



Archery Canada - Human Resource Policy Manual

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1) Introduction:

This human resource policy manual is a summary of policies, procedures and practices related to human resource management at Archery Canada.

The Executive Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Managers are responsible for human resource management within their own staff teams and should reference this manual to ensure organizational consistency in the application of these practices.

The Executive Director is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

The benefits package, including the insurance and health plan and the group RRSP (if applicable), is coordinated through the Executive Director. Questions regarding the benefits package may be directed to the Executive Director.

2) Statement Of Philosophy:

Archery Canada wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.

3) Who We Are:

Archery Canada is the National Sport Organization responsible for the promotion and development of the timeless sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the

development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

Vision

Through strong collaborative partnerships, sound professional management, and creation of an organization-wide culture of excellence, Archery Canada has supported our athletes to be consistent podium contenders and has increased participation in every kind of archery.

Three strategic directions:

- Competitive Excellence
- Develop the Sport
- Build a Sustainable Future

Mission

Archery Canada promotes and develops our timeless sport of archery for all participants, and leads Canadian competitive archery toward excellence.

4) Employment At Archery Canada:

Employment Equity

Archery Canada is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, we have a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, visible minorities, aboriginal peoples and persons with disabilities.

Recruitment and Selection

All employment opportunities are posted for a minimum 10 working day period. They may be posted on Archery Canada's website and may be posted on the websites of affiliated organizations. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Nepotism

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s),

grandparent(s), spouse {including common law and/or same sex partner}, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner). Personal relationships with other employees or members of the Archery Canada's Board of Directors or Committees of Archery Canada should be disclosed prior to accepting any offer from the employer.

Orientation

All new employees shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position or Archery Canada an opportunity to learn the performance expectations management has with regard to the position in question. They will be given access to this policy manual, sign confirming receipt and will be expected to learn its contents.

Employee Classifications

Each position shall be classified as either Administrative or Management in nature, as determined by the Executive Director. This decision will be based on the duties assigned and qualifications required for each position.

Employee Duties

Attached to the Employment Agreement is a description of the job and the associated responsibilities, along with any additional tasks that may be required. This document along with a work plan will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask their manager for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance, however the final decision on implementation will be made by management.

Employment Designation

Employment designations are categorized as follows:

- Full-Time Indeterminate:
 - Salaried employment on a continuing basis, with no end date specified.
- Full-Time Term:
 - Salaried employment for a fixed period, and at the end of the fixed period, the employee ceases to be an employee.
- Part-Time Indeterminate:
 - Salaried employment on a continuing basis for hours less than the standard workday, week or month.
- Part-Time Term:

- Salaried employment for a fixed period, for hours less than the standard workday, week or month, and at the end of the fixed period, the employee ceases to be an employee.
- Casual:
 - Casual employees are paid by the hour to work on a casual basis as necessary. Benefits and deductions will be in accordance with current legislation.
- Contractor:
 - Contractors perform work that is usually non-recurring, temporary and specialized in nature. The bulk of the work is conducted off site. This person is not to be construed as an employee and no deductions will be made on his/her behalf. The individual must invoice for professional services rendered as per the terms of the contract agreement. The individual must also supply their own equipment and tools and cover costs related to their use. The employer may pay for travel and expenses as negotiated in their contract.

Personnel File

Archery Canada does collect personal information for inclusion in personnel files. This information is available to the employee, the Executive Director and their Manager. This information is kept in a secure location, and is not shared with members of the Board of Directors or with funders. Information which is contained in an employee's personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, signed acknowledgement and agreement of the HR policy manual, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

Probation

The first 3 months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the Employment/Labour Standards Act of our respective jurisdiction, as may be amended from time to time. Upon satisfaction of the requirements under the ESA, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i) Probation will end
- ii) Probation may be extended for an additional team (as determined by the Executive Director)
- iii) Employment will end

Annual Salary

Salaries shall be determined by the Executive Director, based on budget considerations and commensurate with the qualifications of the successful candidate. The organization shall pay employees on a bi-monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion.

