

Submitted to: SCBC Board for review and discussion

Submitted by: Governance Committee, Kate Pelletier, Courtenay Kearney, Cory Williams, Lesa Lacey, Michelle Skelly

Date: November 20, 2024 Board meeting

Re: Review and Revisions of SkillsBC Policies

The Governance Committee and the Treasurer have reviewed and revised the SCBC Policy Manual dated 2017. The document below includes the revised policies as well as the Table of Contents from the 2017 version of the Policy Manual for reference. **This document is being provided for the Board now to provide ample time for their review and comments before approval for the revised policies is sought at the January 15, 2025 Board meeting and AGM.**

Notes:

- I apologize that this document is not in a more consistent and professional format
- Final editing and formatting including title page and table of contents will be done once policies are finalized
- Ignore the numbering – it needs to be redone when the policies are formatted properly
- Name of organization used in policies – need to confirm the formal name and short form to be used in the policies
 - Suggest: SkillsCanadaBC or SkillsBC; and SCBC be used
- **Explanatory notes in blue font accompany each policy that has been changed**

To be developed:

- Procedure - dealing with complaints / doing investigations
- Form - Acknowledgement Form – for people to sign that they have read the policies (HR Policies General Statement mentions this form)
- Form – Request for Authority to Travel / Expense Claim Form
- Form – include in the Expense Claim Form – reference to the Board May 15, 2024 decision re: the NJC guidelines for meals and kilometer reimbursement
- Policy - for making decisions during an emergency when the full board is not available to meet
- Policy - Corrective Counselling and Discipline Policy (See new Code of Conduct Policy)
- Board schedule for governance review

Table of Contents – from the 2017 Version of the Policy Manual

This version of the Table of Contents is provided for reference to old policies and #s

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Notes:

- **minor grammatical edits in the bullet points**
- **removed sentence at the end that suggested the policies could be flexible on a case by case basis**

1.1 General

1.1.1 Introduction

The Policies and Procedures Documents are designed to identify the relevant documentation and source information required by the Skills Canada British Columbia Board of Directors and Staff to complete their responsibilities.

The reasons for outlining the guidelines and procedures are to:

Ensure the processes are understood by Skills Canada British Columbia Board of Directors, Staff, Partners and Participants

Document clearly, concisely and precisely the processes to be used in the governance, operations, and programs of Skills Canada British Columbia

Ensure responsibilities and relationships are articulated to ensure accountability, efficiencies and reduce duplication

Provide a framework for consistent decision making

Ensure the processes are measurable and can be used to evaluate overall performance, and

Ensure processes are documented for the understanding and clarity of the Board, Staff, Partners and Participants

The Policy and Procedures Documents may be used as:

Reference and training tools,

Primary source documents, and

A communications tool with the Board, Staff, Partners and Participants to ensure processes are understood.

Skills Canada British Columbia acknowledges that all current Provincial and Federal labour laws take precedence over these policies.

1.1.2 Mission – Removed as this may change from time to time – belongs in the Board and Employee Handbooks

1.1.3 Goals - Removed as this may change from time to time – belongs in the Board and Employee Handbooks

Effective: Before 2014

Revised: 2016

1.1.4 By-Laws Removed – they should be a separate document not in the policy manual

1.2 Governance and Strategic Direction Policies (Board Policies)

Conflict of Interest POLICY: No Change

No member of the Board of Directors, or any of its Committees or sub--- Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Skills Canada British Columbia. Equally, no staff member or contractor of Skills Canada British Columbia shall derive any personal profit or gain, directly or indirectly, beyond that which is contained in the terms of employment/employment contract to which the employee/contractor has agreed. All Directors, sub/committee members, contractors and staff must arrange their affairs, in public and private, to prevent any real, perceived or potential conflict of interest. Conflict of interest exists when an individual uses position, authority or privileged information to:

- Obtain an improper benefit, directly or indirectly, or
- Obtain an improper benefit for a friend, relative or associate, or
- Make decisions that will negatively affect Skills Canada British Columbia

In addition, Board Members, sub/committee members, contractors and staff are required to declare bias or apprehension of bias as a result of a conflict not explicitly defined in the above description.

EFFECTIVE : September 13, 2016

REVISED :

1.1.6 Legal Liability **No Change**

POLICY:

Should a contractor, staff member or volunteer, including Directors, working for, or on behalf, of Skills Canada British Columbia, be served with legal documents or become aware that he/she has been named in a lawsuit connected to work undertaken for the organization, the aforesaid shall immediately advise the Executive Director and provide copies of any documents with which the staff member or volunteer has been served. The Executive Director will notify the President. If the lawsuit is directed at the Executive Director, he/she will notify the President directly and immediately.

As soon as the Executive Director and/or President receive copies of any such legal documents, legal advice will be sought and the Board will be advised of the situation.

All legal matters will be subject to Skills Canada BC's confidentiality policy.

EFFECTIVE : May 10, 2016
REVISED

1.1.7 Non- Discrimination POLICY: No Change

Skills Canada British Columbia does not discriminate, or condone discrimination, against any person because of race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. This policy applies to employees, volunteers, and program participants.

EFFECTIVE : May 10, 2016

REVISED :

2.0 Operations Support Policies

2.1 Administration

2.1.1 Records Maintenance No change

POLICY:

Skills Canada British Columbia records will be created, classified, maintained, retrieved, stored and disposed of in a manner to ensure they serve as a valuable resource to support legal, fiscal, business and administrative requirements.

The Executive Director is responsible for the administration and control of all records. A standard filing system that classifies records shall be used. Where possible the electronic classification shall be the same as the hardcopy records. All staff will be trained in the use of the record classification system.

All records, created or received by Skills Canada British Columbia staff and/or contractors in the course of their duties on behalf of the organization, are the property of Skills Canada British Columbia and subject to its overall control. Employees/contractors leaving Skills Canada British Columbia are to leave all records for their successors.

Electronic communication is considered a form of organizational record and will be treated as such.

Records for contracts, employee files, competitions, fundraising and tax related identified as inactive will be scheduled for disposal after seven years – or in accordance with Provincial and/or Federal laws.

Records such as minutes, by-laws/articles of incorporation, strategic and business plans and policy manual are to be retained indefinitely.

Records containing personal information will be maintained and disposed of in accordance with the requirements of the Personal Information Protection Act.

EFFECTIVE : May 10, 2016

REVISED :

2.1.2 Insurance

POLICY: Added language to include Board members

Skills Canada British Columbia shall have in place at all times both Directors' Liability Insurance and General Insurance.

Buildings, equipment, furniture and other contents shall be insured against most risks of loss or damage or defending legal actions and paying settlements.

Staff members, Board members and/or contractors performing their normal responsibilities in good faith and within the scope of their role or other authorized employment responsibilities will be defended and indemnified by Skills Canada British Columbia against legal actions brought by third parties. Such legal actions may concern bodily injury, personal injury (e.g. libel or slander), and damage to the property of others or by error or omission causing financial loss to the third party. Such defense and indemnification will be provided even if there is potential error or negligence by the staff member, Board member, and/or contractor. Skills Canada British Columbia will not defend or indemnify staff members, Board members, and/or contractors against legal actions arising from activities outside the scope of their role, employment/employment contract that is not expressly sanctioned and approved by Skills Canada British Columbia.

PROCEDURES:

All incidents that have potential liability or insurance implications must be reported promptly to the Executive Director.

EFFECTIVE : May 10, 2016

REVISED :

2.1.3 Protection of Children, Youth & Vulnerable Adults

Made several changes

- added language re: Board, employees, contractors and volunteers so the policy applies to all
- added language re: bullying
- Under 10. Protection Measures - added language re: “appropriate screening” and criminal records checks
- added a new policy re: Code of Conduct that covers harassment etc. in the work environment
- we need a procedure for dealing with complaints

POLICY:

Skills Canada British Columbia (SCBC) is dedicated to promoting skilled trades and technologies as viable, first-- choice career options for Canadian youth. Because its focus is Canadian youth, the organization, its employees, contractors, volunteers and Board members all have a duty to uphold the reputation of SKILLSBC and to value the trust and confidence placed in them by program participants, sponsors, parents and communities.

1. Scope

This Policy applies to all Staff, Board members, Contractors and Volunteers of SKILLSBC. They must familiarize themselves with this Policy and its contents, and be aware of their obligations under this Policy.

2. Definitions

STAFF --- all employees of SKILLSBC, full, part--- time, and contracted that have any contact with a participant
CHILDREN (child) --- for the purpose of this policy, a child is someone from birth to the age of 12

YOUTH --- for the purpose of this policy, youth is someone from the age of 12 to 18

VULNERABLE ADULTS --- A vulnerable adult is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability and who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

PARTICIPANT --- For the purpose of this policy, a participant includes a child, youth or vulnerable adult who participates in a SKILLSBC event(s)

VOLUNTEERS --- all individuals who help to deliver SKILLSBC activities on an unpaid basis

3. Commitment of SKILLSBC

SKILLSBC is committed to delivering events and programs in which all staff, Board members, Contractors, participants and volunteers are treated with dignity and respect and to providing an environment free from safety hazards, violence, harassment and sexual abuse.

