

Human Resources

Policies and procedures enacted to ensure workplace safety and conduct. Includes Conflict of Interest Policy.

Conflict of Interest Policy

A guideline to identifying and managing conflict of interest, ensuring the USC conducts its business and political affairs in conformity with the highest ethical and moral standards.

Health and Safety Orientation Policy

A policy relating to health and safety training for staff and volunteers, detailing the frequency and nature of such training. Outlines the responsibility of the organization to train and make workers aware of health and safety concerns associated with the job.

Health and Safety Policy

Outlines the USC's commitment to providing and maintaining a healthy and safe work environment for all employees, customers, suppliers, and visitors. Details the responsibilities of management, supervisors, and employees with regards to a collaborative approach to health and safety.

Health and Safety Responsibilities of Managers & Supervisors Policy

A policy detailing the specific duties of managers and supervisors in the workplace with regards to health and safety.

Human Resources Directive

A policy empowering the General Manager to maintain human resources policies and procedures to ensure that the USC's full-time, part-time, and volunteer employees are managed responsibly in compliance with government legislation.

Injury-Incident Investigation Policy and Procedures

A policy establishing a consistent means of recording accident/incident investigation information, which is used to prevent a recurrence of the same or similar accidents. A part of the USC's health and safety procedures.

Joint Health and Safety Committee

A description of the duties and responsibilities of the USC's Joint Health and Safety Committee. Specifies the Committee's membership and includes procedures for meetings, workplace inspections, investigations, and member certification.

Media Spokesperson Policy

A policy providing guidelines for the conduct of full-time and part-time staff, including Executives, in relation to the media. Outlines who is and is not an authorized spokesperson of the organization. To be read in conjunction with the Media Spokesperson Procedure.

Media Spokesperson Procedure

Outlines the specific procedures for dealing with media requests for both internal and external media sources. To be read in conjunction with the Media Spokesperson Policy.

Personal Information Protection Policy

A policy establishing the USC's compliance with the *Personal Information Protection and Electronic Documents Act*, which lists ten principles for personal information protection. Contains provisions for the collection, storage, and disclosure of personal information.

Social Media Policy

Provides guidelines for staff and volunteer conduct in relation to social media communications. Ensures consistent representation of the USC across all social media platforms.

USC Discrimination Harassment and Violence Prevention Policy

A policy outlining the expectations of the organization regarding the prevention of discrimination, harassment, and violence. Specifies the responsibilities of members of the organization in upholding the standards of the USC.

USC Early and Safe Return to Work

A policy establishing the responsibilities of the USC and its employees after a work-related injury or illness has been sustained. This Policy is guided by the requirements of the *Ontario Workplace Safety and Insurance Act*, and its primary objective is to ensure an early and safe return to work.

Workplace Conduct Policy

A policy established to maintain a professional workplace environment free from interpersonal conflict and discrimination. Governs the interaction of employees and volunteers with each other and their workplace environment.

Workplace Wellness Policy

A policy outlining the development and implementation of a workplace wellness program, including management and human resources responsibilities.