Performance Appraisals/Work Plans

Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by their manager and amended as necessary. At the time of the performance appraisal, the manager and employee will review the objectives and the results achieved. Throughout the year, the employee and manager may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur in January. Employees should prepare for this meeting by preparing a draft work plan for the coming year. Performance discussion should occur throughout the year and take the form of coaching. Annually, a formal meeting should take place to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Professionalism

When representing Archery Canada, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

Hours of Work

The regular office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday inclusive (excluding holidays), with core operational hours being 9 a.m. to 3:00 p.m. During core hours, it is expected that most staff will be available. All employees are expected to work 7.5 hours per day, which include those hours indicated as core, exclusive of an unpaid eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part-time basis will have schedules determined on a case by case basis.

Employees are required to notify their manager/supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's manager/supervisor as soon as could reasonably be expected. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time.

Public/Statutory Holidays

The following public/statutory holidays are in accordance with Ontario [Employment Standards Act, 2000](#). Employees who qualify for public/statutory holiday pay shall receive the following nine (9) public/statutory holidays with pay:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

In addition to the public/statutory holidays, Archery Canada recognizes the following three (3) holidays:

- Easter Monday
- August Civic Holiday
- Remembrance Day (if it falls on a weekday)

Overtime

All overtime must be authorized by their manager/supervisor in advance of being worked. Employees will be provided with time off in lieu of overtime pay at straight time for all hours worked up to forty-four (44) hours per week. After forty-four (44) hours worked in a week, employees shall accumulate time off in lieu of overtime pay at the rate of one-half (1.5) the regular non-overtime rate of pay. Time in lieu of overtime pay must be taken in the three (3) months following it being earned and it must be scheduled with the agreement of their manager/supervisor based on operational requirements.

Due to the nature of the Archery Canada's business, non-traditional hours and travel may be required for meetings, conferences, etc. This may require an employee to depart or arrive home on a non work-day and may qualify as overtime at the discretion of the Executive Director. Any overtime worked and not taken in lieu will be paid out in the event that the employee resigns or is terminated.

5) Departure:

Termination for Cause

An Employment Agreement may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

Termination without Cause

An Employment Agreement may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead, and severance pay if applicable, as is minimally required by the Ontario [Employment Standards Act, 2000](#). The notice as described in this paragraph is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under the respective ESA, as amended, or at common law.

Resignation

Employees must give the Employer two (2) weeks notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

Exit Interviews

Employees who resign their position should be encouraged to take part in an exit interview. An [Exit Interview Form](#) will be used to complete each interview. The form will ensure that the information is collected in a fair and consistent manner and will help to identify:

- What we are doing well
- Areas where we can improve
- Barriers to success
- Performance feedback
- Understand why the employee is leaving

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

6) Time Away From Work:

Vacation Leave

Vacation Leave will accumulate on the basis of:

Management:

- 1.25 days per month to a maximum of 15 days per calendar year the three (3) years of employment.
- After completion of three (3) years of service, employees shall be entitled to 1.66 days per month, to a maximum of 20 days per calendar year.

Administrative:

- 0.833 days per month to a maximum of 10 days per calendar year the three (3) years of employment.
- After completion of three (3) years of service, employees shall be entitled to 1.25 days per month, to a maximum of 15 days per calendar year.

These figures will be pro-rated for part-time staff.

As vacation is designed to give employees a chance to rest and rejuvenate, taking vacation is encouraged by the employer. Employees may not carry over any days from one year to the next.

It is a joint responsibility between management and employees to manage the use of vacation leave throughout the year. Employees, along with their Managers, will track their vacation leave via the [Employee Leave & Lieu Time Tracker](#).

Sick Leave

Employees will be entitled to ten (10) days of sick leave per calendar year accumulated on the basis of 0.83 days per month. No days of sick leave may be carried forward to the next year. Sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason. Furthermore, since sick leave has no cash value, employees may not use more than they have accumulated, without the express written permission of the Executive Director. Employees working less than full-time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists.

The employer also reserves the right to request a doctor's note for absences of three (3) days or longer.

Bereavement Leave

Archery Canada will grant up to three (3) paid working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law a/o same sex partner), step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner).

