak'azdli Whut'en, they will be required to include a disclaimer stating that any opinions expressed are the employee's own, and do not represent Nak'azdli Whut'en's positions, strategies, or opinions.
- Employees that use social media sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding Nak'azdli Whut'en.
- Nak'azdli Whut'en staff are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Nak'azdli Whut'en representative.
- Use of personal social media may not conflict with any of Nak'azdli Whut'en's existing policies whatsoever. This includes (but is not limited to) the *Code of Ethics and Confidentiality Policy*
- Employees are prohibited from using social media during regular working hours; employees should limit its use to official breaks, (i.e., meal breaks). The use of social media should not have a negative impact on user productivity or efficiency. As internet access at Nak'azdli Whut'en is monitored, please be advised that excessive use of social media for personal reasons is a misappropriation of company time and resources and may be subject to disciplinary action.
- Nak'azdli Whut'en 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 Nak'azdli Whut'en protected materials [*copyright material, branding and / or logo(s)*] without prior express written permission.
- Nak'azdli Whut'en strictly prohibits the use of Nak'azdli Whut'en-owned computer resources for use in the illegal download or upload of copyright materials without express written permission, and authorization from the copyright holder.

This policy is not intended to interfere with the private lives of our staff members or impinge their right to freedom of speech. This policy is designed to ensure that Nak'azdli Whut'en's image and branding are maintained and remain impugned.

Employees should abide by these Social Media guidelines whether they mention Nak'azdli Whut'en 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 Nak'azdli Whut'en's reputation. Where a link can be made between a negative or inflammatory post and Nak'azdli Whut'en, even if not named directly, the employee may be subject to disciplinary action.

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



Customer Use

Employees should be aware that many customers and persons present on Nak'azdli Whut'en property frequently use mobile phones and other devices to take photographs or recordings. Consent is required prior to posting any photographs of employees in the company on any of Nak'azdli Whut'en's social media pages. Employees should always represent Nak'azdli Whut'en in a positive and professional manner, so negative images should not be posted on social media sites of customers or visitors.

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

Disclaimer

Nak'azdli Whut'en does not accept responsibility for any loss or damage suffered by employees because of employees using Nak'azdli Whut'en's internet connection for personal use. Nak'azdli Whut'en is not responsible for the accuracy of information found on the internet. Users are responsible for any material that they access, download, or share through the internet

Personal Use of Social Media

Personal use of social media is not permitted during working time. Personal use of social media on company devices or networks during non-working time is permissible as long as it does not violate any other company policy, including for example the Anti-Harassment Policy.

NW employees must comply with the following guidelines when using social media:

- Use only personal e-mail addresses on social networking sites. Company e-mail addresses should be used only for authorized company communications. Do not create social media accounts on behalf of any subunit of NW or which includes company name or logo as a part of the social media account handle or profile without prior written authorization from the COO.
- Be professional and respectful. Employees should not post materials that are sexually explicit, contain sexual implications, or comment on someone's age, race, gender, sexual orientation, gender identity, religion, ethnicity, national origin, physical attributes or disability, or that reference obscenity, profanity, or illegal substances.
- Respect our stakeholders. Do not make false or misleading statements regarding the company, products, or services we offer, employees, customers, competitors, or other stakeholders.
- Respect intellectual property rights. Refrain from posting any materials that violate any third-party rights, including intellectual property rights (such as copyrights, trademarks, and patents), privacy rights, and any other rights. Where appropriate, reference and cite sources.
- Do not upload materials without permission.

Confidentiality

Employees, both during and after employment with NW (regardless of how the employment ends), shall not disclose any confidential, proprietary, trade secret, and/or other non-public information concerning the business or affairs of NW.

COMMUNICATIONS

All the internal and External communication should be approved by the communication and HR department. All the employees and leaders will send the drafted communication at least 24 hours in advance in order to get the required approvals and send it company wide or posted externally. Exceptions can be considered in case of Emergency

ENTRY INTO NAK'AZDLI WHUT'EN OFFICES

Only employees and invited guests shall enter the offices beyond the reception area of any office or workplace. Non-employees (invited guests) may be granted entry upon approval from the department manager or receptionist and escorted to the appropriate office. All persons, including employees, must sign in at the reception before entering and upon their exit for safety tracking reasons.



TRAVEL

General Rules

- Travel arrangements will be arranged by the Nak'azdli travel clerk.
- Travel requests shall be submitted to the travel clerk at a minimum one week before expected travel.
- All travel requests will be accompanied by all supporting information on the purpose and location of the travel along.
- Where required, all receipts will be submitted to verify the taxi, luggage and other advanced monies.
- Where a reimbursement is available the employee will provide all receipts to the travel clerk within five days of returning accompanied by the applicable travel reimbursement form. All travel reimbursements will be payable to NW.
- In the case of emergency travel all requests must be approved by the COO.
- Every effort must be made to ensure that travel is arranged in advance to ensure discounted rates wherever possible.
- The cost of changing flights or airline schedules without prior approval shall be the responsibility of the employee and at their own expense if not approved by the respective manager.
- All travel must be pre-approved by the Manager of the employee's department, or in the case of a senior leaders or directors, must be pre-approved by the COO.
- All travel must be directly related to the employee's work and job description. Attendance at workshops must be pre-approved by your manager prior to enrolling.
- There must be a budget with adequate funds remaining in the fiscal year to cover the anticipated travel expenses.

Travel Rates

Travel rates subject to annual updates as approved by Chief and Council as per Schedule A "Travel Rates".

Business Travel – modes of transport

Air and train travel – Class of travel

- Bookings will be done as per above, through the Travel Clerk and respecting rules mentioned above.
- The expenses will be settled by NW whenever possible. Only when this is not feasible, the employee must pre-finance and claim the expenses after the trip.
- In accordance with the business plan, the most economical flights and most convenient routes should be preferred while organizing or the flight.
- All the Employee's will travel using Economy class.
- Upgrading of economy class tickets with extra's such as additional leg space, extra luggage, emergency-exit-seating, better meals, etc. is not allowed on NW's account unless additional leg space is required for medical reasons.

Personal Car

- The personal car can be used for business travel within reasonable distances. Explicit prior authorization by the reporting manager is required.
- Mileage rates shall be updated annually to match the National Joint Council Rates on April 1st of each year. Mileage shall be paid to only one employee in the private vehicle used. An employee may not claim mileage for a rental car an employee may not claim mileage to be a passenger in any vehicle.
- The number of km's claimed must correspond to the km's calculated using the online route planner, such as google map. Any significant deviation must be explained in the expense note.
- Km's are calculated from the employee's usual place of employment to the destination. From this rule, the following exceptions exist:



- When the employee is temporarily stationed at a different location (e.g. staying at a hotel). In such event, the km's are calculated from the temporary place of residence.
- When the employee has to travel to the airport or train station on a non-working day. In that case, the distance is calculated from home.
- The rate is fully inclusive of the all vehicle related expenses, such as car depreciation, maintenance costs, fuel costs, insurance costs and fines, which can be henceforth not give rise to separate expense claims.

Company Car

- Employees are entitled to claim car wash expenses for their company car only with business justification.
- Employees who are granted a company car have to use this car for business travel and cannot claim mileage providing their company car is available (e.g. maintenance, breakdown, etc.).
- Refer to the NW Company Vehicle for Personal Use Policy.

Wages while travelling

Regular wages shall be paid to the employee who is travelling to and from a pre-approved travel appointment. An employee may only claim those hours that it would safely take to travel to and from the destination, and the actual hours attending the meeting or event associated to their travel purpose. Hourly Employees are expected to travel during the working hours if possible. Pre-approval from the supervisor is required in case travelling outside working hours to ensure proper time is recorded.

COLD WEATHER

If the weather drops to below minus 30 degrees Celsius, any employees who are scheduled to work outdoors on such days shall have the option to be assigned to alternate duties indoors. Employees who opt to work outside must be adequately dressed to do so and will need to periodically warm up inside. All offices and worksites will remain open during all weather unless there is a malfunction of the heating or water related to the weather.

Employees are expected to dress adequately in the winter months to accommodate for shifts in temperature and various work environments. If an employee consistently shows up to work without sufficient winter weather clothing the manager will follow up with them to determine the reason.

REVISION

These policies will be reviewed annually or when a significant change is made to the systems, people or processes related to these policies. Changes to policy will be the responsibility of the COO with the approval of Nak'azdli Whut'en Chief and Council. The exception to this is to ensure that we are following the Canada Labour Code.



PART B – EMPLOYMENT POLICIES

RECRUITMENT, SELECTION AND PROMOTION

Aboriginal Employment Preferential Hiring

- For certain positions, aboriginal ancestry, language and common experience is beneficial and crucial to the success of the program deliverables.
- Nak'azdli Whut'en reserves the right to give preference to persons of Aboriginal Ancestry under the Canadian Human Rights Commission Aboriginal Employment Preferences Policy.
- Nak'azdli Whut'en First Nation is an equal opportunity employer that shall promote and practice fairness in the recruitment and selection of employees. Every reasonable effort shall be made to employ the most suitable/qualified candidates, based on predetermined bona-fide occupational requirements,
- Where the preferential hiring policy is implemented, it will be to ensure that the candidate has the necessary common experience, language or ancestral knowledge to be successful in the position.
- Preferential Hiring It is not a discriminatory practice for an employer to give preferential treatment to Aboriginal persons in hiring, promotion, or other aspects of employment, when the primary purpose of the employer is to serve the needs of Indigenous people.
- The employer shall not accept nepotism in the recruitment/selection of employees. If an interviewer has a conflict of interest with the candidate, then the interviewer will recuse themselves from the entire hiring process.
- The employer may require a criminal record check, verification of a current driver's license, drivers abstract, background check, or certain educational requirements where the employer deems it a requirement of the position being applied for.
- Before a position is posted, there must be an approved and UpToDate Job description, qualifications and wage for the position.
- Where the preferential hiring policy is specifically being used in a job posting it must include references to our preferential hiring practices.
- Applications for employment shall be in the form of a résumé with a covering letter and references.

Recruitment and Hiring Process

When an employment position is open to be filled, the following steps shall be followed:

Position Authorization

- Positions for Officers must be approved by Council.
- Existing positions will be authorized to be filled by the Chief Operating Officer.

Hiring Manager

Upon receiving prior approval from the Chief Operating Officer, the Hiring Manager to whom the new employee shall be working under, shall work with the HR department to prepare a job posting with a closing date of not less than 2 weeks from the actual posting date.

- Managers may make potential candidates aware of job openings, however they will not promise employment or favor beyond an encouragement to apply. All applicants must have a fair chance at the employment opportunity.
- The job posting shall be posted locally and to external locations as may be deemed necessary.
- The posting and collection of resumes will be the responsibility of the Human Resources Department the hiring manager shall be provided the resumes once the Job posting is closed. The hiring manager and HR Representative will review all the applications and then assemble an Interview Panel to carry out the interviews.
- Where there is only one or less applicants for a position, the Manager may decide to readvertise with hopes of attracting more interest or if qualified opt to interview the single applicant.



- If the second advertisement does not produce any new results and the only applicant is sufficiently qualified and interviewed, the applicant may be given the opportunity to try the position on a short-term bases to determine their abilities.

The Interview Panel

- The Interview Panel shall consist of 2 or 3 people who are not in conflict with any of the applicants. If the interviewer cannot be unbiased towards all of the applicants they must declare the conflict and allow someone else to act in their place. Interviews will be conducted as follows:
 - HR Representative.
 - Hiring Manager
 - A Manager from another area of operations
 - Council Portfolio member for the interviews of senior leadership positions (example: Directors or managers)
- The Interview Panel shall shortlist the applicants down to three but not more than five applicants to be interviewed.

Interview Process

- Interviews shall be scheduled in advance and if availability permits try to conduct all the interviews on the same day.
- Interviews must be conducted in-person or by video, but not by telephone alone.
- All Interview Panel members must be present at each interview.
- A preset list of questions is shall be prepared for the applicants to answer is highly recommended but not mandatory.
- All applicants will be scored from 1 -5 with five being the best.
- Try not to ask questions other than those on the present list are to be asked.
- The Interview Panel shall write their notes and scores on a separate interview questions sheet for each candidate.
- The interview questions sheet shall contain the Interview Panel member name, the applicant's name, the date and time that the interview was conducted and shall be filled out in handwriting, or typed, based on personal preference by the Interview Panel Member.

Selection Process

After all interviews have been completed, the Interview Panel Members shall:

- Discuss their findings and rankings for all candidates.
- Determine who would be the best candidate, and the runner-up.
- Prepare a recommendation letter to the Hiring Manager of who they recommend be hired, and the runner up name in case the recommended person declines.
- The recommendation letter must be dated the same day of the interviews and signed by all Interview Panel Members and given to the Human Resources Representative or the hiring Manager.

Hiring Decision

Upon receipt of the recommendation letter from the Interview Panel, the Human Resources Representative shall:

- Contact the references of the recommended candidate and verify their background. The exact same questions should be asked of each reference and written notes of the responses must be taken.
- Verify all certificates, diplomas and degrees mentioned in the applicants resume. This may require requesting copies from the applicant.
- Shall then meet with the Director of the department or COO to discuss the recommendation from The Interview Panel and notes from reference checks.
- The Director of the department or COO, in consultation with the Human Resources Representative, shall have the final decision on whether to make an offer to the recommended candidate, the runner-up, or ask that the job posting be extended and reposted.



Offer of Employment

- The Human Resources Representative, shall then proceed to contact the preferred candidate and verbally make the offer and discuss with the applicant.
- The Human Resources Representative prior to making the offer will use the employee's resume to place the employee on the existing pay scale based on experience and education.
- If the applicant verbally accepts the offer, then a time sensitive written offer of employment shall be provided to the applicant to sign and return within the specified time period.
- If a verbal agreement cannot be reached, then the offer may be made to the runner-up applicant. A verbal agreement will not be considered binding if a written agreement is not completed and returned within two weeks of the offer being made.
- Offers must be executed, accepted, signed and returned within seven (7) days of the date of the offer of employment. If the signed offer of employment is not received within the specified time, then that offer shall become null and void.
- The offer may then be made the runner up or the position can be reposted if there is not suitable candidate.
- Where the position has been posted multiple times the Human Resources Representative, the Hiring Manager and the Director of the department or COO may decide to directly award the position to a suitable candidate if it does not present a conflict to either party to do so. Or to consider an in house hiring.

Hiring Process Housekeeping

- An employment agreement is not valid if it is not written by the HR department.
- Employment agreements must not be altered in any way by the Hiring Manager.
- Employment agreements must be signed by both the applicant and the Department Head or COO.
- Signed employment agreements signed on paper then it must be brought to the HR Department and Human Resources Representative will communicate with payroll department for processing and filing on the same day they were signed.
- Employees must not be asked or allowed to come to work until the employment agreement is signed by both parties, and not before the indicated start date on the employment agreement.
- The Human Resources Department shall be responsible for providing the new employee with all the necessary employment paperwork needed for all employees to read and sign. These must be brought to the payroll department for processing and filing.
- The Human Resources Department shall be responsible for providing the necessary orientation and Reporting manager is responsible for integration of the new employee into the workplace.

Hiring of the Chief Operating Officer (COO)

The Interview Panel for the recruitment and hiring of the Chief Operating Officer shall consist of:

- A quorum of the Chief and Council
- Human Resources Representative
- Other external personnel, as invited by Chief and Council

The Interview panel should not exceed five members.

The Human Resources Representative, or other person or agency designated by the Chief and Council, shall be responsible for:

- The Chief Operating Officer job posting
- Collection of applications
- Pre-screening and pre-interviews if carried out by an external agency
- Preparation of packages for Chief and Council to carry out interviews

INTERNAL JOB POSTING (IJP)

Purpose

The purpose of the internal Job Posting Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. Nak'azdli Whut'en



believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunities to all applicants and employees.

Scope

This policy applies to all Nak'azdli Whut'en positions at the level of COO and below. The hiring manager and human resource (HR) department may elect not to post certain positions when there are lawful, non-discriminatory bases for doing so and with the approval of the senior management team.

Job Postings

Once an open position is approved for recruitment, HR will generate job announcements electronically and post the announcements in designated areas within company facilities. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring manager.

The position will be posted internally for seven business days, during which time eligible employees may apply ahead of external candidates. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances.

Each job posting will have a closing date by which time applications must be received to be considered for the position.

Eligibility

To be considered for an open position, you must:

- Verbal approval from your current supervisor/reporting manager is required.
- If applicable, Have received a rating no lower than "meets expectations" on your most recent performance review and must not currently be on a performance improvement plan.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Should be employed with Nak'azdli Whut'en for at least 6 months.
- Submit an application to HR by the closing date as stated in the posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

The key to Nak'azdli Whut'en success is our people. We are committed to hiring the best employees who not only have all the skills and qualifications to excel in their positions but who also possess the right passion, drive and attitude needed to fit into our company.

Consideration will be given to all applicants, internal or external, and every effort will be made to fill position vacancies as expeditiously as possible with exceptional candidates. Where no suitable candidate is found, we will forego filling a vacancy rather than settling for a less-than-ideal candidate. We appreciate referrals and encourage all employees to refer potential candidates to fill our open positions.

All newly-hired employees will be familiarized with the general operation, culture, and policies and procedures of our company during their first week of employment. The purpose is to cover the basics of what all new employees need to know to work effectively at Nak'azdli Whut'en in order to help them integrate more smoothly.



Promotions

- Promotions may be granted based on the employee's understanding, knowledge and experience in the area of operations where a vacancy exists or if the employee is being promoted to a new level of authority and responsibility.
- An employee who has been offered a promotion will be provided with a new employment agreement and corresponding job description.

Employment of Immediate Family Members and Relationships

- Nak'azdli Whut'en recognizes the sensitive nature of having immediate family members (by birth or by marriage) employed by the same organization and will take care to avoid difficult situations and perceived conflicts of interest.
- Relatives of Nak'azdli Whut'en employees must also meet all employment requirements and qualifications expected of other job applicants.
- Nak'azdli Whut'en may hire members of the immediate family of current employees, provided that the new employee does not have a direct reporting relationship to the other family member unless required to maintain normal operations of the organization. Any familial direct reporting relationships will be documented by the HR representative and that reporting relationship will be changed to directly report to the COO.
- Nak'azdli Whut'en may employ immediate family members for temporary positions even in the same department, provided a clear understanding exists that the employment relationship is strictly temporary and will not last more than 3 months. Any such relative hired must meet all selection standards and job qualifications. No immediate family relative can be on the interview panel or involved in the recruitment process for such occurrences.
- If two employees develop a relationship in which they begin dating or have moved in with each other or have become engaged, married or common-law, there cannot be any reporting relationship of one to the other. If such exists, then one of the two must be moved to another non-reporting position, or to a different department.