4. Practices to Ensure the Protection of Participants

Board Members, volunteers and personnel must be mindful that in the course of their employment, engagement or association with Skills Canada BC, they will come into contact with vulnerable people, including children youth and those with disabilities. It is understood that caring personnel will develop positive relationships with youth while involved in Skills Canada BC programs. The following practices must be followed to ensure the protection of both youth and personnel of Skills Canada BC programs.

Board members, volunteers and personnel shall refrain from engaging in the following with youth (please note this list is not a comprehensive list and other actions may be deemed unsafe):

- Being alone with an individual youth where they are not observable by others.
- Disrobing a youth other than outer garments (i.e. a coat).

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- Changing clothes in front of youth.
- Engaging in any exploitative, abusive or corrupt relationships.
- Sexual behaviour of any kind with youth; this includes sexual jokes, language, names, touching, pornography, harassment and exploitation.
- Use of technology or social media to engage youth in disrespectful and exploitative behaviour.
- Abusing or exploiting youth in any way.
- Initiating contact with or accepting supervisory responsibility for youth outside of Skills Canada BC programs and activities.
- Communicating with youth outside of Skills Canada BC programs via written, electronic or other means without express Skills Canada BC approval.

Board members, volunteers and personnel shall take the following measures in all interactions with youth through Skills Canada BC:

- Contribute to combating all forms of illegal activities against youth.
- Refrain from using vulgar or inappropriate language in front of youth or when carrying out any duties on behalf of Skills Canada BC.
- Refrain from smoking in front of youth.
- Refrain from being alone with a youth unless safety dictates otherwise.
- If a youth wants to speak privately with Personnel, he or she shall ensure that the discussion is not out of sight from others, just out of hearing.
- Promote positive values and youth protection strategies as outlined in this policy in its programs and facilities, with parents, and in the community.
- Refrain from using his or her role with Skills Canada BC to have contact with youth participants outside of Skills Canada BC Programs.
- Follow the Skills Canada BC guidelines for connecting with youth participants and general use of technology, including but not limited to: email, internet and social media.
- Report any behaviour contrary to this policy to a supervisor/manager, a member of the Board of Directors or the Board President of Skills Canada BC immediately.
- Use only positive teaching behaviour to discipline and refrain from any use of physical contact or emotional rejection and put-downs.
- Utilize constructive methods for maintaining group control and managing youth behavior.
- Refrain from touching a youth and if necessary, only touch a youth on the hands, arms, shoulders or head to get their attention with the youth's permission and always in sight of others except when medical or safety circumstances warrant.
- Keep all classroom / venue doors open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room. All storage, maintenance and utility area doors will be secured when not in use.
- Ensure all sites of operation will have access to a telephone on location during operating hours.
- Respect the right to personal privacy at all times with special consideration to ensure separate sleeping accommodations and washing facilities for co-ed activities.
- Ensure all facilities are lit indoors and out.
- Staff, volunteers and participants will always follow the "Rule of Three" (at least three people in a gathering unless interaction of two individuals can be observed by others).
- Staff and volunteers will never remove any garments from a participant unless necessary for the participant's health or safety or because the participant has requested assistance.

Contact with participants

It is understood that staff and volunteers will develop positive relationships with participants while involved with SKILLSBC programming. The following practices will be followed to ensure the protection of participants, staff and volunteers outside of SKILLSBC programs:

- Staff and volunteers will not initiate contact with or accept supervisory responsibility for participants outside the scope of their SKILLSBC duties. Staff and volunteers with prior or family relationships to participants may be exempt from this restriction.
- Staff and volunteers will appear and behave in a manner consistent with the mission, values, and Code of Conduct of SKILLSBC at all times while on or off duty, including electronic, written and verbal communications.
- SKILLSBC will promote positive values and youth protection strategies as outlined in this policy in its programs and facilities, with parents, and in the community.
- Parents will be allowed to observe programs at any time deemed appropriate and safe.
- Volunteers will not be alone with participants.

Updates to Policy

It is the responsibility of SKILLSBC to develop, implement, and monitor this policy to ensure its accuracy and to train staff and volunteers as needed. The Board of Directors will review this policy at a minimum every three years or more frequently as the environment changes to ensure that it meets the needs of all stakeholders.

5. Understanding Violence

Violence means the exercise or threat of physical force against a person that causes or could cause physical injury; an attempt to exercise physical force against a person that could cause physical injury; or a statement or behavior that is reasonable for a person to interpret as a threat to exercise physical force against a participant that could cause physical injury to the participant.

Violence includes, but is not limited to:

- Verbally threatening to attack a person;
- Leaving threatening notes at or sending threatening e--- mails;
- Hitting or trying to hit a person;
- Throwing an object at a person; or
- Sexual violence against a person.

Ensuring an environment free of violence is part of providing a safe workplace. The *Criminal Code* also protects individuals from physical and sexual assault. Under no circumstances will violence be permitted or tolerated by SKILLSBC in its events or programs.

6. Understanding Harassment

Harassment means engaging in a course of aggravating comment or conduct against another person that is known or ought reasonably to be known would be unwelcome. It includes actions, comments or displays.

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Some examples of harassment include:

- Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person’s body, clothing, race, national or ethnic origin, color, religion, age, sex, gender or gender identity, marital status, family status, physical or mental disability, sexual orientation or identity, pardoned conviction, or other personal characteristics;
- Unwelcome sexual remarks, invitations, or requests;
- Displays of sexually explicit, sexist, racist or other offensive or derogatory material;
- Written or verbal abuse or threats;
- Practical jokes that embarrass or insult someone;

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- Leering (suggestive staring) or other offensive gestures;
- Unwelcome physical contact, such as patting, touching, pinching, hitting;
- Patronizing or condescending behavior;
- Humiliating a person;
- Abuse of authority that undermines someone’s performance;
- Vandalism of personal property; and/or
- Physical or sexual assault.

The *Canadian Human Rights Act* and provincial human rights legislation provides protection from harassment related to protected grounds, which include race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

7. Understanding Bullying¹

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. People who are bullied and those who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: people who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (from www.stopbullying.gov).

8. Understanding Sexual Abuse

Sexual abuse occurs when a participant is used by somebody else for sexual stimulation or gratification. This includes behavior that involves touching and non-touching aspects.

Sexual abuse that involves touching includes:

- Fondling
- Kissing
- Oral, genital and anal penetration
- Intercourse
- Rape

Sexual abuse that does not involve touching includes:

- verbal comments
- exposure to pornography
- obscene phone calls, e--- mails, texting or other communications
- exhibitionism
- allowing participants to witness sexual activity

The *Criminal Code* protects Canadians from physical and sexual assault. Under no circumstances are sexual relations considered acceptable behavior between a staff member or volunteer and a participant.

9. Reports of Harassment or Abuse

¹ Adapted from the Protection of Youth Policy, Destination Imagination copyright 2022

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Individuals should never deal with abuse or harassment disclosures in isolation* and should always refer them to the Executive Director or in the case of an allegation against the Executive Director the issue should be communicated to the SKILLSBC Board President. These individuals will take leadership over the case and report suspected abuse or harassment to the appropriate agency or authority.

Any allegation against an employee of SKILLSBC or a volunteer must be reported immediately. All allegations of this nature will be handled promptly in accordance with SKILLSBC's procedure.

**Under Province of British Columbia law if an individual suspects that a child or youth under the age of 19 is being abused or neglected, that individual has the legal duty to report their concern to a child welfare worker.*

Phone 1 800 663 9122 at any time of the day or night. If a child or youth would like to talk to someone, they may phone the Helpline for Children at 310-- 1234 at any time of the day or night. The Helpline call is free. You do not need an area code and you do not have to give your name.

If the child or youth under 19 years is in immediate danger, call 911 or your local police.

10. Protection Measures

As a means of further protecting participants, SKILLSBC is committed to ensuring that all Staff and Volunteers are appropriately screened. Where required, staff, contractors, volunteers and Board members will undergo criminal reference checks.

11. Confidentiality and Privacy

SKILLSBC will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law.

EFFECTIVE : September 13, 2016

REVISED:

2.1.4 Corporate Ethics Policy

Deleted most of this policy because it overlapped with the new Code of Conduct policy

POLICY:

Skills Canada British Columbia will operate in an ethical manner at all times in the conduct of its business. All employees/contractors and Board members must adhere to this policy.

What this Means:

The actions of employees/contractors and Board members on behalf of Skills Canada British Columbia must reflect the highest standards of honesty and integrity.

