



K'ómoks First Nation

Employee Handbook

This Handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our important responsibilities at KFN. The policies, benefits, and services detailed herein reflect a concern not only for the well-being but also for the personal growth and development of all employees at KFN.

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Introduction

Welcome to K'ómoks First Nation

It is with great pleasure that we welcome you to K'ómoks First Nation (KFN).

As a member of our team, you are a part of a Nation that is proud of its service to our community. For our valued employees, we strive to administer our policies, as well as the benefit and compensation programs, in a manner that is competitive, fair, and understandable. This Handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our important responsibilities at KFN. The policies, benefits, and services detailed herein reflect a concern not only for the well-being but also for the personal growth and development of all employees at KFN.

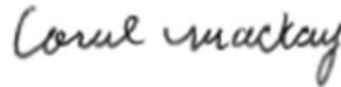
While the Handbook provides important information relative to all aspects of your employment, it cannot be used as the basis for all decisions. We encourage you to consult your manager, director or KFN's Chief Administrative Officer (CAO) or Human Resources when required or unsure of any policy directive. We focus great attention on supporting our community, while simultaneously supporting a culture of employee development to enhance organizational performance in order to meet the diverse needs of our members.

We invite your comments on the contents of this Handbook, as well as any other observations that may be helpful in the delivery of your work. We welcome you and best wishes for fulfillment and success in your role at KFN.

Sincerely,



Chief Ken Price



Councillor Coral Mackay



Councillor Candace Newman



Councillor Susan Savoie

Our Mission

K'ómoks First Nation ensures the well-being and self-sufficiency in all aspects of our Nation by asserting our rights and title while upholding our members.

Our Vision

We, the K'ómoks people, envision a prosperous and healthy Nation, in which we exercise our rights and title throughout our territory, honouring our people, lands, waters, cultures and languages.

The people of K'ómoks envision a prosperous and healthy community where each member has the right to self-sufficiency. We will move forward with our neighbours, exercising our rights and title, while respecting our historic connection to our lands and resources and to one another.

Our Values

- A commitment to protect the lands and resources that have sustained us;
- Fostering responsible self-government through openness and transparency;
- Effective communications with our members and our neighbours;
- Promoting a healthy and prosperous community;
- Ensuring we are responsible and self-sufficient; and
- Fostering our minds and spirits through our culture.

We honour our children in our determination to see these values carried into the future.

As self-determining peoples, we accept the responsibilities inherent in self-governance and seek to govern with wisdom and respect for all people. Through the exercise of our inherent right to self-government, we assume the power to preserve our environment and enhance our identity.

Who We Are

For thousands of years indigenous people occupied the shoreline of eastern Vancouver Island in a place referred to as “the land of plenty”. This Land of Plenty stretched from what is known today as Kelsey Bay in the north, down to Hornby and Denman Island in the south, and included the watershed and estuary of the Puntledge River. The people called K'ómoks today referred to themselves as Sahtloot, Sasitla, Ieeksun and Puntledge. They lived in Salmon River, Quinsam and Campbell River, Quadra Island, Kye Bay, Comox Harbour and estuary, Baynes Sound, and many other locations throughout the territory.

Oral histories and archaeology describe a rich and bountiful relationship between the K'ómoks and Land of Plenty. Salmon, shellfish, herring, deer, elk, seal, cod, rockfish, geese, duck, and a plethora of berries and plant foods filled the tummies of young and old alike. The harvest, preparation and cultivation of local resources were appropriate to the environment, resource, and spiritual beliefs. Fish weirs, duck nets, berry picking techniques and clothing design met the needs of the K'ómoks, and for generations provided variety, utility, and sense of cultural uniqueness. Mask dances and rhythmic songs filled the winter nights and throughout the seasons. Property

was distributed to guests in potlatches and elaborate naming ceremonies honoured the youth, leaders, and elders of the communities.

Following contact with Europeans, northern groups started a southerly move into K'ómoks territory. A period of conflict displaced the K'ómoks southward to their relatives, the Puntledge. Followed by a period of colonial policy and practices, the K'ómoks families endured hardship and loss of land, resources, and cultural connection. Modern leaders are striving to reclaim cultural expression and relationship with the "the land of plenty". Today the Hereditary Chiefs of the K'ómoks First Nation are Kerry Frank (Pentlatch and Sahtloot), Ernie Hardy (Sasitla), Allan Mitchell (Sasitla), and George Cook (leeksun).

At K'ómoks We Help and Prepare Our Employees To:

- Be aware of, and sensitive to, the needs of the Indigenous people.
- Possess the ability to organize and work efficiently with others and to handle stressful and difficult situations in a positive manner.
- Be socially sensitive, and provide a safe, secure and respectful environment for employees and members we serve.
- Represent KFN and embrace the vision to improve living conditions for Indigenous people while encouraging and reinforcing traditional practices and cultural beliefs.
- Always work in the best interest of KFN, ensuring we are represented in a professional, responsible, and respectful way that does not compromise the integrity or reputation of KFN.

About This Handbook

This Handbook is intended to be a reference guide to provide answers to questions about your employment with KFN. The *KFN HR Policy* outlines in detail the policies referenced in this Handbook and the Canada Labour Code (*CLC*). If you have any further questions or would like clarity on any issue, please let us know.

Information in this Handbook will be updated and revised as needed and KFN will provide reasonable notice to all employees regarding any material changes. After you have read this handbook, please review, date and sign the "*Handbook Receipt and Acknowledgement Form*."

Terms of Employment at KFN

Employee Definitions

An employee is an individual working for KFN who is paid directly through our payroll system, receives a T4 at the end of the year, whose work and/or services are under the direct management of the organization, and who regularly receives compensation for such services. A regular full time work week at KFN constitutes 35 hours per week.

- Regular Full-time Employee: An individual who has passed probation and is scheduled to work at least 25-35 hours per week.
- Regular Part-time Employee: An individual who has passed probation and is consistently scheduled to work less than 25 hours per week.
- Temporary Employee: An individual who works specific, limited hours on tasks, assignments or events, with a defined end date.
- Casual Employee: An individual who works on an occasional and/or on-call basis, with no guaranteed set of hours and no entitlement to notice or pay in lieu thereof or severance.
- Student: An individual who works on a practicum, internship, or as part of a student program.

Understanding the Indigenous Lens:

All employees, regardless of how many hours they work, are viewed as a crucial member of our team. We believe in honouring and creating a collective community, meaning everyone is important and valued. You are a part of our team, and we are glad you are here.

Recruitment and Selection

KFN is committed to recruiting experienced and qualified employees and strives to recruit the best candidate possible for the available position. KFN is also committed to promoting from within, whenever possible.

