

HUMAN RESOURCES

SECTION A

POLICY FUNDAMENTALS

Section A

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Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Policy A1:	Application of Policies
Policy:	<p>The application of all policy and procedures is the responsibility of agency employees and shall be enacted upon as approved by the Board of Directors. All employees and volunteers of Horizons Centre shall be provided with, or have access to, a copy of all policies and procedures for their review, understanding and reference.</p>
Guiding Principle:	<p>All policies of the Agency are approved by the Board of Directors. The Executive Director acts on behalf of the Board, ensuring policy application. In the absence of the Executive Director a designate will assume responsibility. The management of the Agency endeavours to interpret and implement policy and procedures consistently, with consideration to fairness and discretion, while maintaining a high standard of client service and ensuring operational requirements are met.</p>
Cross Reference	
Date Approved	January 22, 2008
Revised Date	January 27, 2014

Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Procedure A1:	Application of Policies
Procedure:	<p>EXCEPTIONS TO POLICY AND PROCEDURES</p> <p>Any exceptions to policy must be approved by the Board of Directors; any exceptions to procedures must be approved by the Executive Director.</p> <p>LOCATION OF POLICY MANUALS</p> <p>Copies of the Policies and Procedure manuals are maintained on the shared file. Copies for viewing are available upon request from any coordinator.</p> <p>POLICY REVIEW</p> <p>The Human Resources Policies and Procedures manual will be reviewed by the Board of Directors as needed. To ensure familiarity, knowledge and relevancy to the operation of the agency and its programs, the Human Resources Policies and Procedures manual will be reviewed annually by all agency employees.</p> <p>WRITTEN ACKNOWLEDGMENT</p> <p>Horizons Centre employees will document, review and acknowledge understanding of all Agency Policies and Procedures upon initial hire, when changes are implemented and/or annually thereafter.</p> <p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • have access to an Agency Policy and Procedure manual • read and gain an understanding of policies and procedures during their qualifying period • ensure that they ask for clarification if they have questions • review annually • make recommendations for revisions in writing • sign the <i>Horizons Centre Annual Review Declaration</i> prior to the completion of the qualifying period and annually thereafter. A copy will be placed in the employees personnel file. • abide by the agency policy and procedure (<i>see Human Resources Policy- Breach of Policy A3</i>)
Date Approved	January 22, 2008
Revised Date	March 8, 2018

Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Policy A2:	Laws and Regulations
Policy:	<p>Human Resources Policies and Procedures follow guidelines set by Employment Standards, other relevant legislative provisions and Acts in effect in the Province of Alberta.</p>
Cross Reference	<p>Freedom of Information and Protection Canadian Charter of Rights and Freedoms Canadian Human Rights Act Alberta Human Rights Act Alberta Employment Standards Creating Excellence Together (CET) Standards</p>
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Procedure A2:	Laws and Regulations
Procedure:	<p>Management and administration keep abreast of all relevant Acts and Legislation as applicable to the operations of the agency.</p>
Date Approved	January 22, 2008
Revised Date	January 27, 2014

Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Policy A3:	Breach of Policy
Policy:	Any breach, non-compliance, or disregard of any policy or procedure may result in disciplinary action up to and including termination of employment.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	March 8, 2018

Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Procedure A3:	Breach of Policy
	<ol style="list-style-type: none"> 1) Any breach, non-compliance or disregard of policy or procedure shall be brought to the immediate attention of the Executive Director utilizing the appropriate lines of authority. 2) Appropriate parties will be interviewed. 3) The Executive Director will review all relevant information and findings. 4) Pending the review, a decision will be made within two working days. 5) Disciplinary action shall be consistent with the severity of the misconduct up to and including termination of employment. <i>(See Human Resources Policy C21)</i>
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Policy A4:	Breach of Code of Ethics
Policy:	Any breach, non-compliance, or disregard of any code of ethics may result in disciplinary action up to and including termination of employment.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section A: Policy Fundamentals Human Resources</p>
Procedure A4:	Breach of Code of Ethics
	<ol style="list-style-type: none"> 1) Any breach, non-compliance or disregard of the code of ethics shall be brought to the immediate attention of the Executive Director utilizing the appropriate lines of authority. 2) Appropriate parties will be interviewed. 3) The Executive Director will review all relevant information and findings. 4) Pending the review, a decision will be made within two working days. 5) Disciplinary action shall be consistent with the severity of the misconduct up to and including termination of employment (<i>See Human Resources Policy C21</i>).
Date Approved	January 22, 2008
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