EFFECTIVE : September 13, 2016

REVISED :

Code of Conduct (NEW)

Policy

To preserve the core values and business principles that our organization is founded upon, we have compiled a list of unacceptable behaviours that have been classified as either:

- Hazardous to employee safety
- Criminal
- A negative influence on workplace morale or
- Detrimental to the success of our organization

Skills Canada BC reserves the right to discipline and, in certain cases, terminate a Board member or any employee, volunteer or contractor for participating in any conduct that violates Skills Canada BC's Code of Conduct standards and policies. Failure to respect the Code of Conduct will result in disciplinary action as stated in the Corrective Counselling and Discipline Policy.

Purpose

The primary responsibility of Skills Canada BC ("Organization") is the well-being and development of youth. Skills Canada BC is committed to providing a safe and healthy environment within its Organization that promotes a high level of satisfaction, respect and success. By following this Code of Conduct ("Code"), which forms part of the terms and conditions of employment, engagement or association with Skills Canada BC, it is intended that all employees, volunteers, contractors, Directors and officers will contribute to strengthening the impact of what we deliver.

The Code constitutes written standards that are reasonably designed to promote integrity, to deter wrongdoing and to address, at a minimum, the fundamental principles set out below. We pride ourselves on our spirit of cooperation, teamwork and pleasant atmosphere that prevails within our organization. As an employee of Skills Canada BC, we expect a positive and professional attitude when working with fellow employees and when assisting customers and the general public. You are a representative of our organization and your personal conduct is a reflection of not only yourself, but also of Skills Canada BC. Although the various matters dealt with in this Code do not cover the full spectrum of permitted and prohibited activities, they are indicative of the Organization's commitment to the maintenance of high standards of conduct and are to be considered descriptive of the type of behaviour expected from all those associated with Skills Canada BC.

Scope

This Policy applies to all employees, contractors, volunteers, Directors and officers of Skills Canada BC.

Responsibility

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All Skills Canada BC employees, contractors, volunteers, Directors or officers (“Personnel”) are required to abide by the Organization’s policies and procedures, including but not limited to this Code, and to ensure their conduct is in keeping with the values of the national organization, Skills Canada/Competencies Canada. This Code applies to all Skills Canada BC Personnel regardless of location, and in accepting an appointment Personnel agree to discharge their duties and to regulate their conduct in line with the requirements of this Code.

All Personnel will be given a copy of this Code during orientation and be required to familiarize themselves with its requirements. Upon the commencement of their employment, engagement or association with SCBC all Personnel will be required to sign an acknowledgement that they have read and understood the Code and will resign the acknowledgement each year thereafter.

The Board of Directors has responsibility to ensure that all Personnel, including those newly involved, are provided with and sign a copy of the Code acknowledging they understand its provisions clearly.

All Personnel also have a particular responsibility to uphold the Code and to set an example. It is the responsibility of all Personnel of Skills Canada BC to abide by this Code and to report knowledge of contraventions of this Code.

A breach of this Code may result in discipline, up to and including termination of a Personnel’s employment, engagement or association with the Organization, for cause.

Definitions

Code of Conduct refers to a set of guidelines intended to support the ethical behaviour and decision making for all employees, contractors, volunteers, and Directors at Skills Canada BC.

Values - Skills Canada / Competences Canada

Safety – We integrate safety into everything we do.

Accountability – We apply the highest standards of integrity, transparency and fairness.

Inclusivity - We embrace diversity and equitable opportunities for all.

Excellence - We do our best with passion and commitment.

Collaboration - We work together to achieve shared goals.

Environmental Sustainability – We demonstrate through our actions our commitment to a greener planet.

Procedures

Personnel are expected to:

1) Promote the Mandate of Skills Canada BC and Comply with all Skills Canada BC Policies

Personnel shall:

- Review and adhere to all Skills Canada BC policies relevant and applicable to their employment, engagement or association with Skills Canada BC.
- Comply with the governing rules of any other association with which they participate on behalf of the Organization.
- Perform duties and services in a competent, punctual and diligent manner.
- Attend to obligations or commitments with Skills Canada BC promptly.
- Work co-operatively, demonstrating courtesy in all interactions with Skills Canada BC Personnel and members of the public

2) Ensure the Safety, Health and Well-Being of all those associated with Skills Canada BC especially Youth

All Personnel must comply with all health and safety laws, regulations, standards and Skills Canada BC policies and mandates as applicable. Personnel must ensure that they conduct their activities in compliance with applicable laws and keep up-to-date on issues that may affect same.

Personnel commit to adhering to the following:

- Legal and organizational health and safety requirements.

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- Reporting any necessary changes or breaches of legal or organizational health and safety requirements.
- Avoiding any risk to the safety, health and well-being of themselves and others and managing risks appropriately where necessary.

3) Ensure Personal Conduct is, and is seen to be, of the Highest Standards in Keeping with Skills Canada BC’s Mission and Values.

All dealings between Board Members, volunteers and personnel acting on behalf of Skills Canada BC and others must be conducted in a manner that will not compromise the integrity or question the reputation of any other person, Personnel or the Organization.

Personnel shall:

- Always act with fairness, honesty, integrity and openness.
- Respect the opinion of others and treat all people fairly and with respect and dignity.
- Provide a positive and valued experience for those receiving services from Skills Canada BC.
- Adhere to the Alcohol and Other Controlled Substances That May Cause Impairment Policy
- Refrain from using vulgar or inappropriate language in front of youth or when carrying out any duties on behalf of Skills Canada BC.
- Refrain from dishonest and illegal conduct and activities.
- Adhere to the Protection of Children, Youth and Vulnerable Adults Policy

4) Avoid Involvement in any Criminal Activities, Activities that Contravene Human Rights, Constitute Harassment or those that Compromise the Work of Skills Canada BC

Board members and personnel are expected to always support and promote the Organization’s Mission and Values. Personnel and Board members are responsible for ensuring that their behaviour contributes to making the environments in which they work and volunteer one’s in which individuals are treated with respect, provided with equality of opportunity based on merit and kept free of all forms of discrimination. Discrimination by the Organization or Personnel based on race, religion, color, sex, age, national origin, disability, marital status, family status, sexual orientation, or any other status or condition protected by the BC Human Rights Code (“Protected Grounds”) will not be tolerated at any level of the Organization. Discrimination is prohibited in all areas including employment, volunteering, recruitment, promotion, training, salary, benefits and terminations. Personnel are to be treated as individuals and given opportunities based on merit and abilities.

Harassment, including sexual harassment, by the Organization and/or Personnel is strictly prohibited. Harassment means a course of vexatious comments or conduct against Personnel, and those using Skills Canada BC services that is known or ought reasonably to be known to be unwelcome. Harassment includes unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to Personnel or those using Skills Canada BC services. Sexual Harassment means harassment but involves sexualized conduct or is harassment directed at an individual as a result of gender.

Examples of harassment and bullying include:

- unwelcome remarks, slurs, jokes, taunts, or suggestions about a person’s body, clothing, race, national or ethnic origin, color, religion, age, sex, gender or gender identity, marital status, family status, physical or mental disability, sexual orientation or identity, pardoned conviction, or other personal characteristics;
- unwelcome sexual remarks, invitations, or requests;
- displays of sexually explicit, sexist, racist or other offensive or derogatory material;
- written or verbal abuse or threats;
- practical jokes that embarrass or insult someone;
- leering (suggestive staring) or other offensive gestures;
- unwelcome physical contact, such as patting, touching, pinching, hitting;
- patronizing or condescending behavior;
- humiliating a person;
- abuse of authority that undermines someone’s performance;
- vandalism of personal property; and/or

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- physical or sexual assault.

Harassment and bullying excludes: Any reasonable action taken by an employer or supervisor relating to the management or direction of employees in the course of their employment.

The *Canadian Human Rights Act* and provincial human rights legislation provides protection from harassment related to protected grounds, which include race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Violence means the exercise or threat of physical force against a person that causes or could cause physical injury; an attempt to exercise physical force against a person that could cause physical injury; or a statement or behavior that is reasonable for a person to interpret as a threat to exercise physical force against a participant that could cause physical injury to the participant.

Violence includes, but is not limited to:

- Verbally threatening to attack a person;
- Leaving threatening notes at or sending threatening e-mails.
- Hitting or trying to hit a person;
- Throwing an object at a person; or
- Sexual violence against a person.

Ensuring an environment free of violence is part of providing a safe workplace. The Criminal Code also protects individuals from physical and sexual assault. Under no circumstances will violence be permitted or tolerated by Skills Canada BC in its events or programs.

Board Members, volunteers and personnel shall:

- Refrain from discrimination, abuse, violence and harassment in any form.
- Notify the Executive Director of Skills Canada BC of any new criminal charges personally by him or her, during his or her employment, association or engagement with Skills Canada BC.

Skills Canada BC will in all instances abide by its obligations pursuant to the Human Rights Code with respect to Personnel Records of Offences.

