

OKF HUMAN RESOURCES POLICY

1. Introduction

While the Ontario Karate Federation is primarily a volunteer-based organization, employment opportunities may arise at times. At this time, the main employment position will be that of a part-time Executive Director. Whether considering volunteer roles or paid employment, OKF is committed to being an equal opportunity organization that works to ensure a courteous, respectful workplace free from discrimination or harassment of any kind.

All roles within the organization, volunteer or paid, are subject to the governing bylaws, policies and procedures of the Ontario Karate Federation, to provincial laws, and to the Ontario Human Rights Code.

2. Related Policies and Procedures

An OKF paid employee is subject to the following policies and procedures (exceptions are noted within the individual policies):

- code of conduct for general membership
- harassment and discrimination
- conflict of interest
- social media
- privacy and confidentiality
- discipline and complaints
- screening/security
- accountability

3. Recruitment Policy

The following outlines the steps that will be followed in order to create and fill positions within the Ontario Karate Federation.

- 3.1 Any paid position, that would have a term of employment is indefinite or undefined, that is to be created must first be approved by a majority vote by the Ontario Karate Federation Board of Directors (referred to as “the BOD” hereafter).
- 3.2 Short-term paid positions can be created by recommendation of the committee or sub-committee that the proposed position would report to if the committee or sub-committee has written approval from at least one member of the board in addition to the Treasurer. In the event that a position is created in this manner the contract is not to exceed 3 months without approval from the board in the form of a majority vote.
- 3.3 Any person proposing the creation of any position will submit a written (electronic formats are accepted) request detailing the necessity for the creation of this position, a detailed description of the responsibilities and tasks of the proposed position, the length of the employment contract, a

timeline for on-boarding, the number of hours per week of work that is expected and the salary amount or pay rate.

- 3.4 The terms of these requests are to be negotiable with the BOD or Treasurer and board member, and informal or formal discussions or negotiations can occur during or prior to the application process.
- 3.5 Accepted requests are to be retained by the Ontario Karate Federation and are to be made publicly available to members and disseminated without delay upon request. Additionally any position that is created will be noted during the next general meeting.
- 3.6 Recruitment postings are to be made available at least to all Ontario Karate Federation members, however at the discretion of the relevant board members, can be made open to the public. For the role of Executive Director, efforts will be made to recruit appropriate applications from both within the OKF membership and externally to maximize the possibility of attaining the best possible candidate. Postings are to be made so that all relevant interested persons would have a reasonable chance, as defined by the board, to apply for the position.
- 3.7 Should a minimum number of viable candidates not apply for a posted position, as determined in advance by the BOD or appropriate committee, the deadline will be extended and further attempts will be made to engage the interest of potential applicants.
- 3.8 At the discretion of the relevant board members, applications for positions can be evaluated by the relevant committee or sub-committee or a representative member of the relevant committee or subcommittee. The relevant board members must give final approval of a candidate after reviewing the candidate's entire application, including but not limited to electronic applications and interview notes. Applicants are to be judged solely by metrics that directly relate to success within the role.
- 3.9 The board in addition the relevant committee or sub-committee can re-evaluate employment contracts in accordance with provincial and federal law as necessary.

4. Best Practices Procedures

Every employee has a right to make a complaint or enforce their rights under this policy without reprisal or threat of reprisal.

- 4.1 An employee who feels he/she has been harassed should select the appropriate course of action that best meets their needs. Options include:
 - a. Ask the harasser to stop. Inform the harasser that their behaviour is unwelcome. An individual may not realize that they are being offensive, and a simple conversation may resolve the problem.
 - b. File a complaint with a member of the Board of Directors. Ask the person to take steps to stop the harassment.
 - c. Take the matter to the Ontario Human Rights Commission (OHRC) when the alleged incident falls under the mandate of the OHRC.
 - d. Where the incident is serious enough to be considered a criminal offence, go directly to the police.

e. Keep a record of the harassment which should include the following:

- The facts of the matter
- The time of the incident
- Where the incident occurred
- Who was involved in the incident
- What happened
- Who witnessed the incident
- How you responded.

Failure to keep a diary of the events will not invalidate your complaint; however, a record will reinforce it.

Any complaint of harassment and/or discrimination should be filed within 6 months of the occurrence unless extenuating circumstances exist.

4.2 Complaint Process:

4.2.1 Informal Complaint – employees are encouraged to speak or write to the person responsible for causing their discomfort if they are comfortable doing so. Employees may seek the advice and support of the BOD members.

4.2.2 Formal Complaint:

- a) Should be made in writing and signed by the complainant as soon as possible after the alleged incident.
- b) May be filed with the Secretary. If the complaint is about the Secretary, it should be filed with another member of the BOD. The following steps will be taken following a formal complaint:
 - Written acknowledgement of receipt of complaint by the Secretary and/or BOD member.
 - A summary of the complaint to be sent to the respondent.
 - The Secretary or BOD member investigates the complaint or appoints a qualified neutral investigator.
 - The Secretary or BOD member will notify the respondent and complainant.

4.2.3 Third Party Complaint – an employee or member who is not directly involved in an incident but who is a witness to discrimination and/or harassment should report the incident to the Secretary or BOD member. It will then be determined whether to conduct an investigation.

4.2.4 Anonymous Complaint – management will use discretion to check out anonymous complaints received, respecting due process.

4.3 Communications following the investigation

- a) The Secretary or BOD member will meet with the employee who initiated the complaint to provide appropriate information on the outcome of the investigation.
- b) If the complaint is proven, the Secretary or BOD member will meet with the employee who violated the policy to discuss appropriate discipline, up to and including termination.
- c) If the complaint is not proven, the Secretary or BOD member will meet with the employee who was the subject of the investigation to provide appropriate information on the outcome.

Persons bringing forward complaints or persons who are witness to a complaint shall not be subjected to reprisal actions.

5. Review

5.1 This Policy will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.