Understanding the Indigenous Lens:

We honour our Indigenous roots as an Indigenous organization and strive to hire and train interested Indigenous people to work in all areas of our organization. We understand that there have been historical events that have affected the identity of Indigenous people.

We accept all self-identifying Indigenous employees including status, non-status, Metis, and Inuit. We honour and understand Indigenous cultures and values and do our best to support our employees.

KFN employees have diverse cultural backgrounds, personal experiences and abilities. We accept all employees and see the value in having a diverse team of Indigenous and non-Indigenous employees.

KFN provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, creed, genetic characteristics, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted or in respect of which a record suspension has been ordered. KFN is an equal opportunity employer and encourages applications from individuals from diverse backgrounds and abilities. The provision of leadership representative of our specific culture and the culture we serve is evident by the ongoing representation of leadership with Indigenous ancestry. KFN intends to always recruit the best-qualified candidates; however, notwithstanding the previous section, if two or

more candidates are deemed to be equal in terms of “best qualified,” then preference shall be given in the following order:

- (a) Internal Applicants
- (b) Indigenous applicants;
- (c) All other applicants.

Preferential hiring of Indigenous applicants by KFN shall be undertaken in a manner consistent with the Canada Human Rights Commission’s Aboriginal Employment Preference Policy (CHRA) and KFN shall always treat all non-Aboriginal employees or candidates in a fair and reasonable manner.

Every KFN employment opportunity may be advertised by way of a job posting.

Every job posting is to accurately describe the duties, functions, and responsibilities of the position, and will identify the skills, experience, qualifications, and competencies necessary to fulfill the position.

Job postings are to remain open for application for a minimum of 10 working days, except in the case of exceptional circumstances.

Diversity and Human Rights

KFN promotes a discrimination-free workplace, in adherence to the *CLC* and the *CHRA*. Any employee who believes they have experienced conduct contrary to these guidelines should discuss this with their Manager, the CAO or Human Resources.

Understanding the Indigenous Lens:

KFN employees have diverse cultural backgrounds, personal experiences and abilities. We accept all employees and see the value in having a diverse team of Indigenous and non-Indigenous employees.

Our members also come from diverse cultural backgrounds, personal experiences and abilities. We appreciate diversity and inclusion within all of the communities we serve.

A diverse team helps us better serve diverse communities.

Internships and Co-Op & Summer Students

KFN recognizes the value of internships, summer students and co-ops, both to the employer and to the intern/student. It is KFN’s intention to ensure that all internships or co-ops are providing a learning experience opportunity in a supportive, encouraging, and meaningful way. We will seek to ensure that individuals are provided with a structured program of work as well as time to learn through conversations, navigating systems, and ad hoc projects. KFN understands that interns/students joining our team, even short-term, have skills and perspectives that KFN can benefit and learn from.

KFN aim will be to maximize learning through exposure to a wide range of different experiences, while also providing practical experience that will be valuable and transferable to future employment opportunities.

KFN will follow all requirements of the education institution guidelines and reporting requirements as part of the internship or co-op program. All internships or co-op opportunities identified should be brought forward to management for discussion before any commitments are made.

Students will enjoy similar benefits as a casual employee and receive 4% in lieu of pay in lieu of benefits/vacation time on each bi-weekly paycheque, subject to mandatory deductions.

Student Responsibilities

Internship and co-op students will follow the same policies and procedures as employees.

Supervisor Responsibilities

The student's supervisor will be committed to supporting the student's learning experience. This can include duties and responsibilities such as (but not limited to) training, direction, feedback, assessments, meetings, on-site visits, and correspondence with the student's instructor and institution, and submitting all the forms and/or reports required by the institution to be completed by the student's supervisor by the specified deadlines. Any assessment of the student that is completed for the purpose of the internship or co-op will be kept in their employee personnel file and will be considered equivalent to a performance evaluation.

Understanding the Indigenous Lens:

KFN believes in providing opportunities and learning experiences for students and interns who are interested in learning more about working with First Nations and gaining work experience that can help them build their careers in the sector or beyond.

KFN strives to create meaningful and challenging opportunities for all interns/students and ensures all employees are supported throughout this process.

KFN also appreciates all interns/students who choose to come to KFN, and we look forward to learning from our interns/students who have diverse backgrounds and experiences.

Orientation

Orientation is intended to familiarize new employees with the philosophy, history, approach, and expectations of KFN. The orientation process is outlined in the KFN SharePoint site. This provides a frame of reference for the employee so, when faced with an unfamiliar situation, they will be able to make an informed decision aligned with the desired organizational objectives.

The manager will conduct a job orientation with new employees to familiarize them with the position requirements. An additional job orientation will be conducted when an employee is promoted or changes to a job that requires them to undertake new responsibilities.

KFN provides opportunities for employees to gain further understanding of Indigenous people, communities, values and culture. As an Indigenous organization we use an Indigenous lens to all

of the work we do. Employees are requested to take the time and participate in any and all training and cultural experiences.

To read about our requirements as a Canada Labour Code (CLC) employer and employee rights, please visit

Federal labour standards - Canada.ca

Understanding the Indigenous Lens:

You are a part of our team, and we are happy to have you. We offer the orientation to help introduce you to KFN and share what we do and our views and values. We understand there is a learning process when you are new to the organization. We encourage you to ask questions and seek clarity as needed.

Probationary Period

All new employees of KFN are subject to a three-month probationary period, which allows the employee and KFN to determine if the position and organization is a suitable fit for both parties. Managers are placed on a three-month probationary period, per KFN's HR Policy. If either party decides for any reason during this period to discontinue their commitment, KFN will follow the notice requirements for termination as outlined in the CLC.

Understanding the Indigenous Lens:

This is a CLC obligation that federal employers abide by. At KFN we want to work with you for a successful employment experience. We are looking for your strengths, willingness to learn, and desire to be a member of our team. We are working together, and this time also gives you the opportunity to see if KFN is the right fit for you.

Job Descriptions

Employees are provided with a job description that outlines the responsibilities of their position. These descriptions are fluid and may change over time. If any changes occur, the employee will be notified.

Job descriptions will be reviewed by the employee and their manager during the annual performance review. Job descriptions for all KFN employees can be found on the KFN Employee SharePoint site.

Attendance

Employees are expected to be on time and ready to start working at the beginning of their shift. Employees who are unable to report to work at the scheduled time must advise their manager prior to the start time of their shift and whenever possible, at least one (1) hour prior to their assigned start time if possible. For more information, please see KFN's HR Policy Manual at **Section 41 - Absence or Tardiness**.

Understanding the Indigenous Lens:

Everyone on our team is important and contributes to the team. As a team we are counting on everyone to ensure we meet our mission and vision and provide our members with the best service possible. Every member is valued and by working together can meet our long and short-term goals.