5) Avoid Conflict of Interest

Skills Canada BC requires Board Members, volunteers and personnel to avoid all situations in which their personal interests conflict or might appear to conflict with their duties with Skills Canada BC. Personnel should avoid acquiring any interests in or participating in any activities that would tend to:

- Deprive Skills Canada BC of the time or attention required to perform their duties properly; or
- Create a distraction that might affect their judgment or ability to act solely in the Skills Canada BC's best interests.

Board members, volunteers and personnel are prohibited from using or disclosing any information about Skills Canada BC for personal gain or at the expense of the Organization. Personnel shall disclose to their supervisors or to the Board of Directors in writing all business, commercial and financial interests or activities where such an interest or activity might reasonably be regarded as creating an actual or potential conflict with their duties or the mandate of Skills Canada BC. Personnel who are charged with managerial or supervisory responsibility are required to see that actions taken and decisions made within are free from the influence of any interest that might reasonably be regarded as conflicting with those of the Organization. Board Members likewise are required to avoid or declare any potential or perceived conflicts of interest.

6) Confidentiality

Confidential Information includes any information that is not known to the general public and includes, but is not limited to, all computer software and files, strategic objectives, Skills Canada BC business and financial documents, sponsorship and support records and all volunteer, membership and employee and participant information.

Personnel shall:

- Respect and maintain the confidentiality of Confidential Information gained as Personnel.
- Refrain from discussing, releasing or using Confidential Information without proper authority to anyone not employed by Skills Canada BC.
- Abide by all privacy laws and regulations.

8) Reporting Conduct in Violation of the Code

Board Members, employees, contractors and volunteers are each responsible for being aware of, understanding and complying with this Code. Any issues with respect to violations of this Code are to be made in writing to your Director (unless it involves your Director) or the Executive Director. If the Executive Director is involved in the reported violation, issues should be identified in writing to the President of the Board of Directors. Any reported concerns will be treated with urgency, consideration and discretion. Failure by Personnel to report any actual or potential violation of the Code will be viewed as condoning a violation of this Code, which may be subject to discipline, up to and including termination of employment, engagement or association with Skills Canada BC for cause.

Individuals should never deal with abuse or harassment disclosures in isolation* and should always refer them to the Executive Director or in the case of an allegation against the Executive Director the issue should be communicated to the President of the Board of Directors. These individuals will take leadership over the case and report suspected abuse or harassment to the appropriate agency or authority.

**Under Province of British Columbia law if an individual suspects that a child or youth under the age of 19 is being abused or neglected, that individual has the legal duty to report their concern to a child welfare worker.*

Phone 1 800 663 9122 at any time of the day or night. If a child or youth would like to talk to someone, they may phone the Helpline for Children at 310-1234 at any time of the day or night. The Helpline call is free. You do not need an area code and you do not have to give your name.

If the child or youth under 19 years is in immediate danger, call 9-1-1 or your local police.

There shall be no reprisal or other action taken against any person who, in good faith, bring forward concerns about actual or potential violations of laws or the Code. Anyone engaging in any form of retaliatory conduct will be subject to disciplinary action, which may include termination of employment, engagement or association with Skills Canada BC for cause.

2.1.5 Addition or Deletion of a Provincial Competition Contest Area

Added language to reference that we will use national guidelines / rules where they exist

POLICY:

From time to time Provincial Competition contest areas may be added or deleted in order to respond to changes in trades and technology careers. Where they exist, SkillsBC will use the rules/requirements as prescribed by Skills Canada/Competences Canada. SkillsBC staff will use the “Procedures to Add or Delete a Skills BC Provincial Competition Contest Area” found in the appendix of the Policy Manual as guidelines to add and/or delete contest areas.

Procedures to Add or Delete a SkillsBC Provincial Competition Contest Area

A. Procedure to add a contest.

A contest may be added to the SkillsBC Provincial Skills Competition based on the following criteria:

1. The contest will enrich the experience of those attending the Provincial competition.
2. There is support from educators to register enough competitors to sustain the contest
3. There is a demand for people to work in this field
4. Volunteers have stepped forward to act as a Technical Committee
5. It is feasible to offer the contest
 - Equipment can be sourced
 - Space is available
 - Costs are supported within the current budget and/or, sponsorship has been secured

B. Procedure to cancel a contest.

1. SkillsBC reserves the right to cancel a contest if an insurmountable safety concern has been identified

In addition, a contest may be cancelled for the following reasons:

2. Low competitor registration
3. A Technical committee cannot be secured
4. A major supplier or sponsor cancelled support rendering it impossible to operate, or continue to operate, the contest area.

EFFECTIVE : September 13, 2016

REVISED :

2.2 Human Resources

Made several changes to the HR policies to:

- **streamline**
- **correct errors and reflect our actual practices**
- **removed the references to the sections for the Employment Standards Act**

2.2.1 General Statements

The following section sets out the human resources policies and procedures for Skills Canada British Columbia. These policies apply to the employees/contractors of Skills Canada British Columbia.

The Skills Canada British Columbia Board of Directors recognizes the Provincial Human Rights Code and the Canadian Charter of Rights and Freedoms. Skills Canada British Columbia's human resource policies meet or exceed the requirements as set-out in the BC Ministry of Labour, *Employment Standards Act* ([RSBC 1996] CHAPTER 113);

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01

The HR policies should be reviewed at least once every two years or when there is an announcement of significant change to legislation to ensure continued conformity with British Columbia's labour standards).

The Executive Director is responsible for the day-to-day interpretation and application of policy. If there is a disagreement over the interpretation or application of the policy that cannot be resolved by the Executive Director, the matter shall be referred to the Executive Committee. The Executive Committee's response should be recorded in writing and inserted into the relevant section of the policy.

Procedures:

The policies require, in many circumstances, the prior written approval of the Executive Director. Where a specific form does not exist, requests and approvals may be made by signing, dating and filing a hard copy of the request and approval or denial.

Requests may also be made and approved by email in which case a digital Request – Reply – Confirmation thread will be filed either digitally or in hard copy. The terms "Request", "Reply", "Confirmation" will appear in the subject line of emails as applicable for ease of searching the email database.

The SCBC Policy Manual is available to all employee/contractors, volunteers and Board members through the SCBC website. Employees/contractors must acknowledge that they have reviewed a copy of the policies by signing the designated form. This procedure must be followed when a new employee/contractor is hired by Skills Canada British Columbia. As well, employees/contractors should re-sign the form when updated versions of the policies are added to the SCBC website.

EFFECTIVE : September 13, 2016

REVISED :

2.2.2 Hiring Employees

No change other than removed the reference to the Employment Standards Act section

POLICY:

Skills Canada British Columbia is an equal opportunity employer. The objective is to use fair hiring practices to hire individuals who have the required skills and qualifications for the position by virtue of job-related standards of education, training and experience and to avoid all unlawful employment and promotion practices.

The most qualified and suitable applicant, regardless of the source, will be offered the position.

EFFECTIVE : September 13, 2016

REVISED :

Removed 2.2.2 a Pay Periods as this does not need to be in policy

2.2.2 b Performance Review and Salary Increases

Added language that increases must be tied to performance reviews and approved by the Executive Committee

Increases, within the approved annual budget, may be granted by the Executive Director for staff, based on the employee's satisfactory performance, as determined through a performance review process. All wage increases are subject to Executive Committee approval.

Executive Director wage increase, within the approved annual budget, is subject to satisfactory performance review and approval by the Executive Committee.

EFFECTIVE : September 13, 2016

REVISED :

2.2.3 Hours of Operation and Work

POLICY:

Made several changes

- Changed the title on the first section to "Hours of Operation"
- Removed language re: 37.5 hour workweek and stated under "Hours of Work" that employees hour of work will be detailed in their letter of employment
- Added language in several HR policies to note that permissions must be sought in advance, must document in writing, must request to use any time off

Hours of Operation

SkillsBC hours of operation are Monday – Friday from 9:00 a.m. – 5:00 p.m. With written permission, employees and contractors may vary their start and end times between 7:00 a.m. –

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7:00 p.m. Requests must be made in writing to the Executive Director. It is the responsibility of the Executive Director to ensure that there is adequate staff available between 9:00 a.m. and 5:00 p.m.

Hours of Work – this section describes the practice that employees have been using to bank lieu time – sections and policies that referred to “averaging” and “variances” and “flexible” work schedules have been removed as they were not accurate to what our practice has been.

Each employee’s hours of work will be detailed in their Letter of Employment.

SCBC experiences periods of operational intensity such as the weeks leading up to the provincial competitions. In these instances, employees may find they need to work hours in excess of their regular work week. In such instances, employees may be permitted to take time off equal to the additional number of hours worked. This additional time off will be on a 1:1 basis to the additional hours worked.

All hours to be worked in excess of the employee’s regular work week must be pre-approved by the Executive Director and documented, including the reason for the need to work the additional hours. Requests to use accumulated hours for time off must be in writing at least 2 weeks prior to the time off being requested. The accumulated hours must be used within the fiscal year in which they are accumulated.