Additional compassionate leave may be granted at the discretion of the Executive Director for reasons not covered elsewhere in this manual. These requests should be discussed with the Executive Director and followed by a written submission.

Maternity, Parental and Adoptive Leave

Archery Canada will adhere to the legislation contained in the Ontario Employment Standards Act, 2002 for [Pregnancy and Parental Leave](#).

Protected Unpaid Leave

Protected unpaid leave includes:

- Pregnancy Leave
- Parental Leave
- Family Medical Leave
- Organ Donor Leave
- Personal Emergency Leave
- Emergency Leave, Declared Emergencies
- Reservists Leave
- Jury Leave
- Family Caregiver Leave
- Critically Ill Child Care Leave
- Crime-Related Child Death or Disappearance Leave

The rules regarding seniority, vacation accumulation and health benefits while on protected unpaid leave can be found in the Ontario [Employment Standards Act, 2000](#).

Non-Protected Unpaid Leave

Employees may be granted unpaid leave with the written consent of the Executive Director. During periods of unpaid leave, medical, dental, life and AD&D coverage shall be suspended, vacation accrual shall cease and length of service shall be interrupted. Matching contributions to the group RRSP will also cease. Every attempt will be made to return employees to a position of equal responsibility on return from leave, however, no guarantees exists that the exact position left will be available on return.

Voting Leave

Archery Canada is committed to protecting the right of each employee to exercise his or her democratic right to vote on election days and to act in compliance with Federal and Provincial regulations guaranteeing time off work for these purposes.

Business requirements will be reviewed and schedules established to ensure that each staff member has a window of three (3) hours off work during polling hours on an election day for voting purposes.

If an employee's regular schedule already provides for such a three (3) hour window of time during polling hours, this employee will be required to work his or her hours as usual. In the event that an employee is granted time off during their regularly scheduled hours of work, this time shall be granted off with pay to ensure that voting does not negatively affect his or her compensation.

7) Benefits:

Medical, Dental, LTD, Life and AD&D

Archery Canada offers its employees group benefits provided by Great West Life (GWL) Sport Community Benefits Plan (SCBP) beginning on the first day of employment (no waiting period). The Plan

includes Group Health, Dental, Vision Care, Long and Short Term Disability as well as accident and life insurance. These benefits are 100% paid by the employer (with the exception of Family Coverage).

Limited Liability in Providing Benefits

An employee's entitlement to benefit coverage will always be subject to the terms and conditions of the plans and policies, as they may from time to time be re-evaluated at the sole discretion of Archery Canada.

Archery Canada liability is strictly limited to arranging for the plans and paying the applicable premiums and Archery Canada is specifically not liable for any failure or refusal of coverage by a third party, for any reason, and is not responsible for providing the benefits themselves.

Group RRSP

Archery Canada does not participate in any Group RRSP plans.

8) PROFESSIONAL DEVELOPMENT:

At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Executive Director, then some or all of the cost of registration, course materials and travel expenses may be covered.

If Archery Canada has agreed to pay for a course, the fees will be paid on evidence of successful completion. If Archery Canada sponsors a course (or courses) and the employee departs Archery Canada within a year of completion, the course fees will become repayable in full.

9) CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY:

Confidential Information

From time to time, employees of Archery Canada may come into contact with confidential information, including but not limited to information about Archery Canada's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment, must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Archery Canada shall be the property of Archery Canada and the employee is deemed to have waived all rights in favour of Archery Canada. Work, for the purpose of

this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

IT Information Storage and Security

Any storage devices (CD's, USB's, Cloud-based, Hard Drives) used by employees at Archery Canada, acknowledge that these devices and their contents are the property of Archery Canada. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

10) HEALTH AND SAFETY:

Archery Canada is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, customers and visitors. Archery Canada along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with [Occupational Health and Safety Act, Regulations and Workplace Safety & Insurance Act](#) .

Employees who have health and safety concerns or identify potential hazards should contact the Executive Director.

Alcohol and Drug Use

Alcohol consumption or illegal drug use is not permitted on the premises. From time to time, with the Executive Director's permission, alcohol may be used to celebrate an occasion/event.