Hours of Work, Overtime & Lieu Time

An employee's specific schedule is provided in the employee's contract. The normal working hours for employees is up to 35 hours per week. Depending on schedule, a workday includes a one-hour unpaid lunch from 12-1pm (the KFN office is closed during this hour) and two fifteen-minute breaks subject to other arrangements with KFN.

Exceptions to Hours of Work:

- The normal working hours for an employee who is involved in a program that requires them to work evenings and weekends will be scheduled accordingly.
- An employee is hired under a program where KFN is contracted to establish a different length of workday or week.

Guardian Watchman Hours of Work:

Given their unique job description, guardian watchmen are exempt from the KFN's standard hours of work as set out in this Part and shall be required to observe such non-standard hours of work as to be determined by the guardian watchman manager in consultation with the Director.

Please reference ***KFN's HR Policy Manual- Section 41*** for further details on overtime and lieu time.

Understanding the Indigenous Lens:

You are valued member of our team and your health and safety is important. If you are working from home, KFN wants to ensure you are working safe and supported.

Community Events

From time to time, employees may ask, or be requested, to participate in community events that strengthen relations between KFN and the community, such as facilitating workshops, and/or attending fundraising, training events or conferences.

Employees should speak to their manager if they are interested in attending and/or volunteering at a community event/activity on behalf of KFN. Whether the time at the event will be considered paid work time or volunteer time is determined on a case-by-case basis and the employee will be advised of this by their manager.

Understanding the Indigenous Lens:

KFN is proud member of the larger First Nations Community in BC. Being a member of the larger community includes giving back and supporting community members at various events. We work to balance the needs of our members, organization and our community involvement.

Cultural Practices in the Workplace

KFN honours and respects smudging, which is a cultural practice within many Indigenous communities. Smudging practices are different between different Indigenous communities, and we respect that this practice may be conducted differently depending on an employee's origin. Smudging includes the burning of medicinal plants that may include sage, cedar and/or tobacco.

KFN supports smudging and all other cultural practices that hold cultural significance to its employees. At the same time employees must be mindful of those with severe reactions or sensitivity. KFN understands that advanced notice is not always feasible; however, employees will inform staff in the office before participating in the smudging of any medicinal plants as soon as possible.

Cultural Leave

Every employee who is an Indigenous person (specifically Indian, Inuit or Metis) or engages in other ceremonial, cultural or spiritual practices of a religion or group that the employee identifies with, is entitled to up to five (5) paid days per year to engage in such traditional practices after completing three (3) consecutive months of employment with KFN. Please see **Section 60 of the HR Policy Manual** for specifics.

Performance Planning and Review

The Performance Planning Process is a collaborative activity that provides valuable information on the employee's career within KFN and ensures that efforts and accomplishments are recognized. Both the employee and their manager take an in-depth look at the employee's past and current performance and together set new goals and objectives for the coming year. *Please see Section 72 of the HR Policy Manual* for specifics.

Understanding the Indigenous Lens:

Performance Reviews at KFN are done using an Indigenous lens that honours humility, respect, and reinforces a collective community.

We look at performance reviews as an opportunity to talk and about your strengths and contribution to the KFN team. This is a time to celebrate your hard work and dedication.

As with everything there is always room for improvement, and we discuss ways to improve in a sensitive way and demonstrate how those improvements can better support our members. We choose to look forward and find ways that our entire team can be effective collectively as a whole.

Professional Development

KFN supports and encourages employee's interest in professional development opportunities and training that will improve their professional skills and abilities and will enhance their contribution to the organization. Please see **Section 56 of the HR Policy Manual** for more details.

Understanding the Indigenous Lens:

Your success is important to us. If you are interested in additional training to enhance your current skills or to learn new ones, KFN may be able to assist you in this. If you are interested in gaining new skills because you want to move into a new department or role let us know.

You are important in the role that you were hired for, and we never want to stand in your way of career advancement.

Expense Reimbursement

Travel Expenses

Employees will be reimbursed for approved travel expenses upon submission of a *“Travel Claim Form”* with corresponding receipts for each expense claimed. All claims must be submitted to, and approved by, the employee's manager. Refer to the *“Travel Claim Form”* for current allowances.

Travel by KFN employees must be by the most economical and time efficient methods. From time to time, a costlier travel method may be required for the purpose of effectiveness and efficiency.

Parking and Taxis

Parking and taxi costs will be reimbursed with receipt. Taxi costs are covered to a meeting/event and back to the office. This does not cover personal use.

Meal Expenses

Meals included with a conference, event or meeting, or by the hotel, will not be reimbursed. Other meals may be claimed, either with receipts, or without receipts on a per diem basis. Maximum allowable amounts per meal and per diem rates are provided on the *“Travel Claim Form”*. No receipts are required for per diem expenses. Alcohol will not be reimbursed.

Accommodations

KFN will pre-pay all accommodations based on the cost of a standard economy room. If arrangements have been made at a specific hotel and the employee chooses to book at a different hotel, KFN will only reimburse the cost up to the preferred rate of the original hotel room. Employees making private arrangements for accommodation with friends or relatives may claim \$50/per night for reimbursement.

Employees travelling on KFN business are entitled to a per diem amount for each day of travel to cover meal expenses and incidentals. Per diems may be claimed according to the *Travel Claim form* as approved by the CAO or Director.

Meals will only be reimbursed for those incurred during approved travel. (i.e., if an individual begins travelling on behalf of the KFN before 7:00 a.m. breakfast may be claimed and if travel continues after 6:30 p.m. dinner may be claimed).

If a meal is provided as official hospitality from another individual/ organization in the course of their duties on approved travel, a meal allowance may not be claimed by the individual on travel status. Incidentals may only be claimed for each night away on travel status. Part days on travel status will not be eligible for incidentals. Receipts are not required to claim per diem expenses.

Other Travel Expenses

Other reasonable travel and business-related expenses directly attributable to travelling or business on KFN's behalf will be reimbursed, including internet access, business long-distance phone calls, parking, airport taxes, tolls, taxi fares, and public transit fares.

Any other travel or business-related expenses not specifically listed for reimbursement in this Part will only be reimbursed with the approval of the KFN. For approval of additional travel expenses referred to in the HR Policy, employees shall submit receipts to their manager or the Band Administrator or Director for approval. In the case of additional travel expenses incurred by the CAO or Director or a Council member, Councillors should submit receipts to the CAO for approval and the CAO or Director should submit their receipts to Chief and Council for approval. In each case, the pre-authorization will be attached to the reimbursable expense claim for payment.

Claiming Travel Expenses

Travel expense claims must be completed and submitted by the employee to the CAO or Director within five (5) working days of the employee's return to the KFN. Travel expense claims must be signed by the employee and must include all original receipts for the expenses being claimed.