Managing Overtime Hours – we do not normally approve overtime but if there is a need there is language here to cover it – including needing permission in advance to work overtime.

All overtime must be pre-approved in writing by the Executive Director. All overtime hours must be documented (when it was accrued and why). When overtime is banked, all requests and the approvals to use banked overtime hours must be in writing. Requests must be provided to the Executive Director at least 2 weeks prior to the dates of the time-off being requested. Operational requirements will be considered in approving requests for time-off.

Banked overtime hours must be used within the fiscal year in which they are earned.

EFFECTIVE : September 13, 2016
REVISED

Statutory Holidays

Added Easter Monday (Staff have been taking this day) and Truth and Reconciliation Day

Removed Boxing Day as it is included in the discretionary week between Christmas and New Years

The following days are paid holidays (both statutory and non-statutory) for employees

- New Year's Day (January 1st)
- Family Day (February)
- Good Friday (March/April)
- Easter Monday (March/April)
- Victoria Day (May)
- Canada Day (July 1st)
- BC Day (First Monday in August)
- Labour Day (First Monday in September)
- Truth and Reconciliation Day (September 30)
- Thanksgiving Day (Second Monday in October)
- Remembrance Day (November 11th if on a work day)
- Christmas Day (December 25th)

Substituting another day for a statutory holiday

With the agreement of the majority of the employees, statutory holidays that do not fall on a work day will be substituted with a day off on the closest regular work day

Discretionary paid time off

At the discretion of the Executive Director, the operation may also be closed from December 26 until January 1 (or whichever day the standard return date for the Statutory Holiday of January 1st falls on)

This is discretionary paid time off for staff and not an entitlement.

EFFECTIVE : September 13, 2016

REVISED :

2.2.7.a. Leaves Sick Leave

Changed paid sick leave days to 5 from 12 as staff thought it was only 5 and have been operating that way

POLICY:

If an employee is unable to make it to work because of illness, they are expected to contact the Executive Director and in the case of the Executive Director, the President of the Board, or leave a message stating that they will be absent. Employees are asked to call in as soon as possible, preferably before the start of the workday.

If an employee becomes ill while at work, or must leave work for some other reason before the end of the workday, they must inform their supervisor of the situation.

You can take up to 5 days of paid leave per year for any personal illness or injury. We may request reasonably sufficient proof of illness. Additional days may be approved by the Executive Committee for extraordinary situations.

You must have worked with SCBC for at least 90 days to be eligible for the paid sick days.

A doctor's note or other medical evidence may be required to support a request for time off due to illness.

EFFECTIVE : September 13, 2016

REVISED :

2.2.7.b. Unpaid Leave **Added other leaves as well in addition to “General Leave”**

POLICY:

General Leave

An employee may seek a leave of absence without pay by submitting a written request to the Executive Director. A request for a leave without pay from the Executive Director must be submitted, in writing, to the President of the Board.

The request should set out the duration of the leave sought, the general reason(s) for the leave, and any other information that might be useful in assessing the request.

Skills Canada British Columbia is under no obligation to grant a request for a leave of absence without pay.

OTHER UNPAID LEAVES

The following leaves are legislated by British Columbia's Employment Standards. In order to arrange for a leave, employees are requested to speak with their supervisor to arrange the necessary paperwork. When an employee is on one of these leaves, he/she is considered to be continuous employed for the purposes of calculating vacation and severance entitlements. Benefits can also be continued. However, the employee must assume the complete monthly cost of the benefits, unless arranged otherwise.

- **Jury Duty** – Employees will be granted time off to serve on a jury duty without pay. However, all regular employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed. Employees are requested to provide the Administrative Manager with a copy of the jury duty summons and all other associated paperwork for inclusion in their personnel file.

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- **Family Responsibility Leave** – An employee is entitled to up to 5 days of unpaid leave each year to meet responsibilities related to the care, health or education of any member of their immediate family. This leave does not accumulate from year to year.
- **Maternity Leave** – A pregnant employee is entitled up to 17 consecutive weeks of unpaid pregnancy leave. This leave can start no sooner than 11 weeks before the expected birth date and end no sooner than six weeks following the birth. Employees are entitled to Employment Insurance during this leave. Lesa Lacey will assist employees with making the necessary arrangements.
- **Parental Leave** - It is possible for either birth or adoptive parents to take an additional 35 consecutive weeks of unpaid parental leave. There are certain restrictions regarding this leave so, for full details, please see Lesa Lacey. Employment Insurance is also available to cover this leave.
- **Bereavement Leave** – An employee is entitled to up to 3 days of unpaid leave on the death of a member of the employee’s immediate family.
- **Cultural Leave for Indigenous Employees** - Indigenous employees are entitled to take up to two days leave per calendar year to observe or participate in traditional Indigenous activities that connect these employees to their culture and language.

EFFECTIVE : September 13, 2016

REVISED :

2.2.4 Annual Vacation

Removed table of vacation entitlement – replaced with sentence saying employees entitlement will be detailed in their letter of employment. Added additional language for clarity.

POLICY :

Entitlement to annual vacation

Regular employees will be entitled to Annual Vacation with pay and their entitlement will be detailed in their Letter of Employment.

Annual vacations may be taken at any time during the fiscal year (January – December), provided that it does not conflict with operational requirements as determined by the Executive Director, and that the time has been approved in advance in writing by the Executive Director using the approved form. The Executive Director must similarly submit their vacation requests to the President of the Board. Requests for Annual vacation time off are to be submitted in writing at least 2 weeks in advance and must be approved in writing.

Vacation may be taken in half-day increments. If a statutory holiday occurs while an employee is on vacation, the stat holiday will not be deducted from one's vacation accrual.

Employees are expected and encouraged to use vacation in the fiscal year it is earned. In extreme circumstances Employees may carry over a maximum of 5 unused vacation days to the next year; these can be held for a maximum of 12 months. Requests to carry over vacation days must be submitted in writing to the Executive Director and approved in writing. The Executive Director must submit requests and obtain approval in writing from the President of the Board.

Any unused vacation balance and or unpaid vacation pay will be calculated upon termination and will be paid on the final pay cheque according to Employment Standards Act.

Salaried Employees - Employees who are paid by salary accrue vacation time on each pay run to be administered as follows:

- You will not accrue vacation during unpaid leaves of absence
- Employees may only use accrued vacation, you may not “borrow” against un-accrued vacation
- Earned vacation must be taken as time off; Employees are not entitled to pay in lieu of taking time off for vacation
- Employees are encouraged and expected to use their vacation entitlement within the year it is earned. However, with the written approval of the Executive Director, and in the case of the Executive Director approval from the Board President, an employee may carry a maximum of 5 days of unused vacation from the current year to the following year; these can be held for a maximum of 12 months
- If a statutory holiday occurs during an employee's annual vacation, that day shall not be deducted from their vacation balance

EFFECTIVE : September 13, 2016

REVISED :

2.2.5 Employee Benefits (Excluding Leave)

Removed benefits carrier name as it may change from time to time.

POLICY:

A benefits package including extended medical and basic dental is provided for those employees who qualify under the insurer's requirements. This package is fully paid by Skills Canada British Columbia. If permitted by the carrier, Employees have the option of increasing the level of benefits at their own cost.

Should a group benefits package provide an exclusion clause, employees who decide not to accept the benefits package (or any part thereof) must sign a waiver.

Effective: September 13, 2016

Revised:

2.2.7 Travel Expenses, Claims and Reimbursement Policy (Replaces Expense Claims Policy)

Added language to make more robust

POLICY:

Employees/Board Directors/Volunteers/Contractors shall be accountable for exercising integrity, prudence and judgement in their business expenses. Reasonable and allowable expenses incurred while working or volunteering for Skills Canada BC will be reimbursed.

Kilometer Reimbursement SCBC has a policy for Kilometer Reimbursement (KR). Employees will be reimbursed for use of their personal vehicle for business travel. In accordance with the CRA, kilometer reimbursement is not taxable to the employee. Under no circumstances is an employee with the KR benefit permitted to use a SCBC credit card to purchase fuel or submit expenses for fuel purchase. The current KR rate will be detailed on the SCBC Expense Claim Form. Employees are encouraged to consider renting a vehicle if this is a cheaper option than KR.

Form T2200 – Employees who use their own personal vehicles for business use may be issued a T2200 in order that they may deduct employment expenses from their income. It is at the sole discretion of the executive director to determine whether an employee is eligible.

Parking and other Expenses

Reasonable expenses for parking, ferry, toll fees etc. for business related activities are eligible for reimbursement when submitted with an accompanying original receipt, detailing the business activity the expense pertains to.

Meals

Reimbursement for meals will be provided based on approved per diem rates for breakfast, lunch and dinner. The per diem rates will be detailed in the current SCBC Expense Claim Form. Note that the reimbursement rates are inclusive of tips and taxes. Incidentals are not reimbursed.