Minimum Age of Employment

Persons under the age of 17 years may be employed provided that:

- They are not required by provincial law to attend school.
- The work is not likely to endanger their health or safety
- They are not required to work between 11 pm on one day and 6 am on the following day.

After you decide to join us:

Newly hired Employees must complete forms and sign prior to starting work at Nak'azdli Whut'en. After hire, the employee must review and complete the Agreement.

Employees must report the relevant information below to reduce risk. The employee must provide the necessary additional information for the following:

- Newly hired Employees must complete forms and sign prior to starting work at NW. After hire, the employee must review and complete the Agreement.
- Employees must report the relevant information below to reduce risk. The employee must provide the necessary additional information for the following:
 - If the Employee has a reportable past illness
 - If the Employee has any difficulty or needs any accommodation to do the job.
 - If the Employee has a reportable history of any violations or accidents.
 - If the Employee has a reportable medical diagnosis (including asymptomatic)

PROBATIONARY PERIOD

- Only new employees will be subject to a probationary period of ninety (90) days, and will be evaluated throughout their probationary period to assess their suitability for their position.
- A probationary employee can be dismissed at any time during their probationary period without notice.



- Prior to the completion of an employee's probationary period the manager who supervises the new employee shall conduct a performance evaluation and based on the outcome of the probationary period performance evaluation, may decide to end the employment at that time or continue the employment with the new employee.
- If an employee has not shown that they are capable to complete the expectations of the position within their initial probationary period, at the employer's discretion the probationary period may be extended by another ninety (90) days to evaluate their suitability for the position.
- If a performance evaluation and review is not completed by the Manager within the ninety (90) day probationary period that employee will be considered to have successfully completed their probationary period and are now a permanent employee based on the terms of their employment contract.
- If an employee has not had a probationary performance evaluation by a manager within their probationary period, the Manager must submit to the Human Resources Representative a memo because the performance evaluation was not completed.

EMPLOYEE ORIENTATION

Human Resources Department shall be responsible for the adequate and thorough orientation of new employees into their department. This shall include ensuring that the employee has received a copy of all policies by which the employee must abide by and has filled out and signed all hiring papers necessary to have them entered the HRIS and payroll system.

To help you get started out on the right foot, we require orientation classes for all New Employees with our leaders of different departments. These classes are scheduled frequently and cover at least the following areas:

- Company overview
- NW Culture
- Safety
- Equipment handling
- Teams, Employee meetings, benefits and compensation.
- Hiring Manager required to provide training specific to their role.

Training

Well-trained employees are essential for providing safe, high-quality services. So, we do provide on-the-job training with the help of our health and safety representative (if applicable). In which, the employee, reporting manager and health and safety representative (if applicable) do the signoff after making sure that the employee is well trained to do the job.

WORKING ADDITIONAL JOBS ("Moonlighting")

Employees may be employed by other employers, provided that their work with the other employer does not conflict with their work with Nak'azdli Whut'en. Any employee must consult with HR Department and Department head before accepting any other employment outside of NW.

- Employees must immediately disclose to their manager if they are working for someone else before they accept a new position with NW.
- NW may withdraw their consent or offer of employment when an employee's outside employment will materially affect their employment with NW.
- This can be measured by an increase in missed days; lateness; fatigue on the job or other decline in the usual level of work expected to be successful in their employment.
- Where this permission is withdrawn the employee will be given two weeks to make their choice known to their other employer or NW. An employee who refuses to commit to the current employment with NW will be subjected to the corrective action process if the issues persist.

DUTY TO ACCOMMODATE IN EMPLOYMENT

- Nak'azdli Whut'en shall exercise its duty to accommodate, as defined within the Canadian Human Rights Act and the Federal Employment Equity Act, in providing equal and fair



treatments to persons applying for employment with the Nak'azdli Whut'en and to the needs of existing Nak'azdli Whut'en employees.

- The Nak'azdli Whut'en in its exercise of its duty to accommodate, shall consider, but not limited itself to, the following issues or influences and needs related to employment:
 - candidate or employee disabilities or physical challenges
 - age of the candidate or employee
 - candidate's or employee's religious needs
 - pregnancy of the candidate or employee
 - candidate's or employee's family caregiving responsibilities
- The employee shall be responsible for:
 - making their accommodation needs known, by requesting accommodation measures, in writing, and suggesting, if possible, the type of accommodation that would be appropriate
 - Participate in the process with the employer, in good faith efforts, to find appropriate accommodation options.

ATTENDANCE POLICY

Scope

The purpose of this policy is to set forth Nak'azdli Whut'en for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at NW. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 12 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy. Employees with three or more consecutive days of excused absences *because of illness or injury* must give NW proof of physician's care and fitness for duty release prior to returning to work. Employees must take earned vacation time off for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures including any non-emergency leave request which can be planned in advance are each one-half an occurrence for the purpose of discipline under this policy.

**No Call No Show (NCNS)**

Absence also includes unreported absence or “no call/no shows”, when an employee does not report to the supervisor within the first half of his or her scheduled shift will be considered as no call/no show.

No call/no-show will immediately lead to final corrective action, up to and including discharge.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of 72 hours or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Compensation Philosophy

We believe in fair and equitable compensation for our employees and rewarding employees for demonstrating excellence in achieving Nak'azdli Whut'ens objectives. We strive to ensure internal equity as well as parity with industry standards.

Your salary, less statutory deductions, is payable on the Bi-Weekly basis via direct deposit.

Your compensation will be reviewed regularly, generally on an annual basis. Compensation reviews do not automatically result in a pay increase. Any pay increases that are given will be based on merit, performance and current market & industry conditions.

CORRECTIVE ACTION POLICY (CAP)

We have multiple ways, through which we try to help employees however, at times, an employee may require additional coaching, guidance, and even corrective action. When employees will be warned and counseled for unsatisfactory performance prior to discharge. Depending on the nature and severity of the offence, however, the company reserves the right to discharge any employee without warning. Furthermore, when an employee is counseled for poor performance or not following the policy, that employee is expected to demonstrate immediate and sustained improvement. Failure to do so may result in discharge without further notice.

Corrective Action Process

Where possible, performance and/or behavioural deficiencies are addressed in the coaching/counselling process. However, if those efforts are unsuccessful or if a clear policy violation has occurred, the following process for corrective action may apply. The process may vary based on the severity of the situation. At any time during your probation period, you may be discharged without documentation if your superior determines that the job is not a good fit. In this circumstance, you are not eligible for the corrective action process. An employee may be suspended during any investigative process if determined by leadership to be warranted.

- The Corrective Action Process applies to all NW employees.
- Every Administrator, Manager or Supervisor must follow the Corrective Action Process (CAP) described below when dealing with all performance and / or work-related concerns and issues.
- In general, under the CAP system, the more infractions an employee commits, the more serious the penalty will be. However, the Employer need not progress through all the steps sequentially. In some instances, Employee misconduct is of a sufficiently serious nature to warrant disciplining the Employee by issuing a more serious penalty (*such as suspension or dismissal for just cause*) without first proceeding through earlier steps in the CAP process.
- All corrective actions will be documented and placed in the employee's personnel file. Documentation should specific information on offence including date, time, witnesses, type of offense and previous corrective communications with the employee.
- The CAP system may consist of:



- **Verbal Warning:** The Employee's supervisor meets with the Employee to explain and discuss the offence. The supervisor will note the warning in the Employee's personnel file and the substance of the warning is recorded.
- **Written Warning:** The Employee will be required to meet with both the supervisor and the HR Representative during the discussion it will be decided which time a written warning will be issued, and the employee told that further improper conduct and/or unsatisfactory performance may result in further corrective action including discharge.
- **Suspension and / or Termination:** After consultation with the supervisor and HR Representative, the Department head will issue a formal suspension without pay and / or terminate the employee. The Employee will be advised in written form of the suspension and / or termination.

DISMISSAL FOR JUST CAUSE

The decision to dismiss an Employee for just cause and without notice, severance or pay in lieu thereof may be made by the Employees Manager/Supervisor after consultation with Human Resources Representative and the Chief Operating Officer

The Supervisor/Manager may proceed with dismissal of an Employee for just cause for reasons which include, but are not limited to, the following:

- abandonment of position.
- inability to perform duties after providing coaching the required trainings.
- gross insubordination.
- theft.
- Deliberate misuses of the employers equipment and assets
- physical assault of a supervisor, co-worker, or client.
- conviction for a serious breach of the *Criminal Code*; and
- conduct which seriously harms the interests or reputation of the Employer.

An Employee who is dismissed for just cause will be notified of the date of dismissal, and the reason for such dismissal.

Factors including the following factors shall be taken into consideration by the Employer when determining whether to discipline an Employee and, if discipline is determined to be appropriate, the level of discipline to be imposed:

- severity of the offence,
- length of employment,
- previous record of discipline.
- time elapsed since last reprimand.

The supervisor or Chief Operating Officer may suspend the Employee and require them to leave the premises immediately in situations where the safety of the Employee or others is seen to be at risk, such as abusive or violent behaviour.

Examples of Just Cause

This step may include a discussion between Human Resource Representative and the employee during which the reason for the employee termination will be addressed.

Examples of conduct that may lead to corrective action include, but are not limited to:

- Minor safety violations
- Excessive personal use of a cell phone while at work
- Conducting personal business during working hours
- Making maliciously false statements regarding other employees, the company, or its services.
- Violation of Time and Attendance policy including excessive tardiness and/or absenteeism, and/or failure to follow reporting procedures
- Unsatisfactory work performance, excessive errors, or failure to meet acceptable levels of productivity
- Insubordination, including improper or disrespectful conduct toward a manager or refusal to perform tasks assigned by a superior in an inappropriate manner.



- Unauthorized use of company equipment such as cell phones, copier machines, fax machines, computers/laptops, postage machines, or the e-mail and voice mail systems
- Abusive, vulgar, obscene, or indecent language or behavior towards a superior, co-worker, customer, or others.
- Violation of Cash Variance or Cash-Handling policies.
- Violation of the company's Dress Code policy.
- Missing mandatory meetings.
- Violation of the company's Customer Service policies
- Failure to observe the company's Computer & Information Systems guidelines
- Sleeping while on the clock, except during authorized breaks in non-work areas.

Major Infractions

Examples of conduct that may lead to termination include, but are not limited to:

- Theft of any kind, including but not limited to violation of the employee Theft policy.
- Violation of the employee Purchases policy.
- Falsifying reports or records, including but not limited to financial and payroll reports/timesheets.
- Using or being under the influence of alcohol or controlled substances at work.
- Selling, possessing, or using controlled substances on company property
- Harassment, including sexual harassment
- Repeated or gross insubordination
- Unapproved absence from work
- Flagrant or repeated disregard of safety procedures.
- Possessing or bringing firearms, weapons, explosives, or similar items at or to any NW's facility location, including public areas, back rooms, break rooms, parking lots, and garages (including in motor vehicles or bicycles) -except where permitted by state or local law
- Lying or being dishonest in connection with the job; concealing mistakes; abuse of Paid Time Off (PTO); taking any type of leave under false pretenses, or reporting an injury under false pretenses
- Misusing, destroying, or damaging property, records, or other material of the company, co-workers, customers, vendors, or anyone on company property.
- Abuse of Healthy Discount Card
- Plagiarism
- Misuse of any time-recording procedure and/or misrepresentation of time worked
- Violent or threatening behavior or physical assault of others
- Unauthorized possession or use of company property
- Outrageous or repeated inappropriate behavior in dealing with a Community Members, employees, or clients, or to a degree that causes harm to the company.
- Disclosure of confidential company information to unauthorized persons.
- Malicious or flagrant abuse of the NW Travel and Expense policies
- Malicious or flagrant abuse of Companies Computer & Information Systems guidelines
- Failure to use Personal Protective Equipment as required
- Any altercation or fighting, verbal abuse or physical contact of any kind, on or near company premises or at a company function/meeting
- Any willful act that might endanger you, co-workers, customers, vendors or property
- Violation of NW Code of Business Conduct.

DISMISSAL WITHOUT JUST CAUSE

Employers are required to give individual employees a minimum 2 weeks' written notice of termination, or pay in lieu of notice, except where the employee is dismissed for just cause, as follows, subject to any changes in the Canada Labour Code:

- 3 months of continuous service: 2 weeks' notice
- 3 years of continuous service: 3 weeks' notice
- 4 years of continuous service: 4 weeks' notice
- 5 years of continuous service: 5 weeks' notice
- 6 years of continuous service: 6 weeks' notice
- 7 years of continuous service: 7 weeks' notice



- 8 years of continuous service: 8 weeks' notice

Severance Pay

We will calculate the Severance pay based on the Federal and Provisional Law.

THEFT POLICY

Employees who engage in any of the following conduct will be subject to discharge:

- Taking any supply without authorization or paying for it
- Giving away, bartering, or "hooking" others up with a product
- Intentional not keeping a record of parts of the Company Vehicle and Heavy Equipment's parts..
- Unauthorized use of services provided by the company, including without paying for it
- Unauthorized or fraudulent use of another employee health discount card
- Unauthorized or fraudulent use of credit/debit cards – including corporate credit cards, credit/debit card numbers, or other electronic benefit cards
- Manipulating register, including unsubstantiated voids or refunds or claims.
- Entering false information in the timesheet.

In addition to that list, any action by an employee that results in the intentional and/or deliberate act to defraud and/or steal product, tender or property of NW or any of its employee, customers or clients will subject the individual(s) to discharge. In addition to discharge, individuals who violate this policy may be subject to criminal prosecution to the full extent of the law.

EXIT INTERVIEW

- This policy covers the procedures to be adopted when employees of Nak'azdli Whut'en have chosen to resign or quit their job.
- The purpose of this policy is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave their employment; to enable the Employer to identify any trends requiring attention or any opportunities for improving the Employer's ability to respond to employee issues; and to allow the Employer to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.
- This policy applies to all Nak'azdli Whut'en employees, including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees and employees terminated for cause.

Timing of the Exit Interview

It is the intention of the Employer to give departing employees the opportunity to complete the exit interview process prior to their departure. The exit interview should take place as soon as possible after the confirmed leaving date has been received by the HR Representative, preferably before the employee's last day of work, however not later than 10 working days past their last day of work.

Voluntary Participation and Confidentiality

- Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses.
- The information received through Exit Interviews shall be kept confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

Reporting

Information gathered from Exit Interviews will be analyzed by the HR Representative to identify areas or determine trends that may need to address. When requested by the COO, the HR Representative will share their analysis and recommendations with Chief and Council. The analysis and review will include:

- Appropriate statistical information regarding the number and distribution of employee departures during the preceding time being analyzed and reasons for leaving.



- An analysis and discussion of any trends or common themes which were discovered through the data obtained by the exit interview feedback.
- A summary of any recommendations that the HR Representative feels are required to address any concerns or opportunities which may have been identified through exit interviews.

RESIGNATION

Time to Move On

Occasionally, a manager/supervisor may decide that an employee is no longer making a positive contribution to the team. This may be due to a change in tasks or working conditions, unresolvable performance issues, or a number of other factors. The company is not obligated to offer an alternative position. If no alternative position is offered or becomes available, outplacement can mean termination from the company. The decision to outplace is made by the reporting manager or executive team in discussion with HR representative.

Before outplacing an employee, the reporting manager should make a reasonable effort to resolve any problems through, corrective action, and/or the informal dispute resolution process. However, there may be situations where these procedures would not be appropriate or practical. It is important to remember that no one's job is guaranteed.

Voluntary Resignation

If you are considering leaving us, please talk it over with your manager first. This consideration on your part allows us to discuss your reasons for leaving and assists us in reviewing your qualifications should you decide to work with us again. We hope that you give us at least two to four weeks' notice in writing.

Final Paycheck

Employees will receive their final paycheck within the time required by Federal and provincial law.

Return of Company Property

Any property owned by NW that is in your possession needs to be returned in reusable condition prior to your final day of employment. Such property includes keys, computers, credit cards, etc. Additionally, employees with company credit cards must submit all outstanding receipts with a final expense report on or before their last day of employment.

Rehires

Employees who leave the company on good terms will be eligible to apply for future job openings at NW, but there is no guarantee of being rehired. A rehired employee is required to meet the introductory period expectations before becoming eligible for certain employee benefits.

REVISION

These policies will be reviewed annually or when a significant change is made to the systems, people or processes related to these policies. Changes to policy will be the responsibility of the COO with the approval of Nak'azdli Whut'en Chief and Council. The exception to this is to ensure that we are following the Canada Labour Code.



PART C– WORKING HOURS

Your hours of work are detailed in your employment agreement, or as agreed to between you and your supervisor.

From time to time you may be late or unable to come to work due to unforeseen circumstances. Please inform your supervisor as soon as possible if you are going to be late or are unable to come to work.

We appreciate the efforts that our employees make to complete tasks and projects on time. To maintain a strong work/life balance, we are committed to ensuring that work hours are reasonable. Occasionally, employees may be asked to work overtime. Overtime will not be worked unless with prior approval from your supervisor. Overtime pay for any pre-approved overtime will be compensated in accordance with applicable employment standards legislation.

Any questions regarding payroll should be directed to Human Resources Department.

Break and Scheduling Policy

Employees at NW must comply with the break policy to ensure that we are prioritizing safety and productivity. Break policies are scheduled based on the shift duration to optimize when the break is being taken for employee well-being and operational needs.

Salaried and Hourly Employees:

- Hourly Employees doing 8-hour shifts must take 60 minutes uninterrupted, unpaid break within 5 hours of their shift.
- Hourly employees are strictly prohibited from working off the clock and must immediately report any time worked but not accurately recorded to your managers or human resource manager.

Working Outside of Scheduled Hours

Hourly Employees Responsibility

Hourly employees must have prior authorization from their managers/supervisors to perform work for the

benefit of NW outside their regular scheduled hours. All time spent performing work for NW must be reported, even if prior approval for the work was not granted. Failure to report time spent performing work for NW is a violation of company policy and is grounds for corrective action up to and including termination of employment. Repeatedly failing to take approvals and performing the job duties will also leads to the corrective action up to including the termination of employment.