Travel advances for eligible travel expenses are available to employees at the sole discretion of KFN. Travel advance requests must be submitted in writing at least five (5) days prior to departure.

Outside Employment

Employees have a duty to disclose secondary employment through written consent of CAO and/or Director or Chief and Council as appropriate. Secondary employment may only be approved where it does not interfere with the efficient performance of the employee's duties and responsibilities to the KFN or compromise the KFN's declaration of identity and values or vision as set out in the HR Policy, or otherwise constitute a conflict of interest.

Employees may engage in employment with another employer, carry on a business, or receive public funds for personal activities outside their positions, provided that the activities do not interfere with the performance of their duties as employees of KFN, do not bring KFN into disrespect, and do not represent a conflict of interest as stated in these policies.

Code of Conduct

The conduct standards and expectations for employees are found in **Part 8 of the KFN HR Policy Manual**. All employees shall review and familiarize themselves with the code of conduct in the

HR Policy and shall always comply with its provisions. Employees may speak to their manager or to the CAO or Human Resources if they require clarification.

Workplace Violence and Harassment

KFN is committed to maintaining a safe and harassment-free environment for all employees and will not tolerate any form of workplace violence, including bullying and harassment, committed by or against its employees. Mutual respect, along with cooperation and understanding, is expected in the interactions among KFN employees. KFN 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. Training is offered to ensure all employees understand their rights and responsibilities. Upon hire, KFN staff members will receive a copy of KFN's *Workplace Violence & Harassment Policy* for full review and signature.

Conflict of Interest

KFN employees are required to disclose any other business ventures or other employment that may create a conflict of interest and are expected to avoid circumstances that result in an actual or perceived conflict with KFN's interests. The following examples are illustrations only, and are not intended to be an exhaustive list:

- Using confidential information for personal gain
- Accepting gifts, favours, money, or services which could seem to influence a business decision
- Engaging in business activity which is in competition, or potential conflict, with KFN's business
- Assisting other businesses or persons in their dealings with the KFN which may result in favouritism or preferential treatment

Conflict of interest must be disclosure in writing and brought to the attention of the CAO as soon as possible. If employees have questions about whether a particular activity may create an actual or perceived conflict, they must consult with the CAO or designate before engaging in the activity.

All conflict of interest disclosures will be kept in the employee's file for the duration of their employment.

Any position exercising a power, duty or responsibility relating to the financial administration of KFN must comply with the KFN Financial Administration Law, in addition to any other applicable KFN law and any applicable standards.

If an employee does not disclose a conflict of interest to the CAO, they may receive discipline up to and including termination depending on the level of conflict.

External Communications Policy

KFN has a responsibility to ensure information is communicated in a cohesive, consistent, and positive manner to KFN members and the general public. Regardless of the medium, employees

and partners must ensure any media requests are addressed in accordance with this policy. No staff should give statements to the media or speak on behalf of KFN or our programs without prior permission from KFN's CAO. It is imperative that all employees are clear on expectations regarding how to address concerns surrounding unannounced visits or interactions with unknown persons. This is inclusive of neighbors, bylaw officers, RCMP/Police, media officials, social media, etc.

This applies to

- Any employee that works in any KFN office or property owned or operated by KFN full-time, part-time, temporary and/or casual.
- Any contracted resources, including maintenance and other service personnel, that attend properties or premises owned or operated by KFN, at any time, for any reason.

Procedure

1. If someone from the news media tries to contact an employee in any way, shape, or form, please do not engage. All messaging needs to be approved through KFN's CAO, Chief and Council before release.
2. Island Health Licensing and WorkSafe officers are permitted inside any worksite at their request with proof of identification. Employees will:
 - Always inform a manager or delegate via phone call if the Island Health, or WorkSafe are at the worksite for any reason.
 - Obtain the officer's name (on a business card if possible) and any applicable file number.
 - Be forthcoming with the officer. Any questions that employees are not able to answer with complete certainty must be answered with "I'm sorry, I want to ensure that the information you get is correct. Please discuss any further questions directly with our management team."
3. If an RCMP/police officer is requesting to come into the worksite unannounced – employees must contact a manager on-shift or Emergency Support to determine next steps.
 - KFN will not impede any active pursuit by an officer.
4. Only emergency (police/fire/ambulance), Island Health Licensing and WorkSafe employees and approved stakeholders/visitors are permitted on KFN property. If any unknown individuals come onto the property or if the media is attempting to interact with any employees or person served, please use the following script:
 - A) Should you be approached (in-person, phone, email or otherwise) by someone with questions regarding KFN or any KFN business, you should simply respond "No Comment", if they persist, let them know "You can speak with the CAO here is their contact" and professionally end the conversation there.
 - B) After saying the above script, employees must then ask the individual(s) to leave the property/leave them alone. If they do not comply, the RCMP/police must

immediately be called and use the following script: “there is an intruder on our property” or “we are being harassed by the media.” Employees must not engage any further.

5. Employees will not engage in any contact made by any by media or unknown persons, stakeholders, etc. via their personal social media accounts. This also includes engaging on social media with anyone, regardless of who they are, on KFN matters. Please adhere to the same responses above. Any concerns about individuals contacting employees via their social media must be brought to the attention of a manager immediately.

Gossip

KFN offers a work environment that allows each employee the opportunity to perform their respective jobs without the added pressures resulting from rumours that are started through gossip. Gossiping disrupts production, lowers morale, may become harassment or mobbing/bullying, and may become a health and safety or human rights issue. If an employee experiences gossip (either about themselves, or about someone else), please bring the concern to the attention of your Manager, Director, the CAO or Human Resources.

Gossiping is not tolerated at KFN, and those found to have engaged in such behaviours could be disciplined, up to and including termination of employment.

Understanding the Indigenous Lens:

At KFN we are a team, and we value every member of our team. We want you and every other employee to feel safe and supported at work. Achieving this is a team effort and we all must work together to achieve this.

Cell Phones

General Cell Phone Guidelines:

Employees are expected to use good judgment and avoid unnecessary cell phone use during work hours. KFN understands that emergencies and exceptional situations can occur. Please talk to your manager if this is the case.

Dispute Resolution

Regrettably, conflict can occur in any working environment. To resolve conflict in a timely and fair manner, please see the process referenced in part 18, and beginning at **Section 83 of the HR Policy Manual**.

Disciplinary Procedures

When needed, KFN will engage in a disciplinary procedure to determine corrective measures of focus for success in the future. The progressive discipline steps outlined may be used when unsatisfactory performance and/or unacceptable behavior is identified:



Some circumstances may be serious enough to skip one or all steps of progressive discipline and move immediately to termination on first occurrence. Disciplinary matters will be included in the employee's file.

Accepting Gifts

Employees are allowed to accept gifts from community members, suppliers or vendors but should disclose who gave the gift, and the nature of the gift to their manager or the CAO. Hand-made or traditional gifts provided from community members that are not of significant value are acceptable. However, by accepting the gift the employee is not permitted to give the community member special privileges or allowances.

Small items from current or prospective suppliers and vendors, including trade show giveaways such as key chains, notepads, etc., may be retained by the employee for personal use. It is recognized that some vendors, such as caterers or printers, might provide "samples" of their goods to give staff a better idea of their product. This practice is considered acceptable. Traditional gifts from KFN community or other communities should be disclosed to the employees manager and the CAO. Gifts of food items, such as Christmas gift baskets, are considered gifts to the entire staff and not to one individual. If any employee is unsure whether a gift is acceptable, they should consult with their manager or the CAO.

Solicitation of gifts, donations, money, gift cards, meals, discount on personal purchases, or promise of work is strictly prohibited. Employees should not behave in a way that the impression might be given or interpreted by any member of the public or organization with whom they deal with that they may be influenced by any type of gift, reward, benefit or promise of work to show favour or disfavour to any person or organization in respect to the work for which they are employed.

Employees responsible for purchase of supplies, equipment or services must take particular care to ensure that there can be no criticism that unequal treatment has been given to suppliers involved in tendering processes through the acceptance of gifts or other benefits.

Employees who are found not to have acted in accordance with the above policy may be disciplined up to and including termination of employment.

Understanding the Indigenous Lens:

We acknowledge that gift-giving plays a role in Indigenous culture and is a way of showing respect. We have put these policies in place to ensure the cultural act of gift giving and giving gifts to gain priority or other rewards are not confused or misinterpreted by either party.

IT Acceptable Use

Internet Access and Use:

KFN is committed to providing an atmosphere that promotes quality access to information, education, and knowledge. As part of this commitment, KFN will make internet access available to employees with specific information needs.

Any device that allows access to any KFN information, such as hard drives, contact lists, marketing materials, etc., must be password protected.

Employees will be provided with all necessary computers, software, and other information from KFN, as applicable, to be fully capable of completing their work. Employees acknowledge that any equipment, including hardware (computers, phones), software, or storage devices (CD's, USB's, DVDs) used to perform their work is the property of KFN.

Computers, software, and other information technology provided by KFN are to be used only for job-related or pre-approved activities during normal working hours. Downloading of personal materials on organization equipment can be harmful to said equipment and should not be done.

KFN reserves the right to monitor, audit and view all computer files, logs and email stored on its computer systems.

Inappropriate use will first be brought to the attention of an employee with the intent to clarify that such usage is restricted and prohibited on workplace computers. Continued infractions may result in disciplinary action, up to and including termination of employment.

Telephone Use:

Personal telephone calls during working hours should be kept to a minimum to ensure the lines are free to respond to emergency situations, public/member questions and concerns, and enquiries from the general public. Personal long-distance calls are not permitted.

Social Media Acceptable Use

Employees are personally responsible for the content they publish on social networking sites. Be mindful that what you post will be public for a long time and protect your privacy.

While posting on Social Media sites:

- Employees must be mindful of their relationship with KFN and ensure that their profile and the content they post reflects positively on their professional role at KFN.
- Employees should remain aware that actions captured via images, posts, or comments can reflect on the image of KFN.
- Employees must maintain confidentiality, not posting confidential information about KFN or our stakeholders (community member, coworkers, Chief and Council)
- Employees must be respectful. Employees must not use personal insults, slurs, obscenity or engage in any conduct that would not be acceptable in KFN's workplace.
- Please discuss with your Manager or the CAO if any acceptable social media use is not clear

Understanding the Indigenous Lens:

At KFN we are a team, and our values are rooted in respect. We respect ourselves, everyone on our team, and the people and communities we serve. KFN is also a leader in the community, and our team members are asked to demonstrate these values when they are speaking in public or online.

Use of Facilities, Property & Equipment

Employees will have access to KFN property and equipment necessary to fulfill their duties and will receive training in operation of any equipment. From time to time, employees may benefit from access to KFN office and maintenance equipment for personal use, such as photocopiers, faxes, ladders, and tools. Employees should first seek the approval of their manager. If the use is reasonable, doesn't incur costs for KFN, and doesn't result in damage to the equipment, then personal use in moderation is acceptable and will generally be approved.

Whistleblowing

Employees are encouraged to report any inappropriate, unethical, or dishonest conduct in accordance with the *Public Servants Disclosure Protection Act*. The intent of the policy is to ensure that questionable actions are brought to light and dealt with immediately, while also protecting any individual who, in good faith, reports such concerns.

Some examples of activities that could be reported under the Whistleblower Policy include:

- Misappropriation of funds;
- Fraudulent, inaccurate or exaggerated business results;
- Using or sharing organization intellectual property (images, programs etc.);
- Knowingly allowing third party access to KFN information;
- Fraudulent health and benefit claims;
- Approval of fraudulent invoices or expenses;
- Breaches of labour standards in accordance with Worker's Compensation or the Provincial or Federal government legislation and/ or regulations; or
- Any other unethical, improper, or suspicious conduct or abuse.

KFN encourages employees to bring forward any activities that make them uncomfortable to help ensure that KFN is operating at the highest standards possible. Any concerns should be brought to the CAO or Human Resources. If either of these individuals is the subject of the complaint, the concern should be brought to the other.

Workplace Accommodation

KFN fosters an inclusive workplace where all employees are treated with respect and dignity. Any change in the working environment that allows an employee with a disability or limitation to properly carry out their job duties is considered a workplace accommodation ("accommodation").

KFN provides reasonable workplace accommodations, short of undue hardship, and acts in a manner consistent with obligations under the *CLC*.

Accommodation is a shared responsibility between employees and the employer. To be successful, accommodation requires collaboration and open communication.

As the employer, KFN management is responsible for:

- To the extent reasonable, removing barriers that prevent people from accessing, or being included in, the workplace;
- Responding to requests for accommodation in a timely, confidential and sensitive manner;
- Assessing the situation and seeking clarification where needed;
- Identifying available options for accommodation in collaboration with the employee; and
- Providing individual accommodation up to the point of undue hardship.

Employees seeking accommodation are responsible for:

- Making their accommodation needs known;
- Responding in a timely manner to reasonable requests for information regarding the identification and assessment of accommodation options;
- Providing all necessary documentation in support of their request for accommodation;
- Collaborating with KFN management to identify potential accommodation options;
- Providing any information about any restrictions or limitations; and
- Accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

An employee may request accommodation by notifying their manager, Director or the CAO.

Understanding the Indigenous Lens:

If there are ways KFN can accommodate and support, you better please connect with your manager. It can be difficult to share, or you may worry that you are asking for special treatment, but please know that at KFN we honour humility and want to support employees who live with disabilities or limitations.

Emergency Procedures

KFN maintains emergency procedure instructions specific to each location it operates or manages. Managers will review the “*Health & Safety Orientation Checklist*” procedures with employees as part of their orientation. Employees must sign this document upon completion and forward it to the CAO or Human Resources to be kept in their employee file.

Employees are encouraged to review these documents periodically. If updates are made, employees will be informed.

WorkSafe BC

KFN is committed to creating and maintaining a safe and healthy workplace to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees should be made to prevent workplace accidents and maintain our workplace and equipment in a safe condition.

KFN is registered with WorkSafe BC. KFN complies with all the requirements for creating a healthy and safe workplace in accordance with the *Occupational Health and Safety Regulations* and *Workers Compensation Acts* of British Columbia.

OHS Committee

To make sure we walk the talk when it comes to workplace health and safety, KFN has a joint occupational health and safety (OHS) Committee. This committee is made up of employees from different departments as well as management and helps identify and resolve any health and safety issues in the workplace.

Interested in being part of the OHS Committee, email the committee chair to add your name to the roster! To read more about health and safety procedures at KFN please reference the KFN OHS manual.

Illness and Injury on the Job

Whether an employee is working in the KFN office, or working from home, any occupational injuries, illnesses and accidents that result in a workplace injury (no matter how minor), or that could cause a disabling injury or property/ equipment loss, must be reported immediately to KFN. At a minimum, and in all cases, accident and/or injury reporting must comply with the requirements of the *BC Workers Compensation Act* and regulations.

If you are injured while working, the following steps are to be followed:

1. Employees **must** report all workplace personal injuries and/or diseases immediately to their manager or the CAO.
2. The manager or CAO will complete the required provincial “*Employer’s Report of Injury or Occupational Disease*” paperwork and send to the appropriate regulatory body **within 72 hours**:
 - a. **British Columbia** - WorkSafe BC Employer’s Injury Report http://www.worksafebc.com/claims/report_injury/default.asp.
3. If an employee is unable to work because of their injury and wishes to claim Worker’s Compensation, their manager or the CAO will provide the injured employee with the required provincial “*Worker’s Application for Compensation and Report of Injury or Occupational Disease*” paperwork (below) as required by provincial safety regulations. This paperwork is to be completed by the employee and a doctor, if medical attention is sought, and sent to the provincial governing body as soon as possible:
 - **British Columbia** - Start a claim by calling Teleclaim at 1 888 WORKERS (1 888 967-5377), Monday to Friday from 8 a.m. to 6 p.m. PST. The claims representative

will also give you a user ID and password, so you can go online later to check your claim details; OR

- Submit a WorkSafe BC Worker's Injury Report (Form **6**) online: http://www.worksafebc.com/claims/report_injury/default.asp
4. The Employee's Manager or the CAO must also complete an "Incident Report form" immediately and forward to the provincial governing body, as required.

What types of incidents must be reported immediately?

You must immediately phone to report the following types of incidents to the emergency and accident line whether there is an injury or not:

- Any incident that kills, causes risk of death, or seriously injures a worker.
- Any blasting accident that results in injury, or unusual event involving explosives.
- A diving incident that causes death, injury, or decompression sickness requiring treatment.
- A major leak or release of a dangerous substance.
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation.
- Any other serious mishap.

To report a **very serious incident or fatality**, immediately call and report the incident:

British Columbia - Monday - Friday,
8:30 a.m. - 4:30 p.m. PST, 1 888 621-SAFE (7233).

After hours (Richmond) toll-free, 1 866 WCB-HELP (922-4357)

Inclement Weather

In the event of inclement weather, or when poor driving conditions exist, employees are expected to make every attempt to get to work safely (including using public transit), accepting that delays may occur. It is up to the employee's discretion whether they can travel to work safely. If the employee decides it is unsafe for them to travel, they may choose to take the day off as vacation or sick time. The employee must notify their manager of the request. Employees may choose to work from home, with approval from their manager or the CAO.

The decision to close KFN will be made by the CAO. In the event of this, all employees will be notified by their manager and will be paid for the day of closure.

If employees have reported for work on the day(s) where weather forces a closure, the employee will be paid for two hours or the actual time worked, whichever is greater, in accordance with the *CLC*.

If the employee is not expected to report to work or has been notified that the office is/will be closed before their regularly scheduled shift, they will not be paid for the hours they may have been scheduled to work. If the employee prefers, they can make a request to their manager to use vacation or sick time for this purpose.

Understanding the Indigenous Lens:

Weather can be unpredictable and when this happens, we all need to look at alternative ways to get to work safely is an essential service and we have a commitment to KFN members.

Working Alone

Working alone refers to a situation where a person is on their own and cannot be seen or heard by another person. This includes workers who may go for a period of time without direct contact with a co-worker. Assistance may not be readily available when needed in such circumstances. Whenever possible, KFN will attempt to minimize the incidence of employees working alone, whether alone at the Health or Administration Office or in the field. However, there may be circumstances where this is not possible. When employees are required to work alone or in isolation, KFN is committed to providing and maintaining procedures which will promote a safe and healthy work environment. Employees working alone are responsible for following these guidelines:

- Notify their supervisor/Manager and either the CAO
- Check in with on a pre-planned schedule with their supervisor/Manager. The check in will be every two hours or sooner if deemed necessary and at end of work.
- Carry a functioning communication device, such as a cell phone or be near a working landline phone or VHF radio.
- If any employee encounters an unsafe situation while working alone, they are to immediately alert their supervisor, and if deemed necessary contact 9-11.
- When employees are working alone, it is expected that they will maintain a safe facility by locking all entrance doors.
- Employees working in remote environments or in on-call situations must check in at regular intervals with the supervisor or designee

Situations where employees may be working alone will be examined and any hazards to the worker identified. Any identified hazards or risks will be eliminated or reduced to a safe level. All incidences, occurrences, and concerns of employees working alone will be recorded and shared with their Manager. Where possible, corrective measures will be taken to prevent reoccurrences.

Access to/Use & Storage of Information

Employee Files

An employee file will be created for all new hires to maintain personnel documents relating to their employment with KFN.

- All employees will have an electronic file securely stored in KFN electronic systems and/or a paper file maintained in a secure, locked filing cabinet.
- The employee file may contain information such as: the employee's resume, offer letter, job description, signed policy acknowledgements, performance reviews, criminal record checks, proof of certification (if applicable), disciplinary documentation, and any other matters related to the employees' history with KFN.

- Employee files are confidential, and information will not be released to any unauthorized person.
- An employee may request to view their file information and set up an appointment with the CAO to do so. If the employee wishes for information in their file to be released, they may provide written consent to the CAO.
- The employee file is established at the start date of employment and is maintained continuously throughout the employment period. Employee files will be retained by KFN for a minimum of four years and financial (payroll) records for seven years after the employment relationship ends.
- It is the responsibility of each employee to inform the CAO of any changes to the personal information contained within their file.

Intellectual Property and Materials

KFN remains the sole owner of any intellectual property, materials, and information produced by employees, such as processes, reports, and written documents. Employees will return any confidential or proprietary information in their possession or under their control at KFN request, or upon leaving employment with KFN.

Employee Privacy

KFN recognizes and respects its employees' right to privacy, in compliance with the *Personal Information Protection Act* (PIPA), which outlines the principles and practices KFN will follow in protecting personal information.

KFN privacy commitment to employees includes ensuring the accuracy, confidentiality, and security of our employees' personal information and allowing employees to request access to, and correction of, their personal information.

Privacy Guidelines

- The collection of employee information will be limited to information KFN requires for business and legal purposes.
- The confidentiality of all personal information in KFN records and employee files will be protected.
- Internal access to employee records will be limited to those with an authorized, business-related need-to-know.
- KFN will refuse to release personal information to outside sources without the employee's written approval, unless legally required.
- Access may also be given to third parties, including government agencies, when legally required or pursuant to court order or subpoena in accordance with Personal Information Protection and Electronic Documents Act (PIPEDA).
- Employees are permitted to see the personal information maintained about them in the organization records and may correct inaccurate information or submit written comments in disagreement with any material contained in these records.
- Any employee involved in maintaining records will be required to adhere to this privacy policy. Violations may result in disciplinary action, up to and including dismissal.

- All requests for employee information, including telephone numbers and addresses, must be referred to Human Resources.

If an employee has any concerns with regards to employee privacy, please notify Human Resources.

KFN also follows PIPEDA for applicants and members. Please refer to the “*Personal Information Protection and Electronic Documents Act*” for more details. If an employee has any concerns with regards to privacy for applicants and members, please notify the CAO.

Proprietary Information, Confidentiality & Non-Disclosure

KFN employees will encounter proprietary and confidential information, including, but not limited to information about KFN business, technology, employees, members, marketing, finances, services, contracts, and intellectual property.

Confidential and proprietary information may include, but are not limited to:

- Lists of past, present and prospective KFN members
- Personal information about KFN members and employees
- Financial information about the organization
- Intellectual property or information about the organization’s operation, including reports, documents, and reference materials relating to confidential information or the organization’s business
- Any information about the current or future business strategy of KFN

Confidential and proprietary information could be used to the detriment of KFN, and disclosure could cause irreparable harm to the organization. KFN employees are responsible for protecting any sensitive organization information, and must not share any information, knowledge or data which they receive during their work at KFN, except as required in the performance of their duties.

Compensation & Benefits

Compensation Philosophy

KFN objective is to provide reasonable compensation consistent with the financial resources of the organization, to ensure equitable compensation, and to compensate employees in accordance with competitive rates for the position and the individual rate of pay.

If an employee has questions about their compensation, they should discuss them with their manager or the CAO.

Benefits

Benefits available to KFN employees include group benefits and pension, as well as statutory government regulated benefits. After the probationary period, permanent full-time employees of the KFN and permanent part-time employees working more than 25 hours per week are entitled

to group benefits, including basic life insurance, long-term disability, and accidental death and dismemberment coverage. Employees may waive benefits coverage if they can provide adequate proof of outside coverage.

Participation in the Extended Health and Dental benefits are optional for employees and paid 60% by KFN. To opt-out of Extended Health or Dental the employee is required to provide proof of outside insurance. Participation in Life Insurance, Long-Term Disability, and Accidental Death & Dismemberment are mandatory for eligible employees, and the premiums are paid 40% by the employee.

Participation in the Canada Pension Plan is mandatory for employees who work at least 35 hours per week. Employees are required to participate in KFN's registered pension plan and required to authorize the KFN to deduct the employee's pension contribution from the employee's pay and such authorization shall be in writing and be filed in the employee's payroll file.

Information on the specific KFN group benefits offered shall be provided to all employees as part of their orientation to the KFN.

Part-time (less than 25 hours), Casual and Temporary employees are not eligible for benefits and receive 4% in lieu of benefits on each paycheque, subject to mandatory deductions.

Pay Period

Paydays

- Employees will be paid bi-weekly on Fridays (twenty-six pay periods per year), via direct deposit, with a one-week hold-back in pay
- Paystubs are provided via KFN email
- Employees may also access paystubs and T4 information through payroll

Time Tracking

New employees will receive step-by-step instructions for submitting time sheets from their direct manager, during their onboarding.

Time Away from Work

KFN provides time away from work to employees to encourage rest, relaxation and care for the individual. Other than statutory and KFN statutory holidays, employees will request all other leaves in advance through their manager.

Statutory Holidays

All statutory holidays as set out in the *CLC* as well as four (4) additional days are observed. Employees will receive a paid day off or be paid per requirements of *CLC* for the following Statutory and observed Holiday. The KFN observes the following statutory and non-statutory **paid** holidays:

New Year's Day

Family Day

Good Friday	Labour Day
Easter Monday*	National Day for Truth and Reconciliation*
Victoria Day	Thanksgiving Day
Indigenous People's Day*	Remembrance Day
Canada Day	Christmas Day
British Columbia Day	Boxing Day*

Eligible part-time and hourly employees receive statutory holiday pay based upon their average hours worked over the 30 days prior to the statutory holiday, in accordance with the *CLC*.

Vacation

Vacation entitlements are accrued each month (pro-rated in the first year of employment) and are determined by the employee's length of service.

All permanent employees, and Term Employees with a term of twelve (12) months or longer, are entitled to take annual vacation with pay in accordance as set out in their employment agreement or with the *CLC* where there is no employment contract. Employees eligible for annual vacations may take their vacation following the completion of their probationary period. Vacation hours will be prorated for part time employees.

Employees are entitled to the following annual paid vacation leave:

1 to 4 years' employment	2 weeks
5 to 7 years' employment	3 weeks
8 to 11 years' employment	4 weeks
12 to 15 years' employment	5 weeks
Employment of 16 years and more	6 weeks

Employees may carry-over up to five (5) days or 35 hours of vacation into the new calendar year to allow for longer vacations from time to time. KFN will make every reasonable effort to grant an employee the period of vacation leave requested.

All employees should submit a written request for leave preferably at least two (2) full weeks with consideration of KFN's work plan, prior to commencement of vacation, using the Leave Request form.

All employees are required to ensure through contacting the finance department that they have the vacation days available prior to putting in their written request for approved vacation leave. If the requested time is not available, then these days will be considered unpaid leave.

Requests for vacation leave must be pre-approved by an employee's manager, the CAO or Director.

Contracted employees who are not eligible for annual paid vacation are entitled to receive vacation pay in accordance with the *CLC*.

Employees with unused vacation leave will be compensated in conjunction with the *CLC*. If it is agreed that vacation leave off cannot be taken in the same calendar year, the employee, with the approval of the CAO or Director, will be paid or granted an extended period to take the vacation leave within that fiscal year.

Paid Holiday Break

The Administration office closes over the Christmas period, the dates of the Christmas break are aligned to the School District #71 Christmas holidays. This holiday break is paid to all employees regardless of tenure. If annual vacation time is requested either before or after, to the Christmas break this will be approved on a case by case basis subject to the discretion of an employee's manager or director and the CAO.

Sick Leave

All permanent employees, and Term Employees with a term of twelve (12) months or longer, are entitled to take sick leave with pay in accordance as set out in their employment agreement. Employees eligible for sick leave may take their sick leave following the completion of their Probationary Period.

Employees shall accumulate paid sick leave entitlements at the rate of one and a half (1.5) days per month, up to a maximum of eighteen (18) days per year. Part-time employees will accrue sick leave on a prorated basis, based on hours worked.

Eligible employees with accumulated sick leave may take paid sick leave when they are unable to perform the duties and responsibilities of the position due to:

- (a) personal illness, injury, or quarantine; or
- (b) to assist an immediate family member in emergency circumstances, to be approved by the CAO or Director; or
- (c) appointments with doctors, dentists, orthodontists, or therapists, including drug and alcohol counseling, either for themselves or to assist an immediate family member, as approved by the CAO or Director.

Employees who are sick or injured shall notify the CAO or Director and manager no later than the start of the workday, and employees shall seek prior approval of their Manager before scheduling a medical appointment that cannot be scheduled outside of work hours, using the leave form provided.

An employee who has been on sick leave for three (3) consecutive days shall provide a certificate from a qualified medical practitioner to the CAO or Director upon their return, certifying that the employee was incapable of working due to illness, injury or quarantine.

Where an employee's absence from work exceeds the number of sick leave credits accumulated, there is provision for borrowing against future unearned credits, subject to the CAO or Director's approval. However, an employee in such circumstances may request that unearned vacation or compensatory time be credited against the additional time away from work or request a leave of absence.

When an employee's absence from work exceeds the number of sick leave credits accumulated, the employee may be entitled to sick leave without pay, subject to the CAO or Director's written approval, and after the CAO or Director has consulted with the employee and the employee's medical practitioner. The amount of unpaid sick leave will be approved on a case-by-case basis.

Employees may carry over up to six (6) days or 42 hours of sick leave into the new calendar year.

Any employee who for any reason resigns or whose employment is terminated shall not be entitled to payment for sick leave accumulated.

Additional leave options

KFN offers many other additional leave options. Please see KFN's HR Policy for additional information and discuss with your manager, Director, the CAO or Human Resources.

Leaving KFN

Abandonment of Position

If an employee is absent from work for three (3) consecutive days without notifying their Manager and without reasonable medical excuse or justification KFN may deem the employee to have abandoned their position and their employment with KFN will be terminated via resignation and without entitlement to notice or severance.

Lay-offs

KFN may lay off employees temporarily for a period that does not exceed the maximum length allowed by *CLC* or its regulations. Any such temporary layoff will not constitute a breach of employment or a constructive dismissal.

If a temporary layoff exceeds the maximum length allowed by *CLC* or its regulations, the termination provisions for written notice (or pay in lieu) and severance pay, as applicable, provided under the *CLC* will be provided to the employee, and nothing more. If the employee has a specific termination clause in their employment contract, the contract shall prevail.

Resignation & Termination

KFN retains the right to terminate employees according to the *CLC*. Terminations will be handled in a confidential, professional manner.

- Terminated employees are entitled to receive all earned pay, including vacation pay earned during their employment with KFN. Terminated employees are also entitled to reimbursement of outstanding expenses, claimed through the normal procedure.
- KFN employees are asked to provide two weeks' written notice of resignation to their Division Manager or the CAO or the Director, with transition to be completed to the satisfaction of their Division Manager or the CAO or the Director.
- On receiving resignation notice, KFN may, in its sole discretion, pay the resigning employee for the resignation notice period and cease their duties immediately. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs, the employee will receive pay "in lieu of notice," for the lesser of the remainder of the resignation notice period, or statutory termination entitlement per the *CLC*.

Retirement

Employees must provide at least two (2) weeks' written notice of their intent to retire, in the form of a signed letter or email, to the CAO and to their manager. The letter should include the employee's expected retirement date.

Managers, CAO, Director, and Deputy Chief Administrative Officer wishing to retire from employment with KFN shall provide at least four (4) weeks' written notice of their intention to Chief and Council, with transition to be completed to the satisfaction of the Chief and Council.

Employees considering retirement are encouraged to discuss the matter with the Chief Administrative Officer or Director and their Manager at least six (6) months prior to the intended date in order to ensure sufficient time for workforce planning and preparation of the necessary paperwork, including the handover to be completed with the CAO or Director.

Depending on the wishes of the retiring employee, an announcement of the employee's impending departure may be either informally emailed or formally announced at a staff meeting.

All remaining salary and vacation accruals shall be paid to the retiring employee the next pay period of their departure, along with a Record of Employment files with Service Canada.

Return of Property

Upon termination or resignation of employment for any reason, all items created or used pursuant to an employee's service or provided by KFN, including but not limited to access cards, keys, computers, phones, reports, files, manuals, confidential information, or other materials will remain the sole property of KFN, and must be returned immediately, in good condition.

Exit Interviews

For voluntary resignations from KFN, employees may be asked to participate in an optional exit interview with their choice of the CAO, Chief and Council or Human Resources, prior to their last

day of work. Exit interviews are important to us to identify any factors that have contributed to the decision to leave KFN, to identify any trends requiring attention or any opportunities for improving KFN ability to respond to employee issues, and to improve and continue to develop strategies aimed at addressing these issues.

Exceptions may include temporary, or contract employees and employees dismissed with or without cause. Participation in an exit interview is voluntary and confidential. If an employee chooses to participate in an exit interview, they are encouraged to be honest and constructive in their responses. Employees are given a chance to discuss any concerns or information they feel would be beneficial for KFN to know about their employment experience with the organization.

References

On occasion, KFN will receive requests for references for current or former employees from individuals or organization representatives outside of (and unaffiliated with) KFN. Employees and managers cannot provide references without CAO approval. Human Resources may provide a confirmation of employment without prior manager approval.

Thank You

Again, we want to give you a warm welcome to KFN. We are so thankful that you have chosen to join the KFN team. We look forward to working together alongside you. If you have any questions about this Handbook, please feel free to discuss with your manager, the CAO or Human Resources.