Extended Travel Expenses and Request for Authority to Travel

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Employees may be required to travel on behalf of SCBC. Before undertaking such travel and committing SCBC to any travel related expenses, employees must complete a **“Request for Authority to Travel Form”** detailing the request, including reason for travel and anticipated expenses. The following represent acceptable limits for reimbursement of travel related expenses:

Air Travel – It is expected that any employee who needs to travel via air for business, will make the travel arrangements as far in advance as possible, and seek the lowest fare possible. SCBC will not pay for first-class or business class air travel unless it is the lowest fare available or has been approved by a member of the Executive team.

Car Rentals – It is expected that employees who need to rent a car for travel on behalf of SCBC, will seek the most economical rental available. The highest level of rental vehicle permitted is a mid-sized car per two employees. In instances where more than two employees are traveling together, a full-sized car will be permitted to accommodate up to four people. It will only be permissible for more than one car/vehicle to be rented for collective business travel, if the employees require two vehicles due to different agendas, or if more than four employees will be traveling together.

Rental Insurance – Insurance offered by the Car Rental company should not be declined.

Rental Car Return – Every reasonable effort shall be made to return vehicle in accordance with the rental agreement to avoid any additional charges.

Rental Car Fuel – Employees are not permitted to accept fuel service options, as this includes a refueling fee above and beyond the cost of fuel. If you have been issued a SCBC fuel card, this must be used in lieu of expense. Any expense reimbursements for fuel cannot be processed until a valid receipt has been submitted and the travel has been completed.

Cancellation – Rental reservations should be canceled as soon as it is determined that the rental is no longer required.

Any unauthorized rental expenses, or expenses that have been deemed to be contrary to the expense policy may be declined at the discretion of Executive Director and in the case of the Executive Director’s expenses, the President of the Board..

Authorized Vehicle Operators – When a vehicle is rented for business purposes, whether by direct rental paid by the company or expensed through personal business expenses it is understood that only employees of SCBC will be authorized to operate the vehicle. Each operator must possess a valid driver’s license and must be listed on the rental agreement as driver for insurance and liability purposes. If any employee is not listed on the rental agreement, they will not be permitted to operate the rental vehicle under any circumstances.

Hotel – It is expected that employees who require hotel/lodging accommodations due to travel on behalf of SCBC, will have the appropriate approval before booking accommodations and will make the best effort to secure accommodations that are of a reasonable expense and within proximity to the business purpose.

It is expected that employees will represent the company in a professional manner, and will not damage, deface, or vandalize in any way whether directly or indirectly the accommodations provided. It is understood that company policies will be enforced during business travel and any violation of company policy or code of conduct may result in disciplinary up to and including termination of employment.

Other Transportation – Reasonable Taxi/Ride Sharing expenses for business related activities are eligible for reimbursement when submitted with an accompanying original receipt.

Entertainment Expenses – SCBC recognizes the need for entertainment related expenses necessary to earn business income. Entertainment expenses are defined as any meals, beverages, event tickets, etc.

that are purchased for or with a customer, or potential customer for the purpose of earning business income. The CRA requires that in order for any outlay for entertainment to qualify as a deductible expense, a taxpayer must be prepared to demonstrate that the amount was incurred for the purpose of earning income.

Employees are required to record the names and business addresses of the customers or other people being entertained, together with the relevant places, dates, times, and amounts supported by original receipts. Note that a client must be present for entertainment in order for the expense to qualify for reimbursement. The Executive Director will assess the need for the expense and any reasonable limitations that should be placed on the expense in relation to the amount of income that will be earned by SCBC.

Tips – SCBC has set the following limitations on tipping for food, beverage, and other authorized services. The maximum amount of a tip that the employee can claim for reimbursement is fifteen percent (15%) of the total bill, before tax.

Expense Submission

All expenses must be submitted for approval and accompanied by a valid receipt that clearly displays the date and time of purchase, what was purchased, and the total paid for the purchase. Expenses submitted without receipts and valid business purposes may be declined for reimbursement. Expenses must be submitted for reimbursement within 14 days of purchase. Expenses that have exceeded 30 days from purchase may be declined.

Invalid/Duplicate Expense Submissions will be flagged for audit and investigation and may lead to disciplinary action up to and including termination of employment.

Method of Reimbursement

All valid and approved expenses will be reimbursed. Some specific details regarding reimbursements are as follows:

- Expenses for any given calendar year must be submitted no later than 15 business days following the beginning of the new year.
- Approved expenses will be reimbursed via direct deposit.

Effective: September 13, 2016

Revised:

2.2.6 Confidentiality **No change**

POLICY: (Approved at SkillsBC Board March 8, 2016 Meeting)

Financial and personnel matters related to Skills Canada British Columbia are strictly confidential. Therefore, no financial or personnel matters shall be discussed or otherwise communicated, during or after employment, term of contract and/or volunteer term with Skills Canada British Columbia to any person outside Skills Canada British Columbia, other than professional advisors and consultants to Skills Canada British Columbia (including its Board of Directors), except with the written consent of the Executive Director.

Financial and Personnel matters include matters related to paid staff, contractors, Board of Directors and volunteers working on behalf of Skills Canada British Columbia

Effective: March 8, 2016

Revised:

2.2.7 Professional Development

Added language to tie PD to work requirements

POLICY:

Skills Canada British Columbia encourages its employees to further their education and increase their skill--- set through job--- related programs and courses. Skills Canada British Columbia employees are eligible for reimbursement of professional development programs and courses after three (3) consecutive months of service with the Skills Canada British Columbia. To be eligible for reimbursement the activity must be based on the employee's work requirements or aspirations for promotion within the organization and be pre-approved by the Executive Director. In the case of the Executive Director, professional development activities must be approved by the President of the Board. All approvals and requests must be in writing.

The Executive Director, when drafting a budget for consideration by the Board, will allocate a portion of the funds for staff professional development during the fiscal period. The Executive Director will subsequently identify and coordinate appropriate training opportunities for individual staff members based on operational requirements.

Effective: September 13, 2016

Revised:

2.2.8 Password Care and Maintenance

Recommend we delete this and had Michelle develop a new policy

POLICY:

This policy documents the care and maintenance of passwords used by Skills Canada British Columbia for web-based and other electronic transactions.

~~The Executive Director shall maintain a record of all usernames and passwords used by the organization as well as the site/services for which they are used, the reason the site is used by the organization, and any password reminder hints or other information that would be needed for the Board to access any of the sites/services. The record will also document any other staff or volunteers who have access to that site/service using the same or additional login credentials. The Executive Director shall keep this record:~~

- ~~a) In a secure personal working location at the organizations office~~
- ~~b) A backup (1) in a secure location in the organization office but away from a his/her personal workspace, and~~
- ~~c) In a secure offsite location~~

Effective: September 13, 2016

Revised:

2.2.9 Alcohol and Other Controlled Substances That May Cause Impairment

Removed some language that was already covered in the Code of Conduct

POLICY:

Skills Canada British Columbia is committed to providing a workplace that promotes safety and employee wellness. It is the expectation of Skills Canada British Columbia that all employees, contractors, volunteers (including Board Directors) and competitors/participants should remain free of alcohol, controlled substances* and other substances that may cause impairment while working or volunteering on Skills Canada British Columbia property, on competition floor(s) or while representing Skills Canada British Columbia at events. This expectation is in place to ensure appropriate workplace conduct; a safe work environment and positive interaction with the public are maintained.

Skills Canada British Columbia expects the full support of and compliance with this policy by all employees, volunteers and all persons representing our organization.

**NB: For the purposes of this policy, controlled substances are defined as: A controlled substance is generally a drug or chemical whose manufacture, possession, sale or use is regulated by the government (Controlled Drugs and Substances Act, 1996), but may be dispensed under a physician's prescription. This may include illegal drugs and prescription medications when not prescribed by a licensed medical professional.*

Effective: September 13, 2016

Revised:

2.3 Financial Administration

2.3.2 Budgeting

POLICY:

Skills Canada British Columbia shall produce an annual balanced budget that will govern its operations for the ensuing year. The budget document shall identify projected revenue from all sources and anticipated expenditures on various programs and activities.

Revenue sources that involve the establishment of funding contracts with the federal government or other agencies shall be clearly identified and resources shall be allocated in the budget for the management of such contracts.

The annual budget shall be reviewed and approved by the Board. The budget is available on the Board webpage for review at any time.

The Executive Director is accountable for the production and management of the annual budget. Specific responsibility for managing elements of the budget or monitoring the total budget may be delegated to other staff, but the Executive Director remains solely accountable.

Generally accepted accounting principles for not-for-profit organizations, as established from time to time by professional accounting organizations, shall be normal operational practice for all transactions and processes.

Effective: September 13, 2016

Revised:

2.3.3 Regular Financial Reports

POLICY:

Financial reports will be developed as required to meet accountability requirements and support decision-making. Financial records may be retained in electronic form with electronic backup. Any supporting documentation such as original receipts must be retained in its original form in accordance with CRA timelines.