Managers Responsibility

Managers are responsible for ensuring their employees report all time worked, whether or not it was pre-approved. Managers who permit or encourage hourly employees to work off-the-clock are subject to disciplinary action up to and including termination of employment.

HOURS OF WORK

Hourly, Contractual, Part Time Employees:

Regular hours of work shall be Monday through Friday from 8:00am to 4:00pm or 7 hours per day, with 1 hour of unpaid time-off for lunch from 12:00pm to 1:00pm, to a maximum of 40 hours a week, unless otherwise stated in the employment agreement. Hours of operations can be changed as per the business needs by providing 2 weeks' advance notice which includes weekends, evenings, nights, and Statutory holidays.

Salaried Employees:

Senior Management, Managers and Salaried employees may be required to work some overtime, evenings, weekends and statutory holidays. You will not be eligible for overtime or Bank time.

Averaging hours

- Where the nature of the work necessitates that the hours of work of certain employees be irregularly distributed, the hours of work of each of those employees in a day and in a week



may be calculated as an average over an averaging period of two or more consecutive weeks using an Averaging Agreement.

- With an Averaging Agreement, an employee may be assigned to work up to, but no more than, 12 hours in any day and no more than 80 hours over each two-week pay-period, however, would not earn any overtime pay until they have worked more than 80 hours in that pay-period.
- Hours of work and days of work will be flexible providing the employee and employer have an agreed upon flexible work arrangement.
- Changes to the schedule will require a change form to be provided.
- Averaging of hours is subject to Subsection 169 (2) of part III of the Canada Labour Code and section 6 of the Canada Labour Standards Regulations.

Call-back to Work

- An employee who is called back to work by their Manager or the Senior Leadership on days or times outside their normal hours, and reports for work, shall be entitled to be paid not less than 2 hours of work, if they start working. If no work is started after reporting the employee will be entitled to 2 hours.

An employee cannot claim a call-back to work for example, for any of the following:

- Returning to work at their own choosing without having been requested by their manager.
- Returning to the workplace to pick up something they may have forgotten.
- Answering, and or discussing, work-related questions or matters over the phone or in-person after hours.
- Split the working hours at their own choice.

Overtime

- Employees who have worked overtime shall be entitled to 1.5 times their regular wage for all hours worked more than 8 working hours in a day or forty working hours in a week.
- Where there is a flexible work week agreement the employee will not be entitled to overtime until they have worked 40 hours per pay week.
- Overtime must be pre-approved by the immediate supervisor, the Department head or Chief Operating Officer. Overtime shall be paid out at each pay period to the employee.
- No time off in lieu can be banked for any employee.
- Use of paid leave during the work week will not contribute to any overtime accrued.

FLEXIBLE WORK ARRANGEMENTS

- After 12 months of continuous employment, a regular employee may submit a written request for flexible work arrangements, providing the workday does not exceed eight hours per day or thirty-five hours per week (40 hours for salary). All flexible work requests must be in writing and will require written approval from the COO.
- A request may be denied or rescinded for one or more of the following reasons:
 - the requested change would result in additional costs that would be a burden on Nak'azdli Whut'en
 - the requested change would have a negative impact on the quality or quantity of work and /or the performance in the employee's workplace
 - Nak'azdli Whut'en cannot reorganize work among existing employees or hire more employees to manage the requested change
 - there would not be enough work available for the employee if the requested change was granted
- If an employee wishes to have flexible arrangements (flex time), they must decide prior to working irregular hours and must have the prior approval of their manager. Managers wishing to have employees work flex time must decide at least three days ahead of time unless there is an emergency. Some employees will have flex time arrangements as part of their job description.
- Flexible work arrangements must not exceed the 40 hours in a workweek, or the maximum allowable number of work hours indicated in the employee's employment agreement.
- Flex time cannot be banked and used beyond the pay period in which the time is incurred.
- Paid leave benefits will be reduced based on excess hours incurred on a flexible work arrangement.



- Overtime incurred on a flexible work arrangement must be pre-approved by the Manager before overtime is worked, paid out in the pay period in which the overtime occurred and paid at time and a half.

ENTERING TIME-CARDS AND APPROVALS

- Employees should submit their timecards on daily basis, failing to submit the timecards on time may result in no payment and repetitively failing to submit time cards on time or submitting incorrect work time may leads to corrective action upto termination.
- Managers should approve all the timecards every Monday by noon failing to approve the timecards accurately. Repetitively failing to approve time cards on time or approving incorrect work time may leads to corrective action up to termination.
- Any discrepancies identified after processing the payroll will be paid out in the next regular pay period.

AGA MEETINGS

Employees will not attend any community AGA meeting during the working hours. If employee wants to attend the Community AGA meeting then they can get leave pre-approved from the direct supervisor.



PART D – VACATION AND HOLIDAYS

EMPLOYEE ANNUAL VACATION

The following vacation plan is designed to provide you with the opportunity for adequate rest and relaxation. Nak'azdli Whut'en strongly encourages you to take your vacation time every year. Below are the specific guidelines for employees to follow regarding NW employee vacations:

- Employees shall begin accumulating holiday pay from their start date and will be entitled to begin using such holidays after 12 months of consecutive employment. The following table shall apply based on the employee classification at the time of their leave:

Regular Employee	Years of Work Completed					
	1	3	5	8	10	12+
Vacation Days	10	12	15	18	20	25
% Of Gross Wages	4%	5%	6%	7%	8%	10%

Senior Management/Managers	Years of Work Completed					
	1	3	5	8	10	12+
Vacation Days	15	17	20	23	25	30
% Of Gross Wages	6%	7%	8%	9%	10%	12%

- For the ease of determining Vacation entitlement all employees will be considered to have an anniversary date of joining each year. The first year of employment may be adversely affected by this rule.
- On the anniversary date each employee who has excess vacation entitlement from the year before must plan in writing to use the weeks before the end of the fiscal year March 31.
- When an hourly employee proves they cannot take the paid leave due to business requirements then the unused leave balance will be paid out if approved by the COO. However, this will not be allowed to happen more than twice in five years.
- Vacation leave ensures that employees come back refreshed. Being unwilling to use earned vacation can lead to burnout. The COO on the recommendation of an employee's manager can compel an employee to take their earned time off. If this is happening frequently or it is identified that a break from their work duties is necessary for their personal well-being.
- Managers will meet with their employees to set out vacation times prior to March 31 each year. These dates will be recorded on the HRIS program as soon as they are set. Managers will ensure that the vacation does not leave their areas devoid of employee.
- Employees must plan their Vacations with their manager.
- Accumulated Vacation leave cannot exceed 6 weeks at any given time.
- Accrued Vacation leave for hourly employees that has surpassed 4 weeks (30 working days) may be paid out to the employee on their anniversary date.
- Salaried Employees who have paid leaves more than 4 weeks in the same calendar year will expire by 31st March next year and anything over 4 weeks will neither be paid out or carry forward.
- On-call casual and term employees shall have their vacation leave paid out at each bi-weekly pay period and shall not accrue nor will any days off for Vacation be available.
- General Holiday's that occur during the time of an employee's vacation leave will not be considered as part of their vacation leave.
- Requests for vacation leave must be in writing and submitted at least 2 weeks prior to the employees desired leave date.
- An employee may have different vacation leave arrangements if specifically written in their employment agreement. Such arrangements must be approved and signed by the COO, i.e.: Licensed Medical Professionals.
- Vacation leave may be denied or rescheduled when urgent, critical or emergency situations are at hand.



- When an immediate family member passes away during an employees vacation, the vacation will cease for the period of bereavement and commence once the bereavement leave has ended.
- Should an employee have their vacation leave approved, and later their approved vacation leave is revoked, Nak'azdli shall reimburse that employee for any prepaid travel costs that cannot be refunded or changed, such as non-refundable plane tickets. This does not include any events, concerts or entertainment expenses that the employee may have prepaid.
- Any outstanding vacation pay shall be paid to an employee within 30 days upon termination of their employment.
- Paid Vacations must be used first before any employee apply for unpaid vacations.
- Paid vacations must be applied in the intervals of 4 hours, 7 hours, or 8 hours.

GENERAL HOLIDAYS

Statutory Holidays

Employees shall be granted the following paid Statutory Holidays with pay:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- National Day of Truth and Reconciliation

An employee must work fifteen (15) of the previous twenty (20) workdays to be entitled to pay for Statutory Holidays.

Additional Holidays

Employees shall be granted the following additional paid General Holidays with pay:

- i. BC Family Day
- ii. Aboriginal Day
- iii. Easter Monday

Working on a General Holiday

Employees who are required to work on a General Holiday shall be paid, in addition to the holiday pay for that day, at a rate equal to at least one and one-half times their regular rate of wages for the time worked on that day.

General Holidays Substitution

- Nak'azdli Whut'en may choose to substitute another day for a General Holiday, that falls during a normal work week subject to approval in writing from the affected employee, or by 70% of the affected employees. Posted notice of any change must be at least 30 days prior.
- Where a stat holiday falls on a Saturday the employees will receive Friday off
- Where a stat holiday falls on a Sunday the employees will receive Monday off

CHRISTMAS HOLIDAYS

- Only non-contractual Fulltime employee's, who's employment start date is June 30 of the current year or earlier, shall be entitled to additional Christmas holidays with pay that include the days between Boxing Day and New Year's Day, and other additional days before or after such days, as approved by the Chief and Council.
- Annual Christmas Holidays are in addition to any regular holidays that the employee was already entitled to. On-call casual employees and contractors shall not be entitled to such paid holidays.
- During the Christmas Holiday closures, any hours incurred will not be paid out at the overtime rate, the reporting manager can discuss with the employee and arrange time off in lieu.



- Christmas Holidays pay during the band office closure will be calculated prorately for all the Fulltime employees who start on or after July 1st for only non contractual fulltime employees.
- Employees who are on Maternity Leave, Parental Leave, Critical Illness Leave, Compassionate Care Leave, Short-Term or Long-Term Disability, Education leave, or on unpaid leaves due to personal reasons for more than 10 business days before the Christmas Holidays will not be entitled for Paid Christmas holidays.
- Employee should work continuously at least 30 days prior to Christmas Holiday leave in order to be eligible for paid leaves. This excludes the paid leaves approved by the reporting manager.

DISCRETIONARY DAYS

Employees who are classified as Senior Management or Manager shall be entitled to 2-5 days off with pay per calendar year, which will be calculated prorated based on the date of Joining. Discretionary days may be accessed after the Manager has completed their probationary period. A Discretionary Days will not be carried forward from previous years.

REVISION

These policies will be reviewed annually or when a significant change is made to the systems, people or processes related to these policies. Changes to policy will be the responsibility of the COO with the approval of Nak'azdli Whut'en Chief and Council. The exception to this is to ensure that we are following the Canada Labour Code and ESA.

PART E – LEAVE POLICIES

Nak'azdli Whut'en provides the following leaves of absence in accordance with applicable employment standards legislation and other applicable legislation. With legislated and discretionary leaves, it is the responsibility of the Employee to provide all required documents requested by Nak'azdli Whut'en to determine leave of absence eligibility. Failure to provide requested documentation, stay in communication with employee services during an approved leave, and/or not returning to work within the approved leave period can result in termination of the employees' employment.

PAID SICK LEAVE

- Employees shall be entitled to upto 10 days (or 70 hours for hourly or 80 hours for Salaried Employees) of paid leave to use in case of sickness or for family responsibility for medical purposes or to attend to an immediate family member who needs care. Sick leave will be credited to the employee account on January 1st of each year. Sick leaves cannot accumulate in the past one year and can only be used within the calendar year for which it is earned.
- New employees begin accumulating Sick Leave credits after having worked 30 days but cannot take this time off until they have completed their probationary period. Exceptions can be considered based on emergency. If an employee leaves their employment before a year is complete and has used all their leave, the excess amount used may be subtracted back from their final pay.
- NW will prorate sick leave for employees who work less than a full year.
- Paid sick leave of 3 days or more may require a doctor's note.
- Any overpayment of sick leave upon termination of employment may be removed from final pay treated as an overpayment of wages. Any decision made on the repayment of overpayment of used sick leave will be on a case by case basis and will require approval of the employees Manager, the HR Director and the COO.
- Any unused sick leave upon termination will not be paid out as a benefit on their final pay.
- Paid sick leave must be taken in a minimum of 4 hour intervals. Employee must use paid vacation leave if paid sick leaves are not available before they apply for unpaid sick leave.
- Any employee expecting to be off for more than 5 consecutive days due to medical are required to apply for short term disability.
- Any employee on short- or long-term disability will be required to provide monthly updates to the employer which may include medical assessments and any expected return to work date.



BEREAVEMENT LEAVE

- In the event of a death within an employee's immediate family (*as defined in the Definitions*) an employee may be granted up to five consecutive working days off with pay. In the event of the death of an extended family member, a maximum of Three days may be taken off for bereavement leave with pay. Bereavement leave must include the day of the funeral.
- In the event of a delay between the death of the family member and the funeral, employees must plan with their supervisor to determine the days off for bereavement, not to exceed the maximums allowed.
 - In the event of the death or stillbirth of a child of an employee or the employees spouse, employees are entitled to a leave of up to 8 weeks that may be taken during the period that begins on the day that the death occurs and ends 12 weeks after the latest of the days on which any funeral, burial or memorial service of the child occurs. It is important to note that these are not paid leaves. This Policy sets out a separate entitlement to bereavement leave with pay. If the employee has completed three consecutive months of continuous employment with the employer, the employee is entitled to the first three days of bereavement leave with pay.
- Bereavement Leave may be denied if used after a month of a death or upto the day of funeral whichever comes first.
- See Vacation leave for policy regarding employees on vacation during bereavement.

ATTENDING A NAK'AZDLI WHUT'EN FUNERAL SERVICE

- All employees may be granted up to 3 consecutive hours off work to attend any funeral service for a Nak'azdli Whut'en member if the funeral is in Nak'azdli or within 100 kilometers. The employee must attend the funeral to qualify for paid leave.
- Upon prior written approval from the Department Head or COO, an employee may be permitted up to 3 hours off work to attend the funeral of a non-Band member who is a friend or distant relative. The employee must attend the funeral to qualify for paid leave.

VOTING / ELECTION LEAVE

Under the *Canada Elections Act*, Employees who are eligible to vote are entitled to three (3) consecutive hours of time off to vote without a reduction in pay. Some employees may not be entitled to any time off work to vote because their work schedule already provides them with three consecutive hours outside of work to vote. An employee must make prior arrangements, with their manager, to schedule when they will be leaving the workplace to vote.

COURT OR JURY DUTY LEAVE

- Employees may have leave with pay to attend as many days as designated by the Courts and upon proof of said duty to serve the Courts. Any remuneration provided by the Courts will be deducted from the Employee's wages.
- Serving the courts shall be defined as being subpoenaed to appear as a material witness for either the prosecution or defense, or to serve jury duty. All paid court leaves must be approved by your immediate supervisor. You are required to provide a document of proof to verify all court appearances.
- The maximum number of working days eligible for paid court or jury duty is twenty (20). Any additional day's leave must be taken as leave without pay.
- This does not include appearing, on your own accord or responsibility, in court for a family member or family court or any civil matter.
- There are no minimum work requirements for eligibility to court or jury duty leave. (For example: an employee could have worked only one or two days and it does not change their eligibility for such leave.)

CRITICAL ILLNESS LEAVE

- An employee, who is a family member of a critically ill child, is eligible to take up to 37 weeks of leave to provide care or support to the child. A "critically ill child" is a person under 18 years of age, on the day the leave begins, whose health has changed and whose life is at risk because of an illness or injury (*as defined under the Employment Insurance Regulations*)



- An employee, who is a family member of a critically ill adult, is eligible to take up to 17 weeks of leave to provide care or support to the adult. A “critically ill adult” is a person of 18 years of age or more, on the day the leave begins, whose health has changed and whose life is at risk because of an illness or injury (as defined under the *Employment Insurance Regulations*).
- All employees considered to be a “family member” of a critically ill child or critically ill adult are entitled to the leave.
- An employee must give the employer written notice, as soon as possible. The notice must advise the employer of the reason(s) for the leave and the intended length of the leave. If the employee takes more than 4 weeks leave and the employee wants to change the length of leave, notice must be provided to the employer unless there is a valid reason why that cannot be done.
- To qualify for the leave an employee must provide the employer with a medical certificate issued from a medical doctor or nurse practitioner, as defined under the *Employment Insurance Regulations*, stating that the child or adult is critically ill or injured and requires the care or support of one or more of their family members.
- An employer may not dismiss, suspend, layoff, demote or discipline an employee because the employee has taken or intends to take leave related to critical illness. The employer also cannot take the employee's intention to take the leave into account in any decision to promote or train the employee.
- The employee must be reinstated in his or her former position or be given a comparable position in the same location and with the same wages and benefits.
- There is no minimal service requirement (duration that an employee has been employed) for Critical Illness leave.

DEATH OR DISAPPEARANCE OF A CHILD LEAVE

- An employee, whose child is under 18 years of age and has disappeared or died as a result of a probable crime under the *Criminal Code*, is eligible to take up to 52 weeks of leave in the case of a missing child, and up to 104 weeks of leave if the child has died.
- All employees considered to be a legal parent, adoptive parent, a person with whom the child was placed for the purpose of adoption and an individual with legal custody or guardianship of the child who has died or disappeared are entitled to the leave.
- An employee is not entitled to the leave if the employee is charged with the crime or it is probable, considering the circumstances, that the child was a party to the crime.
- The leave of absence can be taken on the day on which the death or disappearance occurs, and it ends no later than 104 weeks after the day on which the death occurs, or 52 weeks after the day on which the disappearance occurs. If a missing child is found, then the leave of absence ends 14 days after the day on which the child is found, but no later than the end of the 52-week period.
- The employee can request leave later, if he or she did not ask for leave immediately following the event. However, the period in which the leave may be taken ends 104 weeks after the day on which the death of the child occurs, or 52 weeks after the day on which the child disappears.
- There is no minimal service requirement (duration that an employee has been employed) for death or disappearance of a child leave.

SICK LEAVE WITHOUT PAY:

- Employees who have completed six consecutive months of employment shall be entitled to sick leave without pay.
- An employee is entitled to up to seventeen (17) weeks without pay for medical to be used for personal illness or injury, organ or tissue donation, or medical appointments during working hours.
- Within 15 days prior to their return to work, the employee must provide a medical certificate from a doctor certifying that the employee was not able to work during that period.
- During sick leave, pension and benefit plans, shall continue to be provided during the absence to which the employee was already enrolled in.
- An employee can interrupt parental leave, compassionate care leave, leave related to critical illness and leave related to death or disappearance to take work-related illness and injury



leave. In such a case, the other leave resumes immediately after work-related illness and injury leave ends.