Smoke Free Environment

Smoking is not permitted on all company premises, and is applicable to all employees, guests, contractors and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.

11) Harassment/Discrimination:

Archery Canada wants to provide a harassment and discrimination free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Archery Canada will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

For more information, please reference Archery Canada's [Harassment and Abuse Policy](#).

12) Workplace Violence:

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Archery Canada has a zero tolerance limit with regards to violence in the workplace. Employees or volunteers engaging in violent activities and/or behaviours will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

Reporting Procedure: Discrimination, Harassment & Violence In The Workplace

If you believe you have been personally harassed, discriminated against or experienced violence in the workplace you may make a written complaint. Please reference Archery Canada's [Harassment and Abuse Policy](#), which outlines the complaint procedure.

13) Conflict/Dispute Resolution:

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Archery Canada recommends the following process for conflict or dispute resolution:

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the Executive Director. The Executive Director will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the Executive Director is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

14) Operational Policies:

Political Activity

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to Archery Canada.

Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

Mobile Phone Acceptable Use

Archery Canada employees are directed to utilize their personal or company-supplied cellular phones for business purposes only during regular business hours. Compliance with the following rules and regulations are expected:

- Employees are expected to exercise the same discretion in using personal cell phones as they use with company phones.
- Employees are directed to avoid making or receiving personal calls during work time, and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
- Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
- Archery Canada is not liable for the loss of personal cellular phones brought into the workplace.
- Employees are strictly prohibited from using cellular phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment.
- Employees are strictly prohibited from using cellular phones or similar devices for any other available purpose (i.e. personal internet use, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
- For privacy reasons, Archery Canada employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission.

Operating a Mobile Phone while Driving:

It is strictly prohibited to manually use mobile phones while operating Archery Canada owned and operated vehicles, or while operating a vehicle on Archery Canada business.

- To make or receive calls:
 - Pull over and stop
 - Use hands-free device or applicable features
 - Allow a passenger to operate the phone
 - Use voice mail and respond to the call at a safer time
 - Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines and or charges laid by the authorities for illegal use of a mobile phone while operating a vehicle in the course of their employment. Employees who violates this policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

Computer/Internet Acceptable Use

Computer-based technology and internet systems are to be used for appropriate company business only. All Archery Canada information and correspondence, including email, transmitted/received using our computer-based technology is considered to be the business property of the company and is to be managed accordingly for appropriate business-related matters.

Password Protection:

- Internet access is managed via individual user accounts and confidential passwords.
- All user names and passwords for owned and operated devices must be supplied to the Executive Director.
- Archery Canada employees will be required to provide the Executive Director with a all security questions/answers to be used in the event that a password is lost, forgotten or compromised.
- In the event that an employee loses, forgets, or believes that his/her password has become compromised, the employee must inform the Executive Director immediately. The Executive Director shall confirm the user name, reset the password, and inform the employee of the changes made.

Security:

Any and all passwords may not be disclosed to, or shared with, other users or third parties. Internet accounts are to be accessed only by assigned users for legitimate business purposes. Employees are not permitted to obtain anyone else's account password. If a user has reason to believe that his/her password has been compromised, the user must inform the Executive Director immediately.

Internet users must comply with the following security guidelines, rules, and regulations:

- Personal files or data downloaded from the internet may not be stored on Archery Canada's PC hard drives, network file servers or cloud file storage systems.
- Video and sound files must not be downloaded from the internet unless their use has been authorized for the purposes of conducting Archery Canada business.
- Users must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.
- Users are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as for identifying and avoiding any online material deemed sensitive, private, and copyrighted.
- Employees utilizing the internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose Archery Canada information or intellectual capital to unauthorized third parties.

Appropriate Use of Internet:

Employees may use the internet only to complete their job duties, under the purview of Archery Canada's business objectives. Permissible, acceptable, and appropriate internet related work activities include:

- Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
- Collaborating and communicating with other employees, business partners, and customers of Archery Canada, according to the individual's assigned job duties and responsibilities.

- Conducting professional development activities (i.e. news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the user's job requirements.

Inappropriate Use of Internet:

Inappropriate and unacceptable internet use includes, but is not limited to:

- Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
- Any usage that conflicts with Archery Canada's mission, goals, and reputation.
- Copying, destroying, altering any data, documentation, or other information that belongs to Archery Canada or any other business entity without authorization.
- Downloading unreasonably large files that may hinder network performance. All users shall use the internet in such a way that they do not interfere with others' usage.
- Accessing, downloading, or printing any content that violates any of Archery Canada's existing policies or Canadian law, i.e. sexually explicit material.
- Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon Archery Canada.
- Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.
- Engaging in any activity that could compromise the security of Archery Canada host servers or computers. Any and all passwords may not be disclosed to, or shared with, other users.
- Allowing unauthorized or third parties to access Archery Canada's network and resources.

Email:

Email communications must be conducted with respect and adhere to Archery Canada's [Code of Conduct and Ethics](#). All email communications should be created with professionalism and attention to detail.

Accessing & Monitoring Computer/Internet Usage:

Archery Canada reserves the right to access and monitor staff use of company email, computer usage and internet systems. Only authorized staff may examine such usage/records for business-related issues. Archery Canada will do its best to accommodate employee privacy while being diligent and thorough when conducting investigations regarding company email, and computer and internet usage.

Personal Use of Company Property or Equipment

All provided equipment and/or property are intended for their assigned business purposes only, and are also intended exclusively for use in the performance of Archery Canada business.

Employees are strictly prohibited from using equipment or property for unapproved business activity.

Archery Canada also prohibits the use of any company equipment or property for personal use.

Employees are not permitted to use any of the fleet vehicles or tools for themselves, the care of their own personal property or of that of their families.

Maintenance/Care:

- It is the responsibility of the employee in possession of Archery Canada property to ensure that equipment and/or property are properly maintained.
- Archery Canada materials and property are intended only for their approved use.
- In the event that any Archery Canada owned materials or property are lost or stolen, employees are required to report the loss/incident to the Executive Director as soon as possible, and will be required to participate in any investigations that are deemed necessary.
- Employees are expected to adhere to all operating instructions and guidelines, safety standards and general care instructions.
- In the event that damage to the material(s) occurs, it should be reported to the Executive Director as soon as possible, with a description of the extent of the damage, and whether or not it is still a viable piece of equipment.
- Damaged equipment/material(s) should be returned to the Executive Director for assessment and repair or warranty service.
- Employees are required to minimize any possible damage to equipment that is not in use by safely storing the equipment/machinery.
- Employees are not permitted to use any equipment that has been tagged as being out of service, for any reason, without the consent of their immediate supervisor/manager.

Social Media Personal Use

Social Media: forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. These include but are not limited to: Facebook, Twitter, LinkedIn, Pinterest, Snapchat, Tumblr, YouTube, Google Plus+, and Instagram.

Employees who maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Archery Canada. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization, its employees, 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 publically associates with the company, all materials associated with their page may reflect on Archery Canada. Please be advised that inappropriate comments, photographs, links, etc. are to be avoided.
- Posts involving the following will not be tolerated and will subject the employee to discipline:
 - Proprietary and confidential company information
 - Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors
 - Defamatory statements regarding the company, its employees, customers, competitors, or vendors
- Where an employee mentions the company, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.

- Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.
- Employees 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 Archery Canada representative.
- Employees are prohibited from using social media during regular working hours, employees should limit its use to official breaks, (i.e. meal breaks). As internet access at Archery Canada 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.
- Employees are prohibited from using Archery Canada protected materials (copyright material, branding and/or logo(s)) without prior express written permission.

Travel Policy

As an employee of Archery Canada, you may occasionally be required to travel on company business. Section 11. Travel and Accommodation of Archery Canada's [Financial Policy](#) will outline the proper procedures regarding: Transportation, Meals, Lodging, and Documentation & Reporting.

Appendix A - Acknowledgement & Agreement

I, <enter employee name>, acknowledge that I have read and understand the policies stated above. Further, I agree to adhere to these policies and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in these policies, I may face disciplinary action up to and including termination.

Name: _____

Signature: _____

Date: _____

Witness: _____