The Executive Director shall submit a financial statement to the standing Finance Committee. The Treasurer will then present the reviewed financial statement to the Board at their regular meetings. The financial statement, at a minimum, will include an Income Statement with budget comparisons.

The Executive Director shall prepare additional financial statements requested by the Finance Committee and/or the Board as soon as reasonably possible. Special Reports for the Finance Committee, the Board and/or Officers shall be prepared as required and on a timely basis. Information to support preparation of an independent audit shall be compiled within 90 days of the fiscal year end.

Effective: September 13, 2016

Revised:

2.3.4 Contracted Services

POLICY:

Skills Canada British Columbia may contract outside firms for specific services.

Skills Canada British Columbia is not required to use the services of the lowest bidder. The selection of a contractor may include the following considerations, among others:

- History of support of Skills Canada British Columbia
- Familiarity with Skills Canada British Columbia mission and message
- References from other customers/clients
- Best value for Skills Canada British Columbia (best potential return on investment rather than lowest cost)

Effective: September 13, 2016

Revised:

2.3.5 Donations – added to 2.3.7 Issuing of Official Charitable Receipts and Intentions of Such Funds

POLICY:

~~For donations eligible for charitable tax receipts, receipts will be issued upon request from donors – as per instruction on the donation receipt issued.~~

Effective: September 13, 2016

Revised:

2.3.7 Issuing of Official Charitable Receipts and Intentions of Such Funds

POLICY:

- a. For donations eligible for charitable tax receipts, receipts will be issued upon request from donors – as per instruction on the donation receipt issued.
- b. The Directors may, on behalf of and in the name of the Society, provide authority to the Executive Director to issue any official charitable receipt under the name of the Society in respect of legacies, bequests, donations or gifts received by the society.
- c. The Society shall consider legacies, bequests, donations and gifts made to the Society. The Society may, at its discretion, refuse gifts if the purposes of such gifts are impracticable to administer or are not deemed in the best interests of the Society.
- d. The Society **may but is not obligated to** consider the wishes of any person or company making the legacy, bequest, donation or gift to the society who expresses an intention or direction as to the use of such legacy, bequest, donation or gift.

EFFECTIVE: SEPTEMBER 2013

REVISED: March 8, 2016 (Approved at March 8, 2016 Board Meeting)

REVISED:

2.3.6 Restricted Funds

POLICY:

Skills Canada British Columbia shall attempt to maintain a restricted fund account sufficient to offset the costs of unforeseen financial circumstances including: revenue reductions, expenditure increases and/or to offset costs in the event that the organization closes and ceases to exist.

Prudential Reserve:

A targeted cash amount of not less than an average of 3 months (excluding competition months) of the previous year's fiscal operating expenditures will be placed into restricted funds to offset the costs associated in the event that the organization is required to close and wind-up operations.

Target size:

Amount equal to 3 months of the previous fiscal's operating expenditures.

End of Fiscal Surplus:

Additional end of fiscal surplus not designated for subsequent disbursements, including Prudential Reserves, will also be placed in the Restricted Funds to be accessed as required.

Structure:

Separate bank account and/or investment asset

Accessing funds:

Restricted Funds can only be accessed with a 2/3 majority of the Board, following a review and recommendation by the Finance Committee.

Effective: October 26, 2016

Revised:

2.3.6. Borrowing of Funds

POLICY

Reference: Skills Canada British Columbia By-Laws

48. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
49. No debenture shall be issued without the sanction of a special resolution.
50. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

The Directors may, on behalf of and in the name of the Society, provide authority to the Executive Director to raise or secure the payment or repayment of money to the maximum of \$20,000 in the manner they decide.

In accordance with the working of Bylaw 50, the voting members may, by special resolution, authorize the Directors to borrow more than \$20,000, and to issue a debenture on behalf of the Society.

EFFECTIVE: SEPTEMBER 2013

REVISED:

2.3.8 Society Funds Not for Immediate

Use POLICY

- A. The Directors may, on behalf of and in the name of the Society, provide authority to the Executive Director to keep funds of the Society not required for immediate use on deposit in a chartered bank governed by the Bank Act of Canada, a credit union governed by the Credit Union Act, British Columbia, or may be invested in securities authorized for investment by a trustee under the Trustee Act, R.S.B.C. 1979, c. 414, as in force from time to time.
- B. The Directors will abide by the standard of care known as that of “the prudent investor”. Therefore, the Directors are required to exercise the care, skill, diligence, and judgment that a “prudent investor” would when making investment decisions. As a prudent investor, Directors are required to develop an investment plan or strategy and it should be put in writing.

EFFECTIVE: SEPTEMBER 2013

REVISED:

2.3.9 Cheque Signing

POLICY:

Reference: SkillsBC Bylaw 25.3 The signing authorities for banking purposes shall be the president, vice-president, secretary, treasurer (or secretary/treasurer if combined), a Director appointed by the Board, and/or the Executive Director (as authorized by the Board of Directors).

A cheque of \$2500 or less may be signed by 1 signing authority, as per the changes reflected in the recommended amendment to Bylaw 25.3.

EFFECTIVE: SEPTEMBER 2013

REVISED:

XXX RRSF Registered Retirement Savings Plans [New](#)

POLICY:

Participation in the SCBC RRSF Plan is voluntary, i.e. an employee may decide not to participate. However, if the employee does choose to participate, they *may not* contribute less than the 2% as determined by the Board. This is a matching employer/employee plan that is tied to the maximum employer contribution of 2%. An employee *may* choose to contribute more **but** the Employer contribution will not exceed 2%. An employee wishing to contribute more can make those arrangements with the SCBC accountant and the RRSF carrier.

No withdrawals are permitted from the employer contribution while the member is employed by the Organization, with the exception of the Home Buyers & Lifelong Learning Plans. Members may withdraw from their own contributions as determined by the CRA. If/when an employee is either terminated or resigns, they will be removed from the group plan and can then withdraw all of the contributions to their plan.

EFFECTIVE:

XXX Spending Authority [New](#)

POLICY

All employees are limited to expenditures of \$1,000 or less. Any expenditures over \$1,000 must have approval in writing from the Executive Director.

XXX Skills Canada BC Board Delegation of Authority [New](#)

POLICY

The Board's sole official connection to Skills Canada BC, its achievement and conduct will be through the Executive Director. Only decisions of the Board acting as a body are binding on the Executive Director.

Skills CanadaBC – Governance Committee – Policy Manual DRAFT

1. The Executive Director is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director.
2. The Board will instruct the Executive Director through written policies that prescribe the Organizational Outcomes / Ends to be achieved and describe organizational situations and actions to be avoided, allowing the Executive Director to use any reasonable interpretation of these policies. With respect to ends and executive means, The Executive Director is authorized to establish all further policies, make all decisions, take all actions, and develop all activities as long as they are consistent with any reasonable interpretation of the Board's policies.
3. The Board may change its policies, thereby shifting the boundary between Board and Executive Director domains. Consequently, the Board may change the latitude of choice given to the Executive Director, but so long as any delegation continues, the Board and its members will respect and support the Executive Director's choices.

XXX Skills Canada BC Monitoring Executive Director Performance [New](#)

POLICY

Systematic and rigorous monitoring of Executive Director job performance will be against only the expected job outputs and in consideration of the occupational competencies identified in the job description: organizational accomplishment of Board approved strategic plan.

1. Decisions or instructions of individual Board members, officers or committees are not binding on the Executive Director, except in rare instances when the Board has specifically authorized such exercise of authority.
2. The Board will never give instructions to persons who report directly or indirectly to the Executive Director.
3. The Board will refrain from evaluating, either formally or informally, any staff other than the Executive Director.
 - a. The Board will view Executive Director performance as identical to organizational performance of Skills Canada BC so that organizational accomplishment of Board approved strategic plan will be viewed as successful Executive Director performance.
 - b. As long as the Executive Director uses any reasonable interpretation of the Board's Organizational Outcomes (Ends) and delegation of authority, the Executive Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
 - c. The Board will develop policies that limit the latitude the Executive Director may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels.
4. Monitoring is simply to determine the degree to which the board policies are being met. Data that do not do this will not be considered monitoring data.
5. The Board will acquire monitoring data by one of three methods:
 - a. By an internal report, in which the Executive Director discloses compliance information to the Board
 - b. By external report, in which an external, disinterested party selected by the Board assesses compliance with Board policies
 - c. By direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
6. In every case the standard for compliance shall be any reasonable Executive Director interpretation of Board policy being monitored.
7. All policies that instruct the Executive Director will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.

XXX ED Performance and Compensation Review

POLICY

The SCBC Board will conduct a performance and compensation review for/of the Executive Director.