- During sick leave an employee is not entitled to perform work for any other employer. NW reserve the rights to terminate the employment if Identified any employee performing any work outside for any other employer or travelling during the unpaid sick leave except for medical appointments (Proof will be required)

VICTIMS OF FAMILY VIOLENCE LEAVE

- An employee is entitled to up to 10 days of unpaid leave per calendar year if they are:
 - victim of family violence, or
 - the parent of a child who is a victim of family violence
- This leave allows victims of family violence to take time off to engage in activities, such as:
 - to seek medical attention for themselves or their child in respect of a physical or psychological injury of disability
 - to obtain services from an organization which provides services to victims of family violence
 - to obtain psychological or other professional counselling
 - to relocate temporarily or permanently
 - to seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding, or
 - to take any measure prescribed by regulation
- Employees can take this leave in more than one period. If an employee has Six consecutive months of continuous employment with the same employer, the first 5 days are paid. Employees who have completed less than Six months of employment are entitled to 10 days of leave without pay. To take this leave, employees shall provide their employer with written notice indicating the duration of their leave as soon as possible. Similarly, if there is a change in the duration of the leave, the employee must provide their employer with written notice. The employer may request that the employee provide supporting documents concerning the reasons for the leave up to 15 days after the employee's return to work. The employee must provide supporting documents if it is possible to obtain and provide them.

BREAKS FOR MEDICAL REASONS OR NURSING

Medical Breaks

- Employees will be entitled to and shall be granted any unpaid breaks necessary for medical reasons (i.e., to take medications, short rest or exercise periods). On written request by the employer, the employee must provide a certificate issued by a health care practitioner setting out the length and frequency of the breaks needed for medical reasons
- Nak'azdli Whut'en may exempt any class of employees from these provisions if it cannot reasonably be applied to them or specify circumstances in which these breaks cannot be taken.

Nursing Breaks

- An employee who is nursing may take any unpaid breaks necessary to nurse or express breast milk. No medical or other certificate will be required.
- Nak'azdli Whut'en shall have the right and authority to specify circumstances in which the breaks cannot be taken.

Maternity Leave

- Expectant female employees shall be entitled up to seventeen (17) consecutive weeks maternity leave of absence. Such leave may commence no earlier than thirteen (13) weeks prior to the week of predicted delivery date, unless advised by a doctor's note, or any time thereafter at your request but no later than the actual birth date.
- Employees must request such leave in writing and provide a medical note from a doctor indicating the expected due date.
- During Maternity Leave any Group Benefits for medical, dental, health and pension plan to which the employee was enrolled in shall continue to be provided to the employee.



- If an employee is incapable of performing her duties prior to the commencement of her maternity leave, she may be required by the employer to take an unpaid leave of absence.
- Where practical, the Employer will provide the employee with an opportunity to continue employment with appropriate alternative duties, before requiring an employee to take a leave of absence.
- The Employer shall not terminate an employee or change a condition of her employment because of the employee's pregnancy or her absence for maternity reasons.
- There is no minimal service requirement (duration that an employee has been employed) for Maternity and Parental Leave.

Maternity and Nursing-Related Reassignment Leave

- An employee who is pregnant or nursing may request that the employer modify her job functions or reassign her to another job if continuing any of her current job functions may pose a risk to her health or that of her fetus or nursing child. This request must be accompanied by a certificate from a qualified medical practitioner indicating how long the risk is likely to last and what activities or conditions should be avoided to eliminate the risk.
- An employee who has made a request for a reassignment or job modification is entitled to leave with pay while the employer is examining her request and until the employer modifies her job function, reassigns her or informs her that it is not reasonably practicable to modify her job functions or reassign her.
- Where a reassignment or a job modification is not reasonably practicable, an employee may take an unpaid leave of absence for the duration of the risk as indicated in the medical certificate.
- An employee who is pregnant or nursing is entitled to an unpaid leave of absence during the period from the beginning of the pregnancy to the end of the twenty-fourth week following the birth, if she provides the employer with a certificate of a medical practitioner of her choice indicating that she is unable to work by reason of the pregnancy or nursing and indicating the duration of that inability.

Parental Leave

- An employee, who is a new parent, either biologically or by adoption, may also be entitled to Parental Leave of up to sixty-one (61) consecutive weeks, without pay, which would commence immediately following the conclusion of their maternity leave. The combined total however for both Maternity and Parental Leave is limited to 78 weeks, which is 18 months.
- If both parents work for NWFN they may share Parental leaves entitlement up to the maximum of 61 weeks.

Maternity and Parental leave policy will not overrule the federal and provisional employment laws.

COMPASSIONATE CARE LEAVE

A Fulltime employee with minimum of Six months of continuous employment is entitled to up to sixteen (16) weeks of compassionate care leave without pay to provide care or support to a gravely ill spouse, parent, step-parent, foster parent, or a child, step-child, foster child of the employee or their spouse, or any other individual as prescribed by the Canada labor code or employment standard act, if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed. The leave taken must be taken in units of one or more weeks. During the time of the leave all benefits normally covered by the employer will continue to be provided.

EDUCATION LEAVE

- This policy is applicable to fulltime employee with minimum of 5 years of tenure with NW and can be taken once in 10 years.
- Upon written application by an employee and as part of the employees Performance Management Plan an employee may be granted education leave without pay. The duration of Education leave may be granted for up to one year or on a case by case basis based on the position hold by the requested employee. Upon return from educational leave the employee



may return to their original position with the same wage rate as when they left or may be reassigned to a substitute position at the same wage rate.

- Extended leave of more than 6 Months may only be taken once every 5 years.

TRADITIONAL PRACTICES LEAVE

All the NW employees who have completed at least three consecutive months of continuous employment shall be eligible for Traditional Practices leave of up to five days unpaid leave per year, for traditional practices as approved by Nak'azdli Whut'en. Employees must inform employer of Traditional Practices leave circumstances and their expected return to work.

RESERVIST LEAVE

An employee who is a member of the Canadian Reserve Force and who has 3 or more consecutive months of continuous employment is entitled to a leave of absence without pay from their employment to take part in annual training or in certain military operations in Canada or abroad, or to participate in a Canadian Armed Forces military skills training. The employee shall be protected against dismissal, lay off, suspension, demotion or discipline due to their reservist activities. The employee may take up to a maximum of 24 months of leave within any 60-month period.

DISCRETIONARY LEAVES

In addition to the leaves of absence provided under applicable Canadian Labour Code and employment standards legislation, Nak'azdli Whut'en offers the following leaves of absence to eligible employees.

Administrative

An Administrative leave is a leave initiated by NW due to an employment reason, including employment investigations and employment bridges. It is an approved, unpaid leave that must be approved by Human Resources Director.

Definite Leave

Employee with at least 2,000 hours of service may, at the company's sole discretion, take up to 30 calendar days of unpaid Definite Leave. An employee may take only one Definite Leave in a 24-month period. Team Members may be required to take vacation time before taking unpaid leave time. Medical coverage will continue, and deductions will go into arrears if no pay cheque is received. Any amount owed will be deducted from the employee first pay cheque when they return to work. Voluntary benefit coverage deductions will be paused and resume when return to work.

Sabbatical Leave

A Sabbatical Leave of Absence is an approved, unpaid leave of more than 30 days with an agreed-upon date on which you will return to work. A Sabbatical Leave cannot be combined with any other type of leave of absence to extend your time away from work.

Because of the extended time away from your position, very specific criteria must be met for the Sabbatical Leave of Absence.

An eight consecutive weeks, Sabbatical Leave can be approved only after a Employee has worked 10,400 service hours. Once approved, you cannot request another Sabbatical Leave until you have been credited with at least 10,400 service hours following your return to work.

REVISION

These policies will be reviewed every two years or when a significant change is made to the systems, people or processes related to these policies. Changes to policy will be the responsibility of the COO with the approval of Nak'azdli Whut'en Chief and Council. The exception to this is to ensure that we are following the Canada Labour Code and ESA.



PART E – GROUP BENEFITS

HEALTH, MEDICAL & INSURANCE BENEFITS

Nak'azdli Whut'en provides a range of health, medical and insurance benefits through a group insurance plan with a reputable provider. Up to 100% of the premium costs for such coverage shall be paid by Nak'azdli Whut'en. A booklet containing all the details of the coverage, eligibility and limitations is available for all employees who qualify from the HR department.

Health Benefit Eligibility

All employees are required to bring any changes to their beneficiaries, both additions and subtractions, as soon as possible to the employer's attention.

PENSION BENEFITS

Nak'azdli Whut'en provides a range of pension plan options for employees from 2.3% to 5.5% and matched the base pay by an equal contribution. Employee portion contributions shall be deducted automatically at each pay-period starting upon their enrollment and acceptance into the plan. A booklet containing all the details of the coverage, eligibility and limitations is available for all employees who qualify from the HR department.

Benefits Eligibility

Only permanent employees who work not less than 25 hours per week shall be eligible to apply for Group Benefits upon completion of three months continuous employment, subject to the qualification criteria of the insurance provider. Please consult with the HR department to obtain a booklet with all details.

All employees may be enrolled in the pension plan upon completion of three months continuous employment, subject to the qualification criteria of the insurance provider and the employment contract. Please consult with the HR department to obtain a booklet with all details.

Benefit Eligibility may vary based on the employment contract signed upon hiring.

Group Benefits when on Disability

When an employee has qualified for short-term or long-term disability assistance, Nak'azdli will continue to provide Group Benefits for the following terms:

	Period of Full-time Employment			
Regular Employee	3mo - 4yrs	5yrs - 9yrs	10yrs - 19yrs	20yrs +
Months of Benefits	6	12	18	24

	Period of Full-time Employment			
Senior Management and Manager	3mo - 4yrs	5yrs - 9yrs	10yrs - 19yrs	20yrs +
Months of Benefits	8	16	24	30

Upon completion of the benefit period and where the employee cannot return to work, Benefits will be terminated and employee can make arrangements for the benefits coverage.

REVISION

These policies will be reviewed every two years or when a significant change is made to the systems, people or processes related to these policies. Changes to policy will be the responsibility of the COO with the approval of Nak'azdli Whut'en Chief and Council. The exception to this is to ensure that we are following the Canada Labour Code and ESA.



PART G – PERFORMANCE MANAGEMENT POLICY

Performance Reviews are a formal one-on-one development opportunity for our employees. Although Leaders and employees are strongly encouraged to discuss job performance and goals on a frequent and informal basis, formal performance reviews are conducted to provide both the employees and the Leaders an avenue of direct communication. This allows a focused/documented structure to review job tasks, encourage and recognize strengths, for feedback and discussion on attitude, productivity, performance, identify opportunities for improvement and identify positive, purposeful approaches for meeting job-related goals and expectations.

The performance review should be a positive experience. While a wage review is often performed at the same time as a performance review, it is not the primary purpose. Any wage adjustments are governed by wage guidelines and practices and are solely merit-based. The following are the general guidelines and steps for the performance review process for all Full-Time and Part-Time employees.

Responsibilities

Council is responsible for:

- evaluating the performance of the Officers and for establishing the process and performance measures by which Officers and employees will be evaluated
- establishing and implementing a documented process:
 - to measure the skills and competencies of the individual NW's employees against their assigned employment responsibilities
 - to determine the training requirements for those employees
 - to adjust their duties and responsibilities as necessary to reflect their respective skills and competencies

The COO and HR Representative is responsible for:

- monitoring and reviewing the implementation of the evaluation process and ensuring the policy and procedures are complied with during the performance evaluation process
- evaluating all employees of the Nak'azdli Whut'en and Officers unless the Officers report directly to Council
- providing general training for employees to optimize performance and evaluation
- establishing and implementing a plan for any training of NW's Officers and employees required to meet the NW future needs and requirements after considering succession and any anticipated changes in the NW's activities.

PERFORMANCE EVALUATION AND GOAL SETTING

Goal Setting

- Employees with direct reports (direct supervisor) will make sure that each reporting employee has an accurate and up-to-date position job description.
- The direct supervisor will schedule a goal setting session with employees to set performance goals for the next year in May every year.
- The performance plan should sign off by both parties with one copy retained in the employee's personnel file and one copy retained by the employee.
- The direct supervisor and employee should identify the training and development needs to achieve the performance goals, taking into consideration the resources needed.
- The Chief Operating Officer and HR Department reviews and approves all training plans to make sure future training needs and requirements for the organization to perform effectively.



Performance Review

- The direct supervisor hand over the form to the employee in January or send the form digitally via HRIS software.
- Employee has 30 minutes of paid time to complete the form by the end of January and submits the completed form to the direct supervisor.
- Direct Supervisor will schedule a meeting with the HR Department in February to complete the form and propose wage or promotion changes for each employee.
- COO and HR Director will have a meeting and send the final approved wage changes for further approval from Finance or Council depending upon the approval matrix by end of February.
- Direct Supervisor will hold a formal meeting with the employee and Direct Supervisor may include the HR representative in case support required to deliver the performance reviews in March.
- Post delivering the performance review, the HR team will send the wage or salary changes to the payroll team and upload documents in SharePoint.
- The HR Department will prepare the letters and start communicating the wage changes and bonus information(if applicable) to the employees.
- All the performance reviews need to be completed by the third week of April which will include communicating the information related to wage changes.
- All the changes will be effective from the first new pay period of April.
- If the employee does not agree with the performance evaluation, the employee can request a meeting with the HR Director to resolve any issues.
 - The employee must provide reasoning for the disagreement in writing to the HR department.
 - HR Representative will schedule a meeting with COO to have discussion and COO has final decision on the objective evaluation of the employee's performance based on personnel file review and investigation.
 - Failing that, the employee can decide not to sign off on the performance evaluation which will be recorded as such in the employee's personnel file, including the meeting notes of the meeting with the Chief Operating Officer and HR representative.

Performance Management Outcomes

- Unsatisfactory performance will lead to the direct supervisor developing a performance improvement plan. This plan will outline performance expectations, resources available to the employee, and a schedule of completion and re-evaluation.
- Direct supervisors will closely monitor employee progress in achieving the performance improvement plan and will conduct formal and regular performance evaluations until the end of the performance improvement schedule.
- If progress is not satisfactory at end of the performance improvement schedule, the direct supervisor can initiate a progressive corrective action within the relevant policy.

PROFESSIONAL DEVELOPMENT AND TRAINING

Nak'azdli Whut'en is committed to supporting employee professional development will that enhance the performance of both the individual and Nak'azdli Whut'en. Employee professional development is supported within the context of available budgets designated for training and development. This procedure was developed to:

- support employee development to ensure that employees maintain their acquired skills and job qualifications.
- provide opportunities for employees to add to and improve their skills to support future advancement with Nak'azdli Whut'en.
- promote shared accountability between the employee and Nak'azdli Whut'en for the employee's professional development.
- ensure fairness and equity in the application of employee professional development opportunities; and
- meet the first nation's future needs and requirements after considering succession and any anticipated changes in the first nation's activities.



- Employees accessing courses may be required to commit time outside of the workday to complete their courses and be successful. A training plan will include any allowance for training that can be completed during work hours.
- Employees will be required throughout the completion of the course to provide regular updates and official documentation showing progress and successful completion of expected course work as requested from their direct supervisor.
- Employees who fail to adequately complete their course studies according to their course outline and have failed or are in danger of failing the course may be removed from the course and further trainings scheduled can be cancelled.
 - Documentation must be provided as completion occurs
- Employees receiving funding directly from Nak'azdli Whut'en to complete courses as part of their employment may not receive other band funding to cover expenses associated with the costs of the education or training.
- All Training and professional development must be approved by the direct supervisor and HR Department. Direct Supervisor will seek approval from the HR department if received Training request from employee or the direct supervisor identifies the training need for an employee or department.

PROFESSIONAL AND PERSONAL STANDARDS

- The importance of Nak'azdli Whut'en Council, Administration & Staff presenting a unified workforce will always be paramount. These shall include Community Meetings, Annual General Assembly; Annual General Meetings, Staff and Committee Meetings or any meeting where the employee or administrator is representing the Nak'azdli Whut'en.
- Employees shall be mindful of the Code of Ethics, Conflict of Interest and Oath of Confidentiality that they signed on commencement of their employment with Nak'azdli Whut'en and will not publicly criticize administrators, Portfolio Councilors or other employees. As employees are paid to attend these meetings, they shall be mindful of the position of the person that they are addressing and will not be insubordinate.
- If an employee wishes to express concerns with the management or other employees, they can do so by following the steps prior to the public meeting, as laid out in this Human Resource Policies and Procedure Manual.

CONFIDENTIALITY

While working with the Nak'azdli Whut'en Administration, employees will acquire information about plans, reports, proposals, contracts and other similar matters that are confidential to Nak'azdli Whut'en and such information is the exclusive property of Nak'azdli Whut'en

Therefore, employees are required to maintain the confidentiality of the organization and must:

- adhere to the Nak'azdli Whut'en Information Confidentiality and Access to Information Policies (forthcoming).
- exercise discretion in the disclosure of confidential information.
- not disclose any confidential information pertaining to Nak'azdli Whut'en to any person, business or organization or use the confidential information for any purpose other than that required in fulfilling their duties.
- not disclose directly or indirectly to any person, business or organization the private affairs of Nak'azdli Whut'en, or any information concerning Nak'azdli Whut'en which they may have acquired in the course of, or incidental to, fulfilling their duties, whether for their personal benefit or to the detriment or intended or probable detriment of Nak'azdli Whut'en.
- not disclose the name or address of any client, employee, suppliers, or information received as part of their duties.
- not disclose any information concerning Nak'azdli Whut'en which could adversely affect its image or reputation.
- not permit any person whatsoever to examine or make copies of any reports or Nak'azdli Whut'en documents except as is necessary in carrying out their official duties.
- not place themselves in a position of obligation to persons who might benefit or appear to benefit from disclosure of confidential information.
- not benefit or appear to benefit from the use of information not generally available to the public and which was acquired during their official duties.



PART H – HEALTH AND SAFETY

SAFETY

Maintaining a safe workplace requires that everyone should conduct themselves in a safe, professional, and courteous manner. Examples of unacceptable behaviour include but are not limited to:

- Engaging in horseplay
- Running
- Throwing objects

These actions are unsafe and will not be tolerated. All reports of unsafe conditions or equipment must be made to your manager immediately. If your manager is not available, reports should be made to your HR Department, Office Supervisor, or Senior Management. You should continue to try and contact one of the people listed until someone has been notified. At NW, we are committed to the principle that each individual is entitled to work in a safe environment. Therefore, we strive to provide safe working conditions for employees and to observe governmental safety and health regulations.

Employee Incidents

All injuries, no matter how slight, should be reported immediately. Even though a work-related injury may appear to be of little consequence, it is important that it be reported in sufficient detail to establish a claim should complications follow. We train all employees on safe working practices and regularly reinforce those practices. Employees should immediately report any injury to your Manager or HSSE Representative. If immediate medical attention is necessary, you may be required to go to a hospital or clinic. Any hazardous condition causing the injury must be corrected immediately or as soon as conditions allow.

An employee with a work-related injury is expected to:

- Promptly receive medical care in accordance with the NW Return to Work Policy, including using company-approved providers as may be required by law.
- Obtain a physical capability update from their medical provider and present it to both their HSSE and their Human Resource representative immediately following any visit to the provider.
- Report to work when transitional duties are determined, arranged, and agreed to; and
- Follow any and all company policies outlined in this guide including but not limited to attendance, reporting to the employer, work performance, customer service, and working within medical restrictions. Failure to return when first able to return to work or failure to report for transitional duty will be viewed as an unexcused absence.

Return to Work

Our Return-to-Work program is designed to assist employees with compensable, work-related injuries and/or illnesses to return to regular, full work duty in a safe and speedy manner as possible. We make every attempt to provide “transitional” duty. “Transitional” duty is a temporary assignment of limited duration.

Employees should:

- Participate in transitional duty and comply with the limitations ordered by the medical provider
- Report to work when transitional duties are determined, arranged, and agreed to
- Perform the assigned duties in the same manner and with the same level of professionalism as regular work assignments.
- Understand that assigned duties generated are temporary in nature, may increase or decrease, and are restricted to those periods when work-related injuries/ illnesses have limited the employee's ability to perform his or her regular duties.
- Understand that all company policies and procedures are still applicable.
- Provide the manager with regular updates on work restrictions as related to work-related injury/illness.

Leadership should:

- Contact the injured/ill employee to inform them of their transitional duty assignment.
- Ensure activities are within the physical limitations of the injured employee.



- Closely supervise the injured/ill employee to ensure compliance with restrictions.
- Meet with the injured/ill employee weekly and update all applicable parties.

DRUG/ALCOHOL-FREE WORKPLACE

Nak'azdli Whut'en has a strong commitment to provide a safe workplace and to establish programs promoting high standards of health for our employees. We have an equally strong commitment to provide outstanding service to our community, and we expect all employees to report to work able to perform your duties safely, effectively, and professionally. Any involvement with drugs, narcotics, or any controlled dangerous substance or misuse of alcohol would prevent Nak'azdli Whut'en from meeting these objectives.

For the safety of all employees, Nak'azdli Whut'en expects you to report to work in a fit condition to perform your duties, free from the effects of alcohol, legal or illegal drugs, or overuse of any prescribed drug. Any employee found to be working under the influence of these substances will be sent home immediately and their employment may be terminated for cause.

If you are taking prescribed medication which could impair your ability to safely perform your job, you must report this treatment to your manager.

Employees are required to disclose any drug or alcohol dependency or addiction issues to their direct supervisor. Any employee who discloses such dependency or addiction will be helped, through the Employee Benefit Program without fear of reprisal or discipline. If an employee does not disclose dependency or addiction issues and is subsequently involved in an incident, is found to be impaired, or tests positive for drugs, their employment will be terminated immediately for cause.

All employees are prohibited from the use, sale, possession, concealment, distribution, dispensing, transportation or manufacture of illegal drugs or drug paraphernalia, or controlled substances such as alcohol or medical marijuana, on or off of company premises or work sites, during work hours or while acting as a representative of Nak'azdli Whut'en. Any illegal substances found will be turned over to an appropriate law enforcement agency and may result in criminal prosecution, and is just cause for dismissal.

Alcohol and drugs of any kind are not to be consumed during work hours. Modest consumption of alcohol at company-sanctioned social events and physician-authorized prescription drugs, are the only exceptions to this policy.

At company social gatherings where alcohol is available, it is each employee's responsibility to consume alcohol responsibly and to ensure that alcohol consumption does not endanger the health and safety of others.

Regardless of Government regulations relaxing access to marijuana and cannabis-related products, Nak'azdli Whut'en will not accept anyone consuming any such product during business hours or on any Nak'azdli Whut'en premises.

If an employee provides a doctor's certification for the use of medical marijuana, further medical information may be requested from your doctor, and medical accommodation will be discussed and approved in advance.

FIRE & EMERGENCY PROCEDURES

In case of an emergency or fire alarm, the following procedures should be followed:

- If you are first to discover an incident, call 9-1-1.
- Use the nearest fire extinguisher if necessary and safe to do so.
- Notify the HSSE Representative or your supervisor so that the rest of the employees can be informed that emergency action needs to be taken.
- If an evacuation is required, exit the building as quickly as possible, using the nearest exit
- Gather outside at the nearest muster point so that a headcount can be performed.
- Designated employee will perform and headcount/roll call so that we can be assured that all employees are accounted for. Do not leave the area until the roll call is complete.
- If the lights go out, follow the emergency exit signs, and exit the building and convene at the muster point.



SAFETY COMMITTEE

Our Joint Occupational Health & Safety Committee consists of a mix of management and employee representatives and meets monthly.

The Committee's responsibilities include:

- Ensuring company operations are following safety related procedures
- Acting as the contact for WorkSafeBC or Federal Health and Safety Officers
- Making recommendations for improving safety
- Reviewing of accidents, and following up on preventative or corrective actions

If you have any safety concerns or notice any safety hazards, advise a member of the JOHS Committee and your supervisor.

SECURITY GUIDELINES

The following are basic company security guidelines to be followed immediately upon hire and throughout your tenure with Nak'azdli Whut'en.

Employees must watch out and be suspicious of:

- Unidentified person(s) attempting to gain access to equipment on our premises
- Unidentified person(s) in any area of the office or yard
- An unescorted or unaccompanied visitor anywhere in the building or wandering around the site
- Any person (employee or otherwise) who appears to be hiding something or is acting nervous, anxious, and secretive.
- An employee or visitor making unusual or repeated requests for sensitive or important company-related information
- Any person claiming to be a representative of a utility (gas, water, electric) but cannot produce company identification
- Any occupied vehicle parked outside especially for long periods of time or after normal work hours
- An unfamiliar vehicle that appears to be abandoned near the building or yard
- Any person who are on banned list.

The above list is not all-inclusive; it only provides some examples of potential suspicious activities. Report any suspicious activities immediately to the nearest supervisor, or the HSSE Representative. By taking a pro-active approach to security at Nak'azdli Whut'en, you can impact employee personal security and safety. We must all do our part to ensure the safety and security of our employees, customers, subcontractors and property.

SMOKING

- Smoking is prohibited in all Nak'azdli Whut'en offices, workplaces, community facilities, places of worship and public functions.
- Smoking may be permitted within not less than a 6-metre radius from any door, window or air intake of any public building or workplace building.
- Employees are expected to smoke in the back of the buildings in a designated smoking area.
- All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers as provided. Supervisors will ensure periodic cleanups of the designated smoking area.
- Smoking is always prohibited in all Nak'azdli Whut'en owned vehicles.

PET POLICY

Employees are not permitted to keep or bring pets at the workplace. However, Nak'azdli Whut'en reserves the right to make an exception to this policy by granting an employee permission to keep a domesticated pet at work subject to the terms and conditions of this Policy. Employees acknowledge that permission to have a pet at the workplace confers a significant and valuable benefit and that in exchange for such permission employees must accept full responsibility for compliance with all of the



terms of this Policy and that the Company may revoke permission at any time if the employees fails to comply with any of those terms and conditions.

Purpose

The purpose of this Policy is to establish a clear, fair and reasonable balance that allows employees to experience the enjoyment of bringing a pet to work without creating an unreasonable hazard to the health, safety, comfort, productivity or convenience of any other person.

Service & Assistance Animal Exclusion

This Policy does not apply to assistance animals or service animals duly certified and trained service, guide, signal and emotional support animals that may be required by an employee with a disability to service a need related to that disability. Assistance and service animals are not “pets” and Nak'azdli Whut'en will make reasonable accommodations for employees who need them up to the point of undue hardship in accordance with the procedures and principles set out in the Nak'azdli Whut'en Accommodations Policy.

Advance Permission Required

Employees wishing to bring a pet to the workplace must first obtain written permission from their immediate supervisor whose decision to accept or reject the request will be final. Employees seeking accommodations for assistance or service animals should direct their request to the Nak'azdli Whut'en HR department. Supervisors will grant permission to bring the pet to the workplace only if the requesting employee provides:

- If the pet is a dog, documentation that the dog has received up-to-date vaccinations for rabies, Bordetella (aka, kennel cough), DHLPP (including viral diseases canine distemper, hepatitis, parvovirus, parainfluenza and bacterial infection leptospirosis) and other diseases transmissible to humans;
- Evidence that the pet is trained, potty-trained, well behaved and spayed or neutered;
- [Optional] A certificate of liability insurance of at least \$100,000 covering any injuries, illnesses, damages or other harms that their pet may cause.

No Wild or Exotic Animals

Nak'azdli Whut'en reserves the right to reject an application for permission to bring to the workplace any pet that is an exotic or wild animal, including but not limited to birds, chinchillas, ferrets, fish (in tanks 20 gallons or more), iguanas, monkeys, pot-bellied pigs, rabbits, raccoons, rodents of any kind, skunks, snakes or reptiles of any kind, tarantulas, scorpions or spiders of any kind, or weasels.

Impermissible Breeds

Nak'azdli Whut'en reserves the right to reject an application for permission to the workplace any pet due to the type of animal, breed, or animal mixed with a breed with a history of aggressive behavior. The following specific breeds of dogs (or dogs mixed with these breeds) are not permitted: Pit Bulls (aka American Staffordshire Terriers, Staffordshire Bull Terriers, or American Pit Bull Terriers), Bull Terriers, Bull Mastiffs, German Shepherds, Huskies, Malamutes, Doberman Pinschers, Rottweilers, Chow Chows and Rhodesian Ridgebacks.

Pet must obey workplace rules.

- Employee must accept full responsibility for knowing and ensuring that permitted pets comply with workplace rules designed to protect others at the site against health, safety, nuisance and other hazards associated with having pets at the workplace, including but not limited to the following house rules:
- Dogs must be kept on a leash at all times when in common areas;
- Pets are not allowed in the following designated areas, which will be maintained as pet-free zones.
- Pets must not engage in violent or aggressive activity;
- Excessive barking, emitting excessive odors and other annoying behaviour that creates a nuisance or interferes with any other person's health, safety, work, productivity, comfort, enjoyment or use or enjoyment of the workplace property is strictly prohibited;
- All local leash and licensing requirements must be obeyed;
- Pets must not be left unattended for unreasonable periods;



- Pets may relieve themselves only in designated relief areas and Tenant must clean up after its pets and dispose of its waste quickly and properly;
- All pets must be registered and have a proper identification tag.

Employee Liability for Pet Damage

Employees are responsible liable for the entire amount of all damages caused by their pets and all cleaning, defleaing, and deodorizing required because of such pets. This applies to carpets, doors, walls, drapes, wallpaper, windows, screens, furniture, appliances and any other part of the workplace premises or common areas. If such items cannot be satisfactorily cleaned or repaired, employees must pay for complete replacement by the Company. Payment for damages, repairs, cleaning, replacements, etc. are due immediately upon demand.

Revocation of Permission & Discipline

Employees acknowledge and understand that failure to comply with any of the terms of this Policy are grounds for immediate revocation of permission to keep their pet in the workplace and may also result in discipline up to and including termination. In addition, Nak'azdli Whut'en reserves the right to revoke its entire pets acceptance policy and implement a policy banning all pets from the workplace at any time, for any reason and without providing prior notification.



PART I – WORKPLACE DISCRIMINATION, HARASSMENT, AND VIOLENCE PREVENTION

Policy

Nak'azdli Whut'en Band ("Nak'azdli") and its subsidiaries (collectively, the "Company") have adopted this Policy to deal with workplace discrimination, harassment and violence as defined by the Code and Regulations. It includes "any action, conduct or comment, including of a sexual nature, which can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment." Nak'azdli has jointly developed this Policy with the Workplace Committee to outline how the organization will address issues of workplace discrimination, harassment and violence.

Scope

This policy applies to **all departments and workplaces**. For the purpose of this Policy the workplace includes any place where Nak'azdli work is performed. This Policy is intended to protect all Nak'azdli employees, Officers, Chief and Council, volunteers and contractors, whether internal or external to the workplace.

Objective

The objective of this Policy is to create and maintain a healthy and safe workplace, free from Workplace Discrimination, Harassment and Violence.

In so doing, Nak'azdli wants to ensure that:

- Employees and management understand there is **zero tolerance towards harassment or violence in the workplace**, and that those engaging in such behavior will be subject to disciplinary action.
- Employees subject to WHV understand there are procedures and resources available to assist them.
- Employees and management understand their responsibilities and obligations with respect to WHV and understand that all occurrences must be reported in accordance with this Policy.

RESPONSIBILITIES

Managers, Supervisors, The HR Department and the COO are responsible for:

- To conduct workplace assessments as required under the Regulations.
- To develop emergency procedures with respect to WHV.
- To develop and provide training on WHV to all employees including all elements required pursuant to the Regulations.
- To ensure that all Designated Recipients (as defined below) have been clearly identified and are known to all employees.
- To ensure that Designated Recipients have the necessary knowledge, training and experience in issues relating to WHV and relevant legislation to fulfill the role of Designated Recipient.
- To participate in the WHV resolution and/or investigation process as per this Policy.
- To promote a harassment-free and violence-free workplace.
- To ensure that all employees are aware of this Policy.
- To ensure that all records relating to WHV are maintained in accordance with the Code and the Regulations.
- To deliver an annual report to the Minister of Labour related to WHV in accordance with the Code and the Regulations; and
- Where applicable, to ensure the privacy and safety of all parties involved in WHV.

Employees are responsible for:

- To understand and comply with this Policy.
- To treat all individuals in the workplace with respect and not engage in any WHV.
- To report WHV, whether it is personally experienced or witnessed to appropriate parties.
- To report any factor not yet identified that may contribute to WHV; and
- To co-operate in the WHV resolution and investigation process as per this Policy.



The Designated Recipient is responsible for:

- To have the necessary knowledge, training and experience in issues relating to WHV and relevant legislation to fulfill the role of Designated Recipient.
- To receive notices of occurrences.
- To report such notices of occurrence to appropriate parties and in accordance with this Policy; and
- To participate in the resolution and/or investigation procedure to the extent necessary.

RESPECTFUL WORK ENVIRONMENT

We have high expectations for conduct within our company and with our employees and community members. We believe everyone has the right to a safe and healthy workplace, where personnel may conduct their duties without fear from isolation or disruptive and hurtful comments. We value the mental and physical well-being of our employees and strive to maintain a fair, respectful and supportive working environment.

As part of a working team, you also have a responsibility to give that same respectful treatment to others. Your comfort and understanding of our employee relationships is essential to the successful operation of the company.

Discrimination, harassment or bullying in any form, whether verbal, non-verbal, physical or psychological, will not be tolerated. The company prohibits conduct that creates an intimidating, hostile, or offensive working environment for employees, visitors or anyone conducting business with the company. This policy applies to behaviours on company premises, during travel related to an employee's work, at conferences, training sessions and seminars attended by employees for their work, and during work-related telephone, electronic and other communications.

Any complaints will be investigated thoroughly, discreetly and dealt with swiftly. Any employee found guilty of inappropriate conduct, after a thorough investigation has occurred, will be subject to discipline, up to and including immediate termination of employment for cause.

Definition

Any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that employee to be embarrassed, humiliated or intimidated. It can also include behaviour that detrimentally affects the work environment or creates a poisoned work environment.

Examples of inappropriate behaviour include:

- Verbal aggression, insults or threats
- Derogatory remarks or slurs
- Circulation of disrespectful written materials, jokes, cartoons or pictures
- Viewing, downloading or printing of pornographic or other offensive material
- Gestures that demean, ridicule or torment an individual
- Leering or staring in a sexually suggestive manner
- Inappropriate touching
- Sending offensive notes, emails or text messages during or outside of work hours
- Yelling or using profanity
- Social exclusion or isolation
- Deliberately impeding someone's work or purposefully giving wrong information

Reasonable actions taken by an employer or manager relating to the management and direction of workers or the place of employment (e.g. providing constructive or negative performance feedback, imposing corrective disciplinary action, requiring re-work) are not considered bullying or harassment, nor are interpersonal conflicts, unless the behaviour is threatening or abusive.

DISCRIMINATION

- **Discrimination:** means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may



involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

- The right to freedom from discrimination and harassment extends to all employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices.
- It is also unacceptable for members of Nak'azdli Whut'en to engage in harassment or discrimination when dealing with clients, or with others they have professional dealings with, such as suppliers or service providers.
- This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.
- This policy also applies to events that occur outside of the physical workplace such as during business trips or company parties.
- This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:
 - Age
 - Creed (religion)
 - Sex (including pregnancy and breastfeeding)
 - Sexual orientation
 - Gender identity
 - Gender expression
 - Family status (such as being in a parent-child relationship)
 - Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
 - Disability (including mental, physical, developmental or learning disabilities)
 - Race
 - Ancestry
 - Place of origin
 - Ethnic origin
 - Citizenship
 - Colour
 - Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
 - Association or relationship with a person identified by one of the above grounds
 - Perception that one of the above grounds applies.

HARASSMENT

The Nak'azdli Whut'en First Nation ("Nak'azdli") is committed to providing a safe, healthy workplace that is free of harassment and violence. Nak'azdli believes in a proactive approach to achieving this goal. Nak'azdli is committed to meeting its legal obligations and taking all reasonable steps in so doing.

Nak'azdli will not tolerate acts of threats of workplace harassment or violence (WHV) including any behavior that creates a climate of violence of hostility in the workplace. No one – whether a Nak'azdli Whut'en First Nation member, manager, employee, or member of the public – should have to accept the experience of workplace harassment and violence.

Occurrences of workplace harassment and violence may occur as a single incident, such as a physical attack, or as an event resulting from a series of exposures to factors such as bullying. All factors that may contribute to workplace harassment and violence will be closely examined and any notices of



workplace harassment and violence will be subject to the resolution and investigation procedures described below, which will be handled in accordance with the requirements of the *Canada Labour Code* (the “Code”) and the *Workplace Harassment and Violence Prevention Regulations* (the “Regulations”).

Any confirmed occurrences of workplace harassment or violence (“WHV”) will be subject to appropriate discipline up to and including termination of employment for cause.

Nak'azdli will regularly consult with the Applicable Partner to review this Policy, and specifically to examine its effectiveness in both (a) preventing, and (b) addressing WHV.

For the purposes of this Policy:

- **“Applicable Partner”** refers to the policy committee or, if there is no policy committee, the workplace committee or the health and safety representative.
- a **“Notice of Occurrence”** is a complaint or identification of alleged WHV made to a Designated Recipient or to a manager.
- a **“Designated Recipient”** an individual besides an employee’s direct supervisor who has been identified as someone to whom a notice of occurrence may be made.
The Regulations allow employers to select either a person or a work unit to act as the Designated Recipient. The person or work unit does not need to be an employee in the workplace. For example, the Designated Recipient could be:
 - *The HR Director (person).*
 - *The HR Department (work unit).*
 - *Health and Safety Representative(only in case of Health and Safety concerns)*
 - *A community Elder (person).*
 - *An association or third-party organization that has been hired to fulfill the role of a designated recipient; or*
 - *Any other person or work unit that the employer identifies as a suitable party to take on the role of Designated Recipient.*
- a **“Principal Party”** is an individual who was the object of an alleged WHV occurrence.
- a **“Responding Party”** is an individual who is alleged in a notice of occurrence to have committed WHV.

More information can be found in the *Regulations at:*

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2020-130>

AND

<https://www.canada.ca/en/employment-social-development/programs/workplace-health-safety/harassment-violence-prevention.html>

WORKPLACE HARASSMENT AND VIOLENCE (WHV)

For an occurrence to be considered WHV, there must be a reasonable expectation that it will cause offence, humiliation, injury or illness to the employee. An employee does not necessarily need to suffer offence, humiliation, injury or illness in order for WHV to have occurred. **WHV is not limited to actions by one employee against another. If it occurs in the workplace, any individual may be the source of WHV.**

WHV may include but is not limited to:

- Words, gestures, actions or practical jokes, the consequence of which is to humiliate, ridicule, insult or degrade.
- Threats, coercion, bullying or intimidating.
- Actual or threatened physical assault; and/or
- Persistent rudeness, taunting, patronizing behavior, ostracism or other conduct which adversely affects working conditions or work

A number of **internal and external factors** can contribute to the existence of WHV. These could include (but will not be limited to):

- Working with unstable or volatile persons.
- Working in community-based settings.
- Working with the public.
- Working alone or in small numbers, or in isolated or low traffic areas.
- Working closely with colleagues.



- Working with third-party workers, such as contractors or subcontractors; and

Workplace Assessment

In collaboration with the Applicable Partner, Nak'azdli will conduct a workplace assessment in accordance with the requirements of the Code and Regulations to identify factors (including those identified in section 4 above) that contribute to a risk of WHV.

The workplace assessment will include consideration of internal contributing factors and external contributing factors (such as family violence). Within six (6) months after any WHV risk factors are identified, Nak'azdli will develop and implement preventative measures to address these risks. The workplace assessment will be **updated and reviewed at least every three (3) years**.

Notice of Occurrence Procedure

An employee who believes they have experienced or witnessed WHV should take the following steps:

- If comfortable doing so, inform the person responsible for the alleged WHV that their conduct is unwelcome.
NOTE: A manager, supervisor or other authorized party may need to be asked to assist with this.
- Document all events related to the WHV, including those events leading up to it and anything that has subsequently occurred. The employee should record as much information as possible, including times, dates, names and witnesses.
- **Report the WHV incident to their direct supervisor, or to a Designated Recipient.** This report should be in writing, but an oral report can also be considered a notice of occurrence.
- Request additional support or assistance from the Nak'azdli, if desired.

Notices of occurrence may be provided by a witness or the Principal Party who experienced the WHV and **must include all relevant and available information**. Former employees of the Nak'azdli can also provide notices of occurrence up to three (3) months after employment. Nothing in this Policy shall be construed as discouraging or preventing any party from pursuing any recourse they may have under the *Canadian Human Rights Act*.

After receipt of a notice of occurrence, the supervisor or Designated Recipient will **provide a response to the Principal Party within Thirty (30) days of receipt of the notice of occurrence**. The response will provide an overview of the resolution process and inform the Principal Party that they may be represented during the process.

If it is determined the notice of occurrence warrants further action, the Responding Party will be informed of the notice of occurrence in accordance with the Regulations. Nak'azdli must also consider if it is appropriate to contact the police.

Conciliation & Negotiated Resolution

Nak'azdli, through the management such as the supervisor or Designated Recipient, the Principal Party and Responding Party will make efforts to resolve the matter through conciliation and/or a negotiated resolution.

The Responding Party is required to participate in this process and failure to do so will result in disciplinary consequences, up to and including termination.

Conciliation is a non-mandatory process which is only engaged by the agreement of the parties. It allows the parties to agree to **appoint a neutral conciliator** to facilitate an agreed-upon resolution. The conciliator is any neutral person that must be agreed upon by the Principal Party and Responding Party. There are no special qualifications or requirements needed.

A negotiated resolution will typically follow conciliation (if any). **An attempted negotiated resolution is mandatory in most cases.** Negotiated resolution involves the Principal Party and Responding Party and Nak'azdli. It involves a good faith attempt to resolve the issues arising from the notice of occurrence. Depending on the facts and degree of WHV a resolution may include anything from an oral apology to more significant measures to prevent future occurrence.

This negotiated resolution process must take place within 45 days of the notice of occurrence.



Investigation

If the matter is not resolved through negotiated resolution or conciliation, and in appropriate circumstances such as if the Principal Party requests it, Nak'azdli will commence an investigation into the notice of occurrence.

The investigator will be selected based on the process set out in the Regulations. The investigator will be trained in investigative techniques, has knowledge, training and experience relevant to the Nak'azdli workplace, and has knowledge of the Code and the *Canadian Human Rights Act*.

An investigation may take place during or after a conciliation or negotiated resolution. If an investigation concludes and the investigator has provided their final report, the parties may no longer voluntarily resolve the matter by way of conciliation or negotiated resolution.

After investigating the WHV, the investigator must prepare and submit a written report. The investigator's report will (a) set out a description of the events surrounding the notice of occurrence, (b) provide a conclusion as to the kind of WHV that occurred (if any) and (c) recommendations to prevent or minimize similar occurrences. **The report must not reveal the identity of any individuals involved** (including the Principal Party, Responding Party, or any witnesses) and a **copy must be provided to the Principal Party and Responding Party, Nak'azdli and the Applicable Partner.**

Following the report, Nak'azdli management and the Applicable Partner will jointly determine which of the investigator's recommendations will be implemented and take steps to implement such measures. For clarity, **any confirmed acts of WHV are serious incidents and will therefore be subject to appropriate discipline up to and including termination of employment for cause.**

Nak'azdli will **ensure that the resolution and investigation process is completed within one (1) year after receipt of the notice of occurrence**, and throughout the process, will provide monthly status updates to the principal and responding parties.

Confidentiality and Privacy

Confidentiality and privacy are vital to properly investigating WHV and providing support to those adversely affected by it. Any employee who becomes aware of WHV should not disclose any information to a third party without first consulting the affected individuals. **The investigator's final report will not in any case reveal the identity of persons involved in a notice of occurrence.**

If the police investigate an incident of WHV, Nak'azdli will notify the Applicable Partner.

Any employee with questions or concerns regarding this Policy or any WHV-related topic should contact: the Nak'azdli HR Manager or HR Director.

Non-Retaliation

Employees will not be disciplined for providing a notice of occurrence in good faith. **Interference with the resolution or investigation process, or retaliation against anyone** who has provided a notice of occurrence or who has participated in an investigation under this Policy, will be considered a violation of this Policy and may result in disciplinary action.

Frivolous Complaints

Notices of occurrence are a serious matter. An employee who is found to have provided a frivolous, vexatious, or malicious notice of occurrence may be subject to disciplinary action up to and including termination.

Emergency Procedures

In collaboration with the Applicable Partner, Nak'azdli will develop emergency procedures that are to be implemented where an occurrence or threat of WHV poses an immediate danger to the health and safety of an employee.

These emergency procedures will be communicated to all employees. For information on these procedures, employees should contact the Applicable Partner or the Emergency Health & Safety Officer.

Employee Training

In collaboration with the Applicable Partner, **Nak'azdli will develop and provide training on WHV to all employees (including supervisors and Designated Recipients).** Training will be tailored to the culture, conditions and activities of Nak'azdli and will include:

- the elements of this Policy.
- a description of the relationship between WHV and the prohibited grounds of discrimination in the *Canadian Human Rights Act*; and
- information on how to recognize, minimize, and prevent harassment and violence.



Initial training for employees will take place shortly after this Policy comes into place. Subsequent **new employees will receive training within three (3) months of commencing employment.** Training will be reviewed and delivered to employees at least once every three (3) years.

Record Keeping

All written or electronic documents related to a WHV notice of occurrence and/or investigation, workplace assessment, emergency procedures, WHV training, or any other matters relating to WHV **will be kept for at least ten (10) years** or such other minimum period of time as required by the Code and the Regulations and be readily available for examination by a health and safety officer.

Reporting

On or before March 1 of each calendar year, Nak'azdli will deliver an annual report regarding WHV to the Federal Minister of Labour. This report will include:

- the total number of WHV occurrences, specifying the number in each workplace location.
- the number of WHV occurrences that were related to sexual harassment and violence.
- the number of WHV occurrences that fell under each prohibited ground of discrimination set out in the *Canadian Human Rights Act*.
- the workplace relationships that existed between the principal and responding parties in each notice of occurrence.
- the means taken to resolve notices of occurrence and the number of occurrences for each; and
- the average time that it took to complete the resolution process.

Employee Support Measures

Nak'azdli will provide employees with information on medical, psychological or other support services that are available within their geographical area.

Available resources include the Employee Assistance Program and independent counselling services. Nak'azdli, on a case by case basis, may pay any reasonable costs after getting the required approval from COO associated with this type of assistance. For information on these resources, employees should contact the Applicable Partner or the Emergency Health & Safety Officer.

REVISION

To ensure this Policy remains current, it will be reviewed at least once every three (3) years, or such time as mandated by the Code and the Regulations. The date of the last review will be indicated in the Policy.



PART J – GREIVANCES, DISPUTES AND WHISTLEBLOWER POLICY

GRIEVANCE POLICY

Nak'azdli Whut'en Council wishes to foster a positive work environment and will endeavor to resolve all disputes or grievances in a timely and equitable manner. Employees who express any concerns, or lodge any complaints or grievances under this policy, or who provides any information regarding a complaint under this policy, may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate disciplinary action.

Purpose

The purpose of this grievance policy is to provide an effective problem-solving and dispute resolution process which every employee can utilize without concern for reprisal or incrimination. It is meant as a vehicle by which an employee may lodge concerns or grievances to the HR Department about their employment relationship with Nak'azdli Whut'en or any other issue.

The HR Department is responsible for investigating and responding to employees in a timely manner regarding any grievances or issues through this procedure. Employees who believe they have legitimate grievances or issues are encouraged to use these policies without fear of reprisal or recrimination.

Informal Process

Employees who believe they have a legitimate concern or grievance about any aspect of their employment relationship with Nak'azdli Whut'en should first discuss those concerns or grievances with their immediate manager and attempt to resolve the issues satisfactorily. If the dispute is with the direct supervisor in question, the employee is expected to attempt to address that concern with their manager. The HR Department is required to discuss and / or investigate any concerns/grievances raised and to respond in an appropriate manner within Seven (7) working days of learning of the concern/grievance. If the issue is not resolved in a manner that is satisfactory to the employee, a formal complaint may be lodged by the employee. If an employee wishes to file a formal complaint, they must be willing to fully participate in the Formal Grievance Process.

Formal Process

- If an employee's concern is not resolved in a satisfactory manner through the informal process, a formal complaint may be lodged within five (5) working days of the facts becoming known that gave rise to the dispute.
- A formal complaint must be lodged in writing on the Grievance Resolution Form. The completed and signed complaint shall be addressed to the employee's immediate manager and be presented to that manager. The employee may request the assistance of any other employee of Nak'azdli Whut'en in preparing the formal complaint. Preparing a formal complaint will not be interpreted as criticism of the immediate manager. The recipient of the formal complaint will provide a copy of the complaint to the HR department.
- Within seven (7) working days of receiving a formal complaint, or in a time mutually agreed upon, the HR Department or, in the event, the grievance is lodged against any employee from HR department or Chief Operating Officer, an independent external party will be engaged and will meet with the employee and the manager, investigate the complaint, and respond, in writing, to the employee who lodged the complaint.
- If the matter is not resolved to the satisfaction of the employee, the employee may appeal the matter within five (5) working days of receiving the written response from the HR Department or the External party.
- In the event of an appeal, there will be a grievance committee struck consisting of the Administration Portfolio Council Member, one Band Administrator agreed upon by the Council member and the Chief Operating Officer, HR Director (in case the complaint in against the COO) and a third member agreeable to both parties for that appeal's purposes. The decision of the Grievance Committee will be final.



WHISTLEBLOWER POLICY

As a part of our commitment to uncompromising integrity, NW has established the whistle blowing policy for its employees, vendors, clients and others to report any concerns they may have in regard to compliance with the policy, or the laws and regulations that governs NW's organization.

Objective

The objective of the whistle blowing policy is to provide a channel for the employees and external parties to bring to the attention of the Committee any misdeeds or improprieties committed by the management or staff of the company.

Scope

- Any activity or conduct or omission by an employee of Nak'azdli Whut'en or any firm providing services and all other vendors providing services/products to the organization, relating to accounting, internal controls or procedures that are questionable or not in accordance with generally accepted industry practices, or not in line with the policy, shall be deemed as possible improprieties.
- These will include but not limited to:
 - Fraud or suspected fraud, thefts and dishonest acts
 - Profiteering as a result of insider knowledge
 - Accepting or giving bribes
 - Intimidation, discrimination or harassment of staff and other persons during the course of work or in capacity of a Nak'azdli Whut'en employee.
 - Misappropriation of funds.
 - Disclosure of confidential information to outside parties
 - Conflict of interest in business dealings with external parties or involvement in prohibited activities.
- Only Disclosed reporting (i.e. disclosure where the whistleblower identifies himself/herself) will be handled and investigated. Disclosure can be from both internal and external parties.
- NW will evaluate a disclosed report upon receiving it, regardless of amount and form.
- Matters will be forwarded to the respective parties in accordance to the following guideline, for their follow-up:
 - Human Resources-policy related matters- HR Department head
 - Finance-Policy related matters- Finance department head
 - Intra-departmental matters- Head of department
 - Any other: HR department head and COO.

Channel & Structure for Whistle Blowing

- All NW employees have a duty to report concerns which they may have, based on reliable and verifiable information provided to them, about possible misdeeds or improprieties committed by staff/management of the company, or by vendors, which can adversely impact the interest of NW.

The channels for reporting such concerns or matters include, where appropriate:

- The immediate supervisor
- The head of department
- Chief Operating Officer
- Whistleblower Committee
- Human Resources Department Head
- Whistle Blowing email (ethics@nakazdliwhuten.ca)-
- Chief and Council members.

The reporting could be via email or letters. The appropriate channels will be used to protect the whistleblower.



- To ensure that the company has a centralized repository of all reported case, a centralized unit called Whistle Blowing Committee is tasked to handle all matters relating to whistle blowing.

Matters reported through the channels mentioned above would be forwarded to the whistle blowing committee for further investigation.

- The Whistle Blowing Committee comprises the following members:
 - HR Department head
 - Chief
 - Chief Operating Officer
 - Department Head of the department complaint is received against.

An Administration support group comprising designated members from HR department head, Chief and Chief Operating Officer will also be assigned. Other parties. E.g.: Legal, will be co-opted into the unit as and when required.

The responsibilities of this unit include:

- The receiving and recording of matters reported.
- The evaluation and assessment of the matter to establish whether or not to investigate further.
- The investigation itself, unless direction on the investigation is deemed necessary to be provided by a committee.
- The preparation/review and endorsement of the investigation report, including recommendations on follow-up actions.
- Annual review of policy and recommendation of enhancements.
- All matters reported will be reviewed within a reasonable time frame by the whistle blowing committee and a decision taken on whether to proceed with a detailed investigation. Where the matter reported involves senior management, fraud, misappropriation of funds or bribery, the committee chairman must be informed immediately. A dedicated email address would be made available for direct reporting to the Committee Chairman, if necessary.

Confidentiality of Whistleblower & Whistleblowee Identify

- The whistleblower's identity will be kept confidential.
- The number of staff involved in the investigation will be kept to a minimum so as to ensure that the confidentiality of the case and the whistleblower is maintained.
- The identity of the whistleblowee will be kept confidential until there is sufficient evidence to support that it is a genuine case.

Protection for Whistleblower

- The company provides assurance that the whistleblower's identity will be kept confidential unless such disclosure is required by the court or other regulatory authorities.
- The company will not tolerate victimization of the whistleblower, and disciplinary action will be taken against those who victimize the whistleblower.
- The company provides assurance that the employment of the whistleblower will be protected even if the claim of malpractice proves to be erroneous provided the report has been made in good faith. However, reporting with malicious intent will not be tolerated.
- A Whistleblower Committee will serve to protect the whistleblower who has acted in good faith, post-whistle-blowing. The committee representative will keep in touch with the whistleblower and monitor the status of the whistleblower to assess signs of victimization or distress.

Protection for Company and Whistleblowee

- Information pertaining to the whistleblowing case will be kept confidential and restricted to the committee in charge of the investigation. This is to prevent unnecessary leakage of information which could result in potential lawsuits if there is insufficient evidence to support the case.



- The company will ensure there are sufficient facts and evidence to support the action/decision to be taken against the whistleblower, and that that evidence is able to stand up to cross-examination in the courts.
- The company will ensure that all whistleblowers will not be convicted of any wrongdoing or be unduly penalized until the case facts are proven to be genuine and sufficient evidence is in place to support the case.

REVISION

To ensure this Policy remains current, it will be reviewed at least once every three (3) years, or such time as mandated by the Code and the Regulations. The date of the last review will be indicated in the Policy.



PART K – INFORMATION MANAGEMENT AND TECHNOLOGY POLICIES AND PROCEDURES

Policy

Nak'azdli Whut'en Band ("Nak'azdli") and its subsidiaries (collectively, the "Company") have adopted this Policy to ensure professional, ethical, and lawful use of our technology resources, to protect our assets, to establish a process around creating, managing, and protecting human resources records, collection, organization, retention, and safeguarding of records for long term availability, understandability and usability and to ensure compliance with legislative requirements such as those outlined in the Personal Information Protection and Electronic Documents Act or similar federal and provincial legislation. This IT Policy is designed to outline the conditions of use for these resources and may be modified at any time at the sole discretion of the Company. Nak'azdli Whut'en encourages the use of secure network access and electronic communications to enable employees share information in the support of company's service and to conduct business.

Scope

This policy applies to all "users" of the Company's IT resources including, but not limited to: Nak'azdli employees, Chief and Council, committees, contractors, consultants, students, and any other agents or individuals. The scope of this policy covers:

- All IT Infrastructure and electronic communications resources owned or managed by Nak'azdli Whut'en. The IT resources include computers, telecommunications systems, mobile telephones and devices, printers, networks, email, storage, software, internet/intranet access and websites.
- All IT Infrastructure and electronic communications resources provided by or managed by Nak'azdli Whut'en through contracts and other agreements.
- All users and uses of Nak'azdli Whut'en 's IT Infrastructure and electronic communications resources
- All Nak'azdli Whut'en 's IT Infrastructure and electronic communications records in the possession of Nak'azdli Whut'en' s employees.
- All personal information created and acquired by the Nak'azdli Whut'en regardless of format (i.e., both electronic and hardcopy paper records)
- All data and records of the devices and licences assigned to the employees in the Information Asset Register irrespective of the media on which they are created or held including paper records, electronic files (including database, Word documents, power point presentations, spreadsheets, webpages and e-mails); photographs, scanned images, CD-ROMs and video tapes and includes all types of records which Nak'azdli Whut'en creates or holds on behalf of the members. The records may include, but are not limited to, the following:
 - contracts and invoices.
 - registers.
 - legal advice.
 - financial accounts.
 - employee information.
 - member information

Objective

The purpose of this policy is to ensure secure and reliable network access and performance for all IT Infrastructure, electronic communications resources of Nak'azdli Whut'en and appropriate information privacy practices related to the collection, use, disclosure, retention, and safeguarding of personal information. This policy also provides guidance to effectively manage the creation, maintenance, and confidentiality of human resources records and protect the integrity of Nak'azdli Whut'en Financial Management System. Data Retention and Destruction will follow a secure and reliable process and covers all IT Infrastructure and electronic communications resources of Nak'azdli Whut'en. This policy is intended to protect the integrity of the company's network and to mitigate the risks and losses associated with security threats to the company's network and information systems. This policy applies to any existing or future connection(s) to the company's data network. It also seeks to:

- Establish policy on Access Control, Privacy/Confidentiality, and Security of all electronic communications and services.



- Ensure that the company's IT Infrastructure and electronic communications resources are used for purposes appropriate to the company's mission and policies.
- Prevent disruptions to and misuse of IT Infrastructure and electronic communication resources, services, and activities.
- Establish policy on the data retention period, what happens after the retention period, how data will be archived or destroyed, the destruction methods to be applied.

Responsibilities

Council is responsible for:

- approving the policies used by the organization.
- Comply with established IT policies and procedures

The COO in collaboration with IT representative is responsible for:

- Subject to the First Nation's Financial Administration Law, the leadership, planning, overall policy and the general oversight of the human resources records management, storage and retention system, and for ensuring the security and integrity
- Ensuring that controls are in place over information technology, whether performed by an internal staff member or outsourced
- Establishing and implementing documented procedures for information technology used by the Nak'azdli Whut'en.
- Monitoring the performance of internal and/or external information technology professionals
- Establishing and implementing documented procedures for records management
- Implementing appropriate recordkeeping practices
- Make sure appropriate safeguards of the Nak'azdli Whut'en records.
- Ensuring compliance with the established records retention and disposition schedule and overseeing the disposition process.
- Ensuring that employees and any contractors or volunteers performing services on behalf of the Council are fully knowledgeable of their responsibilities as they relate to recordkeeping practices.
- Establishing and implementing documented procedures for privacy and the management of personal information
- Designating an employee to manage and oversee the First Nation's compliance with privacy requirements and this policy
- Ensuring compliance with this policy.

The information technology professional (internal and/or external) is responsible for:

- Maintaining the integrity of information systems within the First Nation
- Developing and maintaining standards, policies and procedures that support the objectives of the First Nation's privacy program
- Making sure that all the activities of the First Nation are conducted in compliance with the established privacy standards, policies and procedures and in accordance with the generally accepted privacy principles. For this, the employee will:
 - Providing training and awareness on privacy protection
 - Making sure that community members are aware of their rights as they relate to privacy, including their right of access to, and the right to request the correction of, all the personal information which is kept about them by the First Nation.
- Acting as an expert resource on privacy matters
- Conducting periodic reviews of the First Nation's activities that involve the collection, use, disclosure, retention, and safeguarding of personal information
- Investigating all complaints regarding the collection/creation, accuracy, use, sharing/disclosure, protection, retention and destruction of personal information and reporting the results to the appropriate supervisor and, where warranted, to Council
- Recommending changes to policies, procedures and practices in response to the issues raised in the complaints
- Responding in writing to the requests for access to, and correction of personal information submitted by employees and community members within [90] days from the date of the receipt
- Employees, Council members, Contractors and Volunteers are responsible for:



- Complying with the established policies
- Immediately reporting to their IT Professional any potential breach related to compliance with the recordkeeping policy

INFORMATION TECHNOLOGY

Acceptable Use and Monitoring

- IT resources are provided to all users in support of the Company's business goals and are intended for business purposes. Occasional and appropriate personal use of IT resources is permitted when the use does not interfere with the employee's work performance or unduly impact the operation of the IT resources. All Company policies and regulations apply to a user's conduct using IT resources, especially (but not exclusively) those that deal with unacceptable behaviour, privacy, misuse of the Company's resources, sexual harassment, information and data security, and confidentiality.
- The Company retains the right with or without cause or notice to incorporate systems that monitor and record all Internet and email usage, and record each and all session's activities. The Company reserves the right to do this at any time. No user should have any expectation of privacy as to his or her usage of IT resources.
- No user may deliberately disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- Users are not to attach or attempt to attach any unauthorized or non-company provided computer or peripheral equipment or other network communications device to the Company network. This includes but is not limited to personal laptops, flash drives, portable hard drives, routers, switches, and CD/DVD burners.
- Requests for access to the First Nation's network, accounting system, or other access restricted information system must include a description of an employee's role and rationale for the level of access required. Signed approval must be obtained from the Chief Operational Officer.

Ownership of IT Resources

- All IT resources are the sole and exclusive property of the Company. Any user files, email, and other information stored on the IT resources are the property of the Company. No user shall intentionally destroy Company information.
- All IT assets under consideration for purchase, lease or rent must be approved by the IT department for technical configuration requirements. This includes all software or hardware developed (internally or externally) for the specific needs of the Company and Strategic Plan. Nak'azdli uses only legally licensed software. Users are aware that much of the software installed on the Company's system is governed by specific licensing arrangements and users must ensure that their activities do not violate the terms and conditions of these licensing agreements. To prevent liability issues, users may not remove copy or install software of any kind, Company licensed or otherwise, to or from personal computers or Company computers.
- Nak'azdli Whut'en employees are prohibited from seeking out, using, or disclosing personal information in electronic communications without authorization. Band policy requires that its employees take necessary precautions to protect the confidentiality of personal information encountered either in the performance of their duties or otherwise.

File Downloading

- Any software or files downloaded via the Internet onto the Company's network become the property of the Company. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.



- No user may use the Company's facilities knowingly to download or distribute software or data in breach of any license terms and conditions. No user may use the Company's Internet facilities to deliberately propagate any virus or to install non-licensed or any un-authorized software application on these systems. If in doubt, contact the IT department

File Sharing, Chat, Music & Video Sharing and Gaming

These applications (such as Peer-To-Peer clients, BitTorrent, etc.), sites and technologies are potentially harmful, non-work related and highly insecure in general. Use of such programs in any way or by any means on the Company systems is prohibited, except where required and authorized by the Company.

STANDARD PASSWORDS, ACCESS CODES AND ID'S

- Passwords are an important component of information and network security. The use of a username and password combination serves to identify and authenticate a user to system resources and information assets. It is only through authenticated access that Nak'azdli can be assured that systems and data are being used appropriately. Therefore, passwords must be constructed, used, and protected to ensure that a high level of security is maintained.
- It is the user's responsibility to take the appropriate steps, as outlined below, to select and secure their passwords.
- The construction of a password, the duration of time that the password can be used and whether a password can be re-used will vary depending on the system to which the password applies, the data that the password is intended to protect and the capabilities of the system to enforce password rules.
- Passwords should not be based on well-known or easily accessible information, including personal or Company information (your name, username, Nak'azdli, etc.).
- Passwords must be a minimum of ten (10) characters in length for those systems that support such length. For legacy systems unable to support passwords beyond eight (8) characters, additional complexity requirements will be enforced. Passwords should only be reused every twentieth (20th) password. A password history will be maintained to enforce this restriction were supported by the system or application.
- After five (5) consecutive failed login attempts the user account will be disabled for a period of thirty (30) minutes. After such time has passed, the user may attempt to log in again or contact the Information Technology Department for assistance.

Password Protection

- Passwords are to be treated as confidential information. Under no circumstances is a user to give, tell or hint at their passwords to another person, including IT staff, contractors, superiors, co-workers, friends and family members.
- No user is to keep an unsecured written record of his or her passwords, either on paper or in an unencrypted electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe or storage area.
- Do not use the "Remember Password" feature of web browsers. If a secure password manager is necessary, please contact the IT Department for assistance.
- Passwords used to access Company systems are not to be used as passwords to access personal accounts. Similarly, passwords used to access personal accounts are not to be used to access Company accounts.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- If an employee either knows or suspects that their password has been stolen, shared, or otherwise compromised, they must notify the IT Department and change the password immediately.
- If a user's password must be reset, the user will be required to provide positive identification if the request is not made in person. If the requesting person is not the employee who is needing a password reset, then only their immediate supervisor can make such a request.

**Use of Printers and Copiers**

Printed documents left unclaimed compromise the security and confidentiality of information. Do not print documents unnecessarily. All unclaimed documents will be destroyed.

INFORMATION SECURITY**Security**

- The Company may install, or has installed routers, firewalls, proxies, Internet address screening programs, and other security systems to assure the safety and security of the Company's networks. Visitors are prohibited from the use of any Company provided resources at any time, including the connection to or use of any network devices of any kind unless specifically provided for this purpose.
- Visitor's conduct and adherence to this policy are the responsibility of the employee who has invited or is hosting the visit. Any user who attempts to disable, defeat, or circumvent any company security feature, policy, or procedure will be subject to disciplinary action.
- A user is further obligated to contact the IT Department if there is concern or suspicion that this policy has been violated either inadvertently or deliberately.

Access Restrictions

- Eligibility to access or the use of all Nak'azdli Whut'en's IT Infrastructure and electronic communications services when provided, is a privilege accorded at the discretion of the company. This privilege is subject to the normal conditions of use, including procedures for initiation and termination of service eligibility, established by the Manager of I.T.
- In addition, use of all Nak'azdli Whut'en's IT Infrastructure and electronic communications services may be restricted or rescinded by the company at its discretion:
 - when required by and consistent with law.
 - when there is substantiated reason to believe that violations of law or company policies have taken place,
 - when there are compelling circumstances, or under time-dependent, critical operational circumstances.

COMPUTER AND APPLICATIONS SECURITY

Nak'azdli Whut'en makes reasonable efforts to provide secure and reliable IT Infrastructure and electronic communications services. IT employees of Nak'azdli Whut'en who manage the IT Infrastructure and electronic communications resources are expected to follow appropriate professional practices in providing for the security of electronic communications records, data, application programs, and systems.

The IT of Nak'azdli Whut'en's IT Infrastructure and electronic communications services ensures the integrity and reliability of systems under their control using various techniques that may include routine monitoring of electronic communications. Network traffic may be inspected to confirm malicious or unauthorized activity that may harm the network or devices connected to the network.

Computer Acceptable Use

Nak'azdli Whut'en provides I.T. resources to all eligible staff members. All eligible staff members are responsible for using these resources in an effective, efficient, and ethical manner that does not interfere with the reasonable use by other members of staff. Staff members who deal with sensitive data are required to exercise due diligence about privacy and security policies and practices.

Standardized Network Computers

Nak'azdli Whut'en has standardized its computer laptops on the Original Manufacturing Equipments (OEM) Server series and YOGA series. It has also standardized its desktops on the OEM. Only computers that conform to these standards are allowed to be joined to the network. Non- Nak'azdli



Whut'en issued laptop or desktop computers, such as personal computers or vendors' computers, must not be connected to the Nak'azdli Whut'en network at any location. This is required to ensure that any equipment connected to Nak'azdli Whut'en networks meets the minimum-security standards needed to protect the confidentiality, integrity, and availability of the networks and of the information used by, or on behalf of, Nak'azdli Whut'en.

Standardized Application Software

Only Nak'azdli Whut'en licensed software such as Microsoft Windows 10, Windows 11, Microsoft Office, Acrobat Reader DC should be used on the company's computers. If there is a need for any other Software, a special request must be made to the I.T. Manager for approval. This is required to prevent illegal or pirated software from being used on Nak'azdli Whut'en 's network infrastructure.

Employee Network User Account

A standard user account with the employee's first name. last name must be created by the I.T. department. This account and generic password with network access will be provided by the I.T. Department. Any employee network account not in compliance MUST be reported to the I.T. All employees must change the initial password immediately, and then the employee will be prompted to change the password every ninety (90) days. Employees will get a reminder on log-on screen seven days prior to change their password before it is due. Failure to change password would lock up the account and the User will be unable to access the network until account has been reset by I.T Department.

EMAIL USE

Nak'azdli Whut'en owns all e-mail transmissions on its network and reserves the right to monitor, access, block, and review electronic messages. The following are Nak'azdli Whut'en expectations of its personnel as it pertains to Internet and E-mail use:

- Employees using company computers must not forward work-related documents to their personal e-mail, such as Hotmail, Yahoo Mail, Gmail, or other accounts from non-company Internet Service Provider (ISP).
- Employees using company computers must not access or attempt to access other user's company e-mail without proper authorization.
- Employees using company computers must not open e-mails and attachments from senders they don't recognize. Some attached files may contain viruses. Report suspicious e-mails to the I.T. Department and request instructions for blocking repeated SPAM senders.
- Employees using company computers must not forward chain letters, solicitation for charities, "feel-good" letters, alleged virus alerts, or any other such SPAM. They disrupt colleagues from their work, clog the networks, and use up storage space. With respect to alleged virus alerts, be assured that I.T. Department is also receiving these messages and applying the proper review procedures.
- Employees using company computers must not provide details of their identity or workplace, including e-mail address, to any site for the purpose of receiving newsletters, product offerings or other benefits, unless directly related to your job and role at Nak'azdli Whut'en.
- Employees using company computers must not create, modify, execute or transmit any computer program or instructions intended to obscure the true identity of an e-mail sender.
- Employees using company computers must respect copyright and licensing requirements from the distributor when downloading material.
- Employees using company computers must not reply to SPAM messages, even if they offer to remove you from their mailing list. By responding, you confirm your e-mail address is active and you will receive more SPAM. Simply delete any SPAM message you receive.

PORTABLE STORAGE DEVICES

- While the use of portable external hard-drives and/or USB memory devices, also known as USB memory sticks, is not encouraged on the Nak'azdli Whut'en network Infrastructure, employees using company computers may use portable external hard-drives and/or USB memory sticks to share information with colleagues or for short term backups, providing that the device is used only among Nak'azdli Whut'en computers. For longer term backups, do



not rely on USB memory sticks but use the User assigned personal network folder on Nak'azdli Whut'en network share drive.

- Employees using company computers must not use portable external hard-drives and/or USB memory sticks received from unknown sources, such as free promotional materials from vendors and exhibitors. Several cases have been reported where these devices were infected with viruses or spyware.
- Due to the risk of virus infections, portable external hard-drives and/or USB memory sticks must not be used (shared) between personal (home) and Nak'azdli Whut'en issued computers.

REMOTE ACCESS

- A Nak'azdli Whut'en issued laptop may be used at home, with a wireless router or modem, providing that the employee has been issued with a company laptop and has the proper rights/policy to use Virtual Private Network to log into company network.
- Employees are personally responsible for the security of their computers while using wireless communication at offsite locations. Due to the security implications, Nak'azdli Whut'en does not promote the use of wireless networks on company issued computers at public Wi-Fi hotspots or at Internet cafes.

INTERNET

Nak'azdli Whut'en I.T. operates and maintain a firewall with the aim of protecting the company's network and computer systems from unauthorised or illegal access or attack from the external environment therefore sites such as gaming, dating, social media etc are blocked. Employees must not visit web sites intended for social networking, adult only audiences, gambling, games, or illegal activities. Limited personal use of the Internet is acceptable at work before 8:00am and after 4:00pm.

INCIDENT RESPONSE PLAN

incidents may be accidental, deliberate, or suspected. Security incidents are adverse events or situations that result in a potential compromise of information confidentiality, integrity, or availability. Examples of security incidents include:

- The unauthorized use, disclosure, transfer, or exchange of company Information. Examples include misdirected facsimile transmissions or e-mails, misplaced employee personnel files, etc.
- Unauthorized access to information, or unauthorized use, collection, disclosure, retention, modification, or destruction of information.
- Waste, fraud, abuse, loss or theft of, or damage to physical assets (e.g., computers, networks, servers, etc.), or informational assets (e.g., applications, databases, reports, etc.).
- Discovery of a vulnerability or weakness in hardware or software that could lead to loss of confidentiality, integrity, or availability of information.
- Virus infections or detection of spy-ware and other malware.
- Lost or compromised passwords, office access cards, or remote access tokens (if any).
- Discovery of software applications installed on computers without management approval and without proper change control processes.

Employees must report the security incident to I.T Department at +1 250-996-7171 ext. 224 immediately it is discovered.

Personal Backup and Data Management

- The hard drive on staff laptop/desktop computers are not automatically backed up. Accordingly, employees are required to store all files on a network drive assigned to them. The network drive is backed up on a regular basis. It is the employees' responsibility to create backups on their personal network drive at least once a week. The personal and departmental network share drive is automatically added to every employee's computer



when they log into the network. These can be found in the “My Computer” folder. Please contact I.T Department if you log on to the network and cannot find either your departmental, or home network drives.

- Files that represent final documents and could be considered ‘records’ of the company (e.g., policies, procedures, reports, product specifications, brochures, and contracts) must be stored on the departmental network drive or on project team, or division SharePoint site. Talk to your Manager or project manager to get directions on what documents should be stored on the departmental network drive, or SharePoint site. These documents will also remain the property of Nak'azdli Whut'en.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Outsourcing

Subject to the purchasing section of the finance policy, the Chief Operational Officer is responsible for the selection of contractors providing information technology services, the definition of services in their contracts, establishing service level agreements and the administration of the contracts.

Specific items which should be included in the procurement of information technology services and final contract with the chosen provider include:

- a requirement that the service provider submits regular reports of all work performed on the First Nation's information systems
- a requirement that outsourced parties are responsible to comply with legal and regulatory requirements, including the protection of confidential and private information
- access by outsourced parties to Nak'azdli Whut'en information is provided on a 'need to know Basis' only

CHANGE MANAGEMENT

- All new data structure and modifications to data structure will be tested before implementation.
- All computers, hardware, software and communication systems used for a production environment must employ a documented change control process. The change management process should include the following activities:
 - Data structure is consistent with the needs of the Nak'azdli Whut'en
 - Description and rationale for the new network, hardware, communication and systems software change and how it is consistent the needs of the Nak'azdli Whut'en
 - Assessment of any risks involved with the change:
 - Roll-back considerations
 - Implementation considerations
 - Description of required testing
 - Approval from the relevant Officer
 - Communication of changes to First Nation staff as appropriate

REVISION

These policies will be reviewed annually or when a significant change is made to the systems, people or processes related to these policies.



PART L: RECORD INFORMATION MANAGEMENT, RETENTION AND DESTRUCTION

Accountability

- Each record will have a designated employee that makes sure the recordkeeping framework outlined in this policy is applied to the record. All employees, contractors, or volunteers that are in custody of a record must make sure it is managed in accordance with this policy.
- Permanent records such as policies and procedures will be reviewed and updated by the assigned employee on a regular basis.
- Records under the safekeeping of a departing employee, contractor or volunteer must be formally transferred to another employee through a knowledge transfer process. This process should include information on the types of records to be transferred, how the records are organized, in which location the records are kept, and required safeguards.

CREATION AND COLLECTION

- Key activities and decision-making processes of the First Nation should be identified, including the records required to support those processes, to ensure accountability, preserve an audit trail, and protect the NW from liability.
- All information at its time of creation or collection should be assessed to determine if it supports Council's business purposes and/or legal obligations and enables decision-making. If determined to be a record, the management of the record should comply with the procedures outlined within this policy.
- The record will contain information necessary to achieve the objectives for which each record is created and will be limited to only what is necessary to achieve those objectives.
- Whenever possible, the record will contain information about one single function or activity to facilitate information classification, organization, retention and retrieval.
- The First Nation's records will be legible, written in plain language and adapted to their specific audience.
- Only one copy of each record should be created or collected. When creating or collecting a record, individuals should first check to see if the record is already in existence. In instances of multiple copies of the same record, copies should be securely disposed in accordance with the requirements of this policy.
- Email correspondence shall be retained for a period of a maximum of ninety (90) days and will be separately maintained by specific Document Retention Periods

ORGANIZATION AND CLASSIFICATION

- A classification plan structure will be implemented based on the First Nation's functions and activities, with records stored in accordance with the activity and/or function that it supports.
- Records should be subject to a consistent naming convention, with the name of the record including at minimum the date, title and version (v. XX).
- The title of the document should be short.
- An official storage location will be identified and designated for each record. The number of storage locations should be limited and be consistent to support the format and type of record.
- Records should be made accessible, shared and re-used to the greatest extent possible, subject to technological, legal policy and security restrictions.

DOCUMENT RETENTION AND DESTRUCTION

Document Retention

- Documents will be retained according to Schedule "B" – Document Retention Periods
- Unless a record has been marked for 'permanent preservation' it will only be retained for a limited period. The retention period of six years applies to all records within the client (licensed work) details category and seven years for all records within the client (public work) details category. Records of members and staff of Nak'azdli Whut'en will be retained throughout employment/tenancy and up to two years after either end. The recommended minimum retention period derives from either:
 - Business need
 - Legislation.
 - Responding to complaints.
 - Taking or defending legal action

Disposal

- The Data Protection is the process of ensuring that the Information Asset Register is periodically reviewed (annually) to determine whether any retention periods have expired. This will be assisted by method(s) decided by the COO. Once the retention period has expired, the record must be reviewed and a 'disposal action' agreed upon. A 'disposal action' is.
 - The destruction of the record; or
 - The retention of the record for a further period under the instruction from the Data Controller of the data; or,
 - Alternative disposal of the record e.g., returned to the instructing solicitor/public access client.

Making and Recording the Disposal Decision

- A review of the record will take place as soon as possible after the expiry of the retention period or, if that is not feasible, the record will be retained and a later review date set. The disposal decision will be reached having regard to:
 - On-going business and accountability need (including audit).
 - Current applicable legislation.
 - Whether the record has any long-term historical or research value.
 - Best practice in the legal industry
- The legal, political and reputational risks associated with keeping, destroying or losing control over the record. Decisions will not be made with the intent of denying access or destroying evidence

Destruction

No destruction of a record will take place without assurance that:

- The record is no longer required by any member of Nak'azdli Whut'en.
- No litigation or investigation is current or pending which affects the record.
- There are no current or pending Court subject access requests which affect the record.

Destruction of Paper Records

Destruction will be carried out in a way that preserves the confidentiality of the record. Non-confidential records will be placed in ordinary rubbish bins or recycling bins. Confidential records will be placed in confidential waste bins and will be destroyed after use. In the case of a third party use a Certificate of Destruction will be issued. All copies including security copies, preservation copies and backup copies will also be destroyed at the same time in the same manner.

**Destruction of Electronic Records**

All electronic records will be either physically destroyed or wiped. Confirmation of the date of this will be recorded by the IT Professional once notified by the COO. A record of all other types of data deletion (Members and staff records) will be held by the COO and membership.

Further Retention

The Data or/and record may be retained for a further period if it has on-going business value or if there is specific legislation which requires it to be held for a further period

PRIVACY**Information Privacy**

- Nak'azdli Whut'en sees employees' privacy as desirable but not as an absolute right, hence employees should not expect that personal information kept on company issued hardware cannot be shared or be seen by other members of staff responsible for their work. In addition to this, when a breach of the law or of this policy is suspected or when a documented and lawful request from a law enforcement agency such as the Police, Court or security services has been received, systems support staff are also authorised to release the contents of an employee's files, including electronic mail files, when required. Systems support staff are required to release same information to any member of staff who has a direct work-based reason for requiring such access.
- Nak'azdli Whut'en's I.T. does not examine or disclose electronic communications records without the holder's consent. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the band may examine or disclose electronic communications under very limited circumstances.
- Nak'azdli Whut'en employees are prohibited from seeking out, using, or disclosing personal information without authorization. Band policy requires that its employees take necessary precautions to protect the confidentiality of personal information encountered either in the performance of their duties or otherwise.

Consent

- With limited exceptions, the Nak'azdli Whut'en must obtain consent, verbal or written, from an individual before collecting their personal information. Consent requires that the individual is advised of the purposes for which the information is being collected and how it will be used and disclosed.
- Consent must be stated in such a manner that the individual can reasonably understand how the information will be used or disclosed. Consent must not be obtained through deception.
- Personal information can be collected, used, or disclosed without the knowledge and consent of the individual in only limited circumstances, such as legal or security reasons which may make it impossible or impractical to seek consent.
- If personal information is intended to be used or disclosed for a new purpose not identified during the original collection, and not related to the original purpose of the collection, the consent of the individual must be obtained.
- Individuals can give consent in many ways. For example:
 - A form may be used to seek consent, collect information, and inform the individual of the use that will be made of the information; by completing and signing the form, the individual is giving consent to the collection and the specified uses
 - Consent may be given through electronic means

An individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice.



Limiting Collection

The Nak'azdli Whut'en cannot collect personal information unethically. Both the amount and the type of information collected must be limited to that which is necessary to fulfill the purposes identified.

Limiting Use, Disclosure and Retention

- Personal information will only be used or disclosed for the purpose for which it was collected, specifically:
 - Consistent with the original collection of the personal information
 - When consent of the individual is obtained
 - For complying with a subpoena or warrant issued or order made by a court, person or body with jurisdiction to compel the production of information or for the purpose of complying with rules of court relating to the production of information
- Personal information that has been used to decide about an individual must be retained long enough to allow the individual access to the information after the decision has been made.
- Identifiable personal information must only be used and disclosed if required.
- Personal information that is no longer required to fulfill the identified purposes will be destroyed, erased, or made anonymous in accordance with the Nak'azdli Whut'en's retention and disposition schedule.

Accuracy

The Nak'azdli Whut'en will take all reasonable steps to make sure that personal information that is used to decide on an individual is as accurate, up-to-date and complete as possible to minimize the possibility that inappropriate information may be used to make a decision about the individual.

Safeguards

Personal information should be protected with appropriate safeguards to make sure only those with a need to know will have access to the records:

- For electronic records containing personal information, the records should be protected with controls on the document itself (such as password protection) and other administrative controls, such as restricting access to the electronic storage location in which the record is stored
- For hardcopy paper-based records, containing personal information, the records should be always stored in secure filing cabinets unless being used, and transported in a secure manner if required to be taken offsite.
- The Nak'azdli Whut'en must make its employees, contractors, and volunteers aware of the importance of maintaining the confidentiality of personal information.
- Care must be used in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.

Openness

The Nak'azdli Whut'en must be open about its policies and practices with respect to the management of personal information. Individuals will be able to easily acquire information about its policies and practices. This information must be made available in a form that is generally understandable. The information made available should include:

- The name or title, and the address, of the designated employee overseeing information privacy, who is accountable for the Nak'azdli Whut'en's policies and practices, and to whom complaints or inquiries can be forwarded
- The means of gaining access to personal information held by the Nak'azdli Whut'en
- A description of the type of personal information held by Nak'azdli Whut'en



Individual Access

- When requested, an individual must be informed if the Nak'azdli Whut'en holds personal information about the individual and provided an account of the use that has been made or is being made of this information and an account of the third parties to which it has been disclosed.
- The identity of an individual will be authenticated before discussing their personal information with them.
- When requested, the Nak'azdli Whut'en must provide an individual with access to their personal information within a reasonable time and at minimal or no cost to the individual. The requested information will be provided or made available in a form that is generally understandable.
- Individuals who are given access to their personal information may:
 - Request correction of the personal information where the individual believes there is an error or omission therein
 - Require that a notation be attached to the information reflecting any correction requested but not made
 - Require that any person or body to whom that information has been disclosed for use for a decision-making process, within a reasonable time that a correction or notation is requested, be notified of the correction or notation

Safeguards

- In certain situations, the Nak'azdli Whut'en may not be able to provide access to all the personal information it holds about an individual. Exceptions to the access requirement will be limited and specific. The reasons for denying access will be provided to the individual upon request. Exceptions may include information that:
 - Contains references to other individuals
 - Cannot be disclosed for legal, security, or commercial proprietary reasons
 - Is subject to solicitor-client or litigation privilege

Challenging Compliance

The Nak'azdli Whut'en will make sure that a process exists to receive and respond to complaints or inquiries about its policies and practices relating to the handling of personal information. The complaint procedures will be easily accessible and simple to use.

If a complaint is found to be justified, the Nak'azdli Whut'en will take appropriate measures, including, if necessary, amending its policies and practices.

HR FILES CLASSIFICATIONS

- Payroll files are records of employee information needed by the finance department to process payroll, issue T4's and Records of Employment, and for Group Plan and Pension Plan requirements. These files kept by the HR department and accessed by the HR Department.
- Personnel files are all documents and letters pertaining to the employment offer and agreement with each individual employee. These files often contain several letters, agreements, communications, evaluations, warnings (if any), and any other private information about each employee. These files are kept by the HR Department and accessed exclusively only by the COO and the HR Department.
- Management of human resources records will follow the general record management procedures of the Nak'azdli Whut'en.

Purpose of Personnel Files

- The purpose of personnel records is to maintain current employee data for business related purposes or where required by law. Personnel files will be maintained for all employees during their employment with Nak'azdli Whut'en.
- Personnel files are also used to assess the current and past performance of employees.



- All physical paper personnel files shall be kept in one single central locked physical filing system that is accessible only by the COO and the HR Department. Originals and copies of all physical HR personnel files are required to be brought to the HR Managers office.

Information Maintained on Employees

- Employee personnel files shall contain the employee 'personal information, employment contract or hiring letter and all matters dealing with the employee's benefits and compensation along with any human resource related documents and correspondence with the employee. Documents may include such items as the employee's professional development, performance evaluation, letters of reprimand and letters of recommendation.
- Upon hiring, a confidential employee file will be created for each new employee and will include the following human resources records:
 - Resume with experience and qualifications
 - Results of all background checks (i.e., reference checks, criminal background check, credit check, education check)
 - Employment agreement or contract
 - Performance plans and results of performance evaluations
 - Corrective Actions
 - Current job description
 - Leave and attendance records
 - Salary adjustments
 - Enrolment information for benefits plans

Location and Access to HR Personnel files (Digital Files)

Digital files include scanned documents, images, emails, screenshots of online communications and any other digital files pertinent to an employee. Files shall be kept on a highly secure folder on Nak'azdli Whut'en's main computer server that is accessible only by the COO and the HR Department. No other person shall have access to this folder.

Release of Information

Except where required by law, Nak'azdli Whut'en shall not release any information contained in an employee's personnel file to outside parties without prior written consent from that employee. An employee may be granted access to view their personnel file upon written request. This may be accommodated during working hours and in the presence of the Chief Operating Officer and HR Department.



Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the 2024 HR Policy and Procedure Manual of Nak'azdli Whut'en. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules, policies or procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment

Name: _____

Signature: _____

Date: _____

Witness: _____



**Schedule "A"
Travel Rates**

2020-2021 Travel Rates		
Airfare:	Pre-booked by Travel Clerk for employee	Receipts Required.
Hotels:	Pre-booked by Travel Clerk for employee	Receipts Required.
Rental Car:	Pre-booked by Travel Clerk for employee	Receipts Required.
Private Accommodation:	\$50 per night.	Receipts Required.
Breakfast:	\$16.80	<i>Receipts not Required.</i>
Lunch:	\$17.00	<i>Receipts not Required.</i>
Dinner:	\$45.00	<i>Receipts not Required.</i>
Incidentals:	\$17.30	<i>Receipts not Required.</i>
Taxi:	Shortest distance, or use public transit	Receipts Required.
Ferry:	As required	Receipts Required.
Parking:	As required	Receipts Required.
Other:	Must be specified and pre-approved	Receipts Required.



Schedule "B"
Document Retention Periods

Record or information	Duration
General First Nation governance records	
First Nation laws, bylaws, legislative amendments, regulations, codes, directives, constitution, and membership resolutions	Permanent
Appointments and terms of appointments	Permanent
Agreements, funding arrangements, Council commitments	Permanent
Council meeting minutes, Council committee meeting minutes, annual reports, debenture records, membership records, public notices, records of incorporation, corporate seal	Permanent
Legal files and papers	
Customer and supplier contracts and correspondence related to the terms of the contracts	7 years beyond life of contract
Contractual or other agreements (e.g., contribution, impact benefit, trust) between the First Nation and others and correspondence related to the terms of the contracts	7 years beyond life of the contract
Papers relating to major litigation including those documents relating to internal financial misconduct	5 years after expiration of the legal appeal period or as specified by legal counsel
Papers relating to minor litigation including those documents relating to internal financial misconduct	2 years after the expiration of the legal appeal period
Insurance policies including product or service liability, Council and Officers liability, general liability, and third-party liability, property and crime coverage	7 years after the policy has been superseded
Documents related to the purchase, sale or lease of property	Permanent
Documents related to equity investments or joint ventures	Permanent
Human Resources	
Personnel manuals and procedures	Permanent
Organization charts	Permanent
Where there is a pension plan (excluding RRSP plans): <ul style="list-style-type: none"> • original plan documents • records of pensionable employee service and eligibility • associated personal information including name, address, social insurance number, pay history, pension rate 	7 years after the death of the employee or employee's spouse in the case of spousal eligibility
Letters of offer and individual contracts of employment	2 years after termination of the employee
Signed Code of Conduct obligations and signed Conflict of Interest declarations	2 years after termination of the employee
Attendance records	2 years after termination of the employee
Financial information such as payroll history including RRSP contributions, commission and bonus history	2 years after termination of the employee



Medical information	2 years after termination of the employee
Job descriptions	2 years beyond the period to which it applies
Performance assessments	2 years beyond the period to which it applies
Applications, resumes, and correspondence related to individuals not hired	2 years beyond the period to which it applies
Financial records	
Operations manuals, procedures, and internal control guidelines	Permanent
Signed annual financial statements and corresponding signed independent auditor reports	Permanent
Internal reports, including but not limited to: <ul style="list-style-type: none"> reviews special purpose reports internal audit reports 	10 years
Accounting documentation, including but not limited to: <ul style="list-style-type: none"> general ledgers, general journals, financial records and supporting documentation monthly and quarterly financial statements monthly and quarterly management reports month / quarter / year-end financial closing and reporting working papers financial institution account statements and reconciliations cancelled cheques and cash register tapes invoices annual budgets multi-year financial plans 	8 years
Asset management documentation, including but not limited to: <ul style="list-style-type: none"> tangible capital asset register reserve fund reports life cycle planning capital project budgeting contract and tendering provisions 	8 years beyond completion of the project or asset utilization
If applicable, property taxation related documentation, including but not limited to: <ul style="list-style-type: none"> property tax working papers tax roll tax filings 	8 years
Operational records	
Operations manuals, policies and procedures	Permanent
Original patents, trademarks, and copyrights	7 years after the expiration of the right
Customs documents	7 years
Annual physical inventories	Permanent
Safety committee minutes, inspection reports and related action reports	10 years



Backup drives

Backup drives before being overwritten or deleted.

3 months