Procedure

1. Informal Annual review of ED Performance completed as part of the annual SCBC Strategic Priorities review. (review template #1 established 2020 subject to annual modifications as needed by the Board)
2. The ED will complete a Formal review at least once every 3 years or as deemed necessary by the Board. (review template # 2 established 2020 subject to modifications as needed by the Board)
 - a. ED Compensation will be part of the formal review process –
 - i. Compensation Package to include: Annual Salary; increases aligned with cost-of-living considerations (range to be determined by the Board in the year of the review); Dental and Health plan membership; optional RRSP contribution.

XXX ED Succession Transition

POLICY

The SCBC Executive Director will prepare a Transition plan working with the SCBC Board Chair.

XXX Skills Canada BC Asset Protection and Financial Authority [New](#)

POLICY

With respect to proper stewardship of Skills Canada BC assets, the Executive Director may not risk losses beyond those necessary in the normal course of business.

Accordingly, he or she may not:

1. Fail to insure against theft, casualty losses to at least 100% replacement value and against liability losses to Board members, staff, or the organization itself to beyond the minimally acceptable prudent level.
2. Allow unauthorized persons access to material amounts of funds.
3. Subject assets and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its Board, or staff to claims of liability.
5. Without Board authorization, deviate from the Delegation of Authority limits.
6. Receive, process or disburse funds under controls insufficient to meet the Board-appointed auditor's standards.
7. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
8. Reduce the current assets at any time to less than the current liabilities or allow the current account line of credit to be exceeded.

All activity below is required to be noted in Executive Director reports at scheduled board meetings. Board

Authorization may be deemed to be approval by Executive.

Specific financial delegation includes:

Activity	Executive Director Authorization/Limit:
Purchase or single expenditure.	Up to \$7,500 maximum for any single expenditure without further Board Authorization.
Make or renew property lease.	Not allowed without Board Authorization
Purchase without written record of comparative prices.	Up to \$10,000 without further Board Authorization.
Dispose of a societal asset.	Not allowed without Board Authorization
Apply for Funding grants/Submit Requests for Proposals.	No limit
Act as an authorized signatory for Skills Canada BC and be directed to execute and deliver contracts for service provision.	Up to \$5,000 without Board Authorization.
Act as an authorized signatory for Skills Canada BC directed to execute and deliver contracts, documents and/or instruments in writing and passed by resolution.	Second signature of an Executive Board member required

XXX Corporate Credit Card Policy [New policy](#)

POLICY

I. OVERVIEW

This Corporate Credit Card Policy sets forth the Company guidelines that will be applied to all employees who are issued a corporate credit card. This policy conveys company expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the corporate credit card issued to Skills Canada BC employees. This policy will be effective as of January 1, 2023. Cardholders and their supervisors are responsible for ensuring that they adhere to this Corporate Credit Card Policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The corporate credit card is meant to allow employees access to efficient, flexible, and alternative means of payment for approved expenses.

II. ELIGIBILITY & APPROVAL

1. ELIGIBILITY

Skills Canada BC maintains a corporate credit card program for full-time employees who will regularly incur business expenses. To be eligible, the employee must travel frequently in the course of their duties, travel overseas in the course of their duties, purchase significant volumes on minor goods and services for use by the company, or frequently incur other business-related expenses of a kind appropriately paid by credit card.

III. PROCEDURES & POLICY

2. USE AND FINANCIAL RESPONSIBILITIES

The employee agrees to comply with all the applicable policies and procedures of Skills Canada BC and this Corporate Credit Card Policy. The corporate credit card is to be used ONLY for official business expenditures, not personal expenses. The cardholder is responsible for ensuring that the credit card purchases are within budget and properly approved. Should you be planning a large purchase over your credit limit, please give our Controller a minimum of 2 business days notice to allow for the balance on the card to be available – this is also the process should you plan to be making multiple large purchases that may surpass your credit limit.

3. CREDIT CARD STATEMENTS

Corporate credit card statements and expenditures must be sent to the appropriate agent at Skills Canada BC for review. If the credit card expenditures are not received within one (1) month of the statement due date, a reminder will be sent of their obligations under this policy. Continued or repeated non-conformance to this Policy can result in cancellation of the Card and/or such other actions as appropriate.

4. RECEIPTS AND EXPENSE REPORTS

Cardholders must maintain physical proof of each credit transaction with the corporate card and provide an itemized receipt when practicable. A failure to provide receipts or credible explanation for any transactions could result in a debit from the Cardholder's salary, forfeiture of the right of reimbursement, and other disciplinary action. Credible transactions should contain the following information when appropriate: date of purchase, vendor name, and address, quantity, unit price, grand total of expenditures. When applicable, a written notation should supplement the receipts with the following information: the business purpose and names of persons in attendance, including their professional titles or affiliation. Expenses must be submitted within two weeks (14) days from the time expense was incurred. Expense reports submitted outside of this time frame will not be reimbursed. Expense receipts must be coded with the appropriate account code. Meals and entertainment on the business credit card are to be kept to a minimum and pre-approved whenever possible.

5. CREDIT CARD VIOLATIONS AND CONSEQUENCES

Credit Card Violations may include, but are not limited to, obtaining cash advances or for other expenses than those incurred by the assigned employee named on the card, charging personal transactions to the corporate credit card, allowing unauthorized users to use the corporate credit card, exceeding the credit card limit, failing to promptly return the credit card when a cardholder is reassigned, terminated, or any terms determined at the discretion of Skills Canada BC. Cardholder transactions will be scrutinized to ensure compliance with this policy. Infractions of the conditions of this policy, or to any Skills Canada BC policy that may apply to this Corporate Credit Card policy, could result in cancellation of the card and withdrawal of corporate credit card privileges. Breaching of this policy may result in disciplinary action against the employee up to and including termination. In all cases of breach, Skills Canada BC will consider the facts and circumstances of each incident and will take action as deemed appropriate. Skills Canada BC reserves the right to recover any monetary considerations from the cardholder. Internal and external audits of cardholder purchases may be carried out from time to time at the discretion of Skills Canada BC.

6. OWNERSHIP AND CANCELLATION OF THE CREDIT CARD

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The corporate credit card may not be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder is accountable for all activity on the corporate credit card. Skills Canada BC may suspend or cancel cardholder privileges at any time for any reason. The cardholder will forfeit the credit card upon request to Skills Canada BC or any authorized agent of the card issuer. The credit card will be returned Skills Canada BC upon any notification of resignation and the cardholder must reconcile all expenditures on the credit card since the last credit card statement. It is the responsibility of the departing cardholder to ensure that the account is settled prior to departure.

7. DISPUTED ITEMS

It is the cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements. Disputed transactions must be resolved with the card issuer and the bank by the cardholder. The Cardholder must notify the bank immediately for resolution and the appropriate agent at Skills Canada BC should be informed as well.

8. PROTECTING THE CREDIT CARD

Lost or stolen cards must be reported immediately to the appropriate agent at Skills Canada BC. The appropriate agent must be notified within two (2) business days of this activity, or in the instance of loss or theft while conducting business overseas, must be notified within two (2) business days of returning to the official place of business. Should you be taking personal leave or vacation, the business credit card must be left at the office or at your residence – the business credit card should not be taken on personal travel or leave.

9. SAFEKEEPING

Newly issued cards should be signed immediately by the cardholder upon receipt. When using the card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Card numbers should not be saved or stored in online accounts. When the corporate credit card has expired and/or the cardholder has received a new corporate credit card, the cardholder should cut the card in half and discard it. The cardholder should make certain that the card is returned after each charge and verify that name on the back of the card. The PIN number must never be shared with any other individuals.

10. CONTACT INFORMATION

For any issues, comments, or questions regarding this Corporate Credit Card Policy, please contact Michelle Skelly Michelle@skillscanada.bc.ca / 778-999-6305

11. AGREEMENT

By signing below, I agree to abide by the policies laid out above:

Full Name	Date
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Signature

3.0 MEDIA PROTOCOL Remove - Put in Employee and Board Handbook

POLICY:

Skills Canada BC Media Protocol

This policy outlines the proposed media protocol for Skills Canada BC announcements, event speeches and media requests. This protocol is designed to be a guideline. When speaking publicly about Skills Canada BC, spokespeople should take into consideration the nature of the event, the type of announcement, the source and timing of the media requests and respond accordingly.

Proposed Skills Canada BC Spokespeople

Primary Spokesperson: President, Skills BC

Secondary Spokespeople: In the event that the President of Skills Canada BC is unavailable to speak on behalf of Skills Canada BC, then the Executive Director will speak.

Alternative Spokespeople: Where appropriate or necessary, a Board member of Skills Canada BC can represent Skills Canada BC based on their respective roles on the Board.

The Executive Director is to alert the President of any requests for media and the board in their regular Executive Director report.

Media Contacts:

All media requests for Skills Canada BC should be sent to:
Michelle Skelly , Executive Director Skills Canada BC
(778)999-6305 Michelle@skillscanada.bc.ca

EFFECTIVE: NOVEMBER 2012

REVISED: