

# Appendix

The SONICS Policy Manual Approved on February 14, 2015.

# SONICS INC POLICY MANUAL

## Contents of Appendices

	Title	Recent Approval
A	Promise of Performance	12-8-14
B	Cost Recovery Fee Schedule	12-8-14
C	Annual Finance Schedule	12-8-14
D	Board Position Descriptions	
	Director	12-8-14
	President & Vice-President	12-8-14
	Secretary	12-8-14
	Treasurer/Finance Officer	12-8-14
E	Job Fact Sheets	
	Executive Director	11-17-14
	Technical Director	11-17-14
	Evening & Weekend DJ	11-17-14
	Sales Coordinator	11-17-14
	Bingo Coordinator	11-17-14
	Bingo Assistant	11-17-14
	Administrative Coordinator	11-17-14
	Administrative Assistant	11-17-14
F	Lines of Authority	12-8-14
G	Salary Scales	12-8-14
H	Accessibility Plan	12-8-14
I	Workplace Violence Program	12-8-14
J	Workplace Discrimination & Harassment Program	12-8-14
K	Work Alone Program	12-8-14
L	Committee Terms of Reference and Members	12-8-14
M	Emergency Response	12-8-14

# Appendix A

## Promise of Performance

# APPENDIX B

## Cost Recovery Fees and Schedule

<b>FEES</b>	
<b>Print &amp; Photocopy</b>	
Black/White	\$0.15 per side
Colour	\$0.50 per side
<b>Outgoing Fax</b>	
Local	\$0.50 for 1 <sup>st</sup> page & \$0.10 additional pages
Long Distance (North American only)	\$1.00 for 1 <sup>st</sup> page & \$0.10 additional pages
Toll Free	\$0.15 for confirmation page only

# Appendix C

## Annual Finance Schedule

Cheques will be available at 2:00pm on the following Fridays. All invoices, bills and timesheets must be submitted by 8:30 am the Monday of pay cheques in order to be processed.

	2015	2016
<b>January</b>	2, 16, 30	1, 15, 29
<b>February</b>	13, 27	12, 26
<b>March</b>	13, 27	11, 25
<b>April</b>	10, 24	8, 22
<b>May</b>	8, 22	6, 20
<b>June</b>	5, 19	3, 17
<b>July</b>	3, 17, 31	1, 15, 29
<b>August</b>	14, 28	12, 26
<b>September</b>	11, 25	9, 23
<b>October</b>	9, 23	7, 21
<b>November</b>	6, 20	4, 18
<b>December</b>	4, 18	2, 16, 30

# Appendix D

## Board Position Descriptions

Board Position Descriptions		---
Director	12-8-14	
President & VicePresident	12-8-14	
Secretary	12-8-14	
Treasurer/Finance Officer	12-8-14	

# SONICS INC POLICY MANUAL

**POSITION TITLE:**        **DIRECTOR**

## **REPORTING RELATIONSHIP:**

According to the Corporations Act, a Director is a Member of SONICS Inc who has been elected by the general membership to acts on behalf of SONICS Inc and in accordance with the CRTC, Industry Canada, and by-laws and other legislation.

## **DUTIES & RESPONSIBILITIES:**

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
2. Individual members of the board are responsible for exercising a **Duty of Diligence** as follows:
  - 2.1. be informed of legislation under which the SONICS and CKRZ exists, board by-laws, mission, and commitment statements;
  - 2.2. be informed about the activities of the CKRZ and the community and issues that affect the station;
  - 2.3. attend board meetings regularly and contribute from a personal, professional and life experience to the work of the board; and
  - 2.4. be prepared for all board meetings and use meeting time productively.
3. Individual members of the board are responsible for exercising a **Duty of Loyalty**, as follows:
  - 3.1. adhere to the regulations of the **GO5 Code of Ethics**
  - 3.2. act in the interest of the community over and above other interest group involvement, membership on other boards, Council or personal interest
  - 3.3. speak with “one voice” once a decision is reached and a resolution is passed by the board
  - 3.4. represent the CKRZ positively to the community
4. Individual members of the board are responsible for exercising a **Duty of Care**, as follows:
  - 4.1. promote a high level of service
  - 4.2. consider information gathered in preparation for decision making
  - 4.3. offer personal perspective and opinions on issues that are subject to board discussion and decisions
  - 4.4. show respect for the opinions of others
  - 4.5. assume no authority to make decisions outside of board meetings
  - 4.6. know and respect the distinction in the roles of the board and the staff
  - 4.7. refrain from individually directing the Executive Director (ED) and the staff
  - 4.8. respect the confidential nature of SONICS service to users while being aware of, and in compliance with, applicable laws governing freedom of information

## **SUMMARY OF OBLIGATION:**

1. Board Meetings are obligatory and occur at a set time and date at least 10 months per year. There is no set length of a meeting, although the President and ED attempt to plan meetings which will not exceed 3 hours.
2. Each Director will be asked to participate in Committees of the Board in order to streamline efforts of the Board.
3. Directors must submit a Criminal Records Check in order to be considered for the Board. The CRC is reviewed by the ED and need not include vulnerable peoples check unless the trustee intends to volunteer services within the CKRZ. Should an applicant have a CRC with concerns or issues which

## SONICS INC POLICY MANUAL

could impact Directors and Officers insurance or Board credibility, the ED will bring the CRC to an In-Camera meeting of the Board for discussion and a decision.

4. One meeting per year will include the Board Meeting and a Planning Meeting. This meeting will be a full day's activities intended to produce a planning document and direction for the Board for the coming year.

### QUALIFICATIONS

- Must be at least 18 years of age
- Must be a Six Nations or New Credit Band Member

*Updated 12-8-14*



# SONICS INC POLICY MANUAL

**POSITION TITLE:**        **PRESIDENT & VICE PRESIDENT TO THE BOARD**

**REPORTING RELATIONSHIP:**

The President has direct lines of communication between all Directors as well as the ED. Employees of SONICS Inc report to the ED but may seek out the President in the event of grievance; or in the case of the Finance Office, concerns of SONICS financial management. The Vice President assumes the President dossier in times when the President is unavailable.

**PRESIDENT POSITION SUMMARY:**

The President acts as an official representative of the SONICS Inc and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

**VICE-PRESIDENT POSITION SUMMARY:**

In the absence of the President, the Vice-President acts as an official representative of the SONICS Inc and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure. Additionally, the Vice-President shall exercising such powers and duties as may, from time to time, be assigned by the Board.

**RESPONSIBILITIES OF PRESIDENT:**

The following responsibilities fall to the President with the Vice-President assuming the roles only when the President is unavailable. In addition, to acting as leadership within Board meetings, the President is responsible for:

1. Presiding at regular and special meetings of the Board in accordance with the by-laws, Corporation Act and other relevant legislation, and with the rules of procedure adopted by the Board.
2. Serving as an ex-officio member of all Board committees.
3. Acting as an authorized signing officer of all documents pertaining to Board business.
4. Representing the Board, alone or with other members of the Board or ED, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board.
6. Ensuring that vacancies on Board committees are filled as expeditiously as possible.
7. Acting as the tie breaking vote in all occurrences.
8. Act as direct supervisor to the ED.
9. Work closely with the ED to ensure all Board meetings are planned, aware to Directors and run smoothly and efficiently.
10. Act as a financial Signing Officer or alternate Signing Officer of the Board.

**RESPONSIBILITIES OF BOTH PRESIDENT & VICE-PRESIDENT:**

The following responsibilities fall to both the President and the Vice-President persons.

- 1 Maintaining communication between both offices.
- 2 Make an oral or written reports at all regularly scheduled Board meetings.

# SONICS INC POLICY MANUAL

## **LIMITATIONS OF THE OFFICE:**

- 1 The President shall not commit the Board to any course of action in the absence of the specific authority of the Board.
- 2 The President/Vice President shall not assume the role of a direct supervisor of staff except the ED.
- 3 The President may not vote in any motions unless a tie vote occurs. The Vice-President may vote in all votes unless s/he is acting in place of the President at that meeting.

## **TERM OF OFFICE:**

The term of office for the President/Vice-President shall be three years. The election shall take place at the spring meeting of the Board.

## **VACANCY OF OFFICE:**

In instances where the President resigns his/her office, the Vice-President assumes the role of President and the Vice-President office becomes vacant until such time as the Board is able to hold an election for a new Vice-President.

## **KNOWLEDGE AND SKILLS:**

Both the President and Vice-President must be:

1. Current Directors of the Board;
2. Active and Knowledgeable in the procedures and policies of the Board;
3. Willing to enhance their understanding of the broadcasting principles, organization, operations of CKRZ;
4. Must submit a Criminal Records Check.

*Updated 12-8-14*

# SONICS INC POLICY MANUAL

**POSITION TITLE:**        **Secretary to the Board**

A usual practice of the SONICS Inc is to have the Secretary position held by the ED, but this is not required. When not held by the ED, the following description is enacted. When held by the ED, these responsibilities are added to the ED job description.

The Secretary to the Board is an elected position which occurs annually by the Board and is recorded in the minutes. This position is usually an unpaid position which may be held by a Director or the ED. The Board may also choose to hire an individual to act as Secretary in a Fee for Service manner.

**RESPONSIBILITIES:**

1. Attends all duly scheduled Board Meetings.
2. May be required to attend Committee or other meetings for the purpose of taking minutes.
3. Records Minutes for the Board
4. Transcribes Minutes for preapproval of the Board President.
5. Prepares, in consultation with the Board President, the agenda for each meeting and distributes no less than 1 week prior to meetings.
6. Prepares and distributes all packages for Board Meetings
7. Identify attendance, entry and exit of all Board Members and ED at meetings.
8. Present Annual General Minutes and/or Resolutions in consumable formats to the public upon request.

*Approved 12-8-14*

# SONICS INC POLICY MANUAL

**POSITION TITLE:**        **Treasurer/Finance Officer**

A usual practice of SONICS Inc is to have both the Treasurer and Finance Officer positions held by the ED, but this is not required. When one or more than one position is held by another party, the following descriptions will be in place. In all other cases the ED job description will meet the role of the Treasurer/Finance Officer.

**Treasurer to the Board**

The Treasurer to the Board is an elected position which occurs annually by the Board and is recorded in the minutes. This unpaid position may be held by a Director or the ED. In the event that the Finance Officer is not the ED, the Treasurer will liaise between the ED and Finance Officer to ensure all information is available for the needs of their elected positions.

**RESPONSIBILITIES:**

1. Attends all duly scheduled Board Meetings.
2. Presents a monthly Variance Income and/or Trial Balance to the Board.
3. Answers all questions posed by the Board.
4. Acts as an oversight officer to the standards of practice pertaining to financial records preparedness.
5. Collects Accounts Payable and payroll from the ED on a bi-weekly schedule.
6. Sits as President of the Finance Committee.
7. Reports on behalf of the Finance Committee.
8. Prepares and Present a written Quarterly Financial Report.

**Finance Officer**

**REPORTING RELATIONSHIP:**

The Finance Officer is supervised by the ED. Any concerns and/or conflicts pertaining to the finances of SONICS Inc are to be brought to the Board via the President.

**SUMMARY OF WORK:**

Prepares Accounts Payable and Receivable and maintains financial records of SONICS Inc. Submits monthly and annual reports as required.

**RESPONSIBILITIES:**

1. Collects Accounts Payable and payroll from the ED on a bi-weekly schedule;
2. Prepares Accounts Payable for signature by at least two (2) Signing Officers at a scheduled Finance Meeting;
3. Collects from the ED and deposits finances, as necessary, with the bank;
4. Prepares payroll according to the Ontario Employment Standards Act, Canada Revenue Agency, and the SONIC's Employment Policies, including but not limited to vacation and holiday pay, EI, CPP and WSIB;
5. Submits to the Finance Committee end of cheque run and Income statements;
6. Makes all tax, EI, CPP, WSIB and other related payments on behalf of SONICS;
7. Presents a written monthly Finance Report;
8. Prepares year-end Financial Report;
9. Prepares finances for the annual audit;
10. Prepares T4, Annual Returns, and ROE (financial summary) for final approval by the ED;

# SONICS INC POLICY MANUAL

11. Performs other related duties as required by the Board.

## **WORKING CONDITIONS:**

Work is conducted off site and in a low public profile.

Work requires the ability to take direction, prioritize, work independently and cope with many demands and time constraints.

## **WORKING RELATIONSHIPS:**

With the SONICS Inc Board

Maintains and presents current and projected financial condition to the Board. Limited contact with any Board member other than the President outside of Meetings.

With the ED

Informs of standing of accounts; each will communicate any needs; clarifies billing, payroll and grant funds as needed.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff.

With External Agencies

By request of the Board, represents SONICS interests relative to CKRZ finance related initiatives.

With the Public

Only when directed to do so by the Board by specific resolutions.

## **KNOWLEDGE AND SKILLS:**

### Qualifications:

- Must be knowledgeable in MS Excel, and Simply-Sage and other finance software;
- Minimum three years' experience working in a financial role with a budget in excess of \$100,000;
- Post-Secondary degree or diploma in relevant field preferred;
- Strong organizational skills which can be demonstrated;
- Native preferred;
- Must have strong understanding of the Six Nations and New Credit Community
- Must submit a Criminal Records Check.

*Updated 12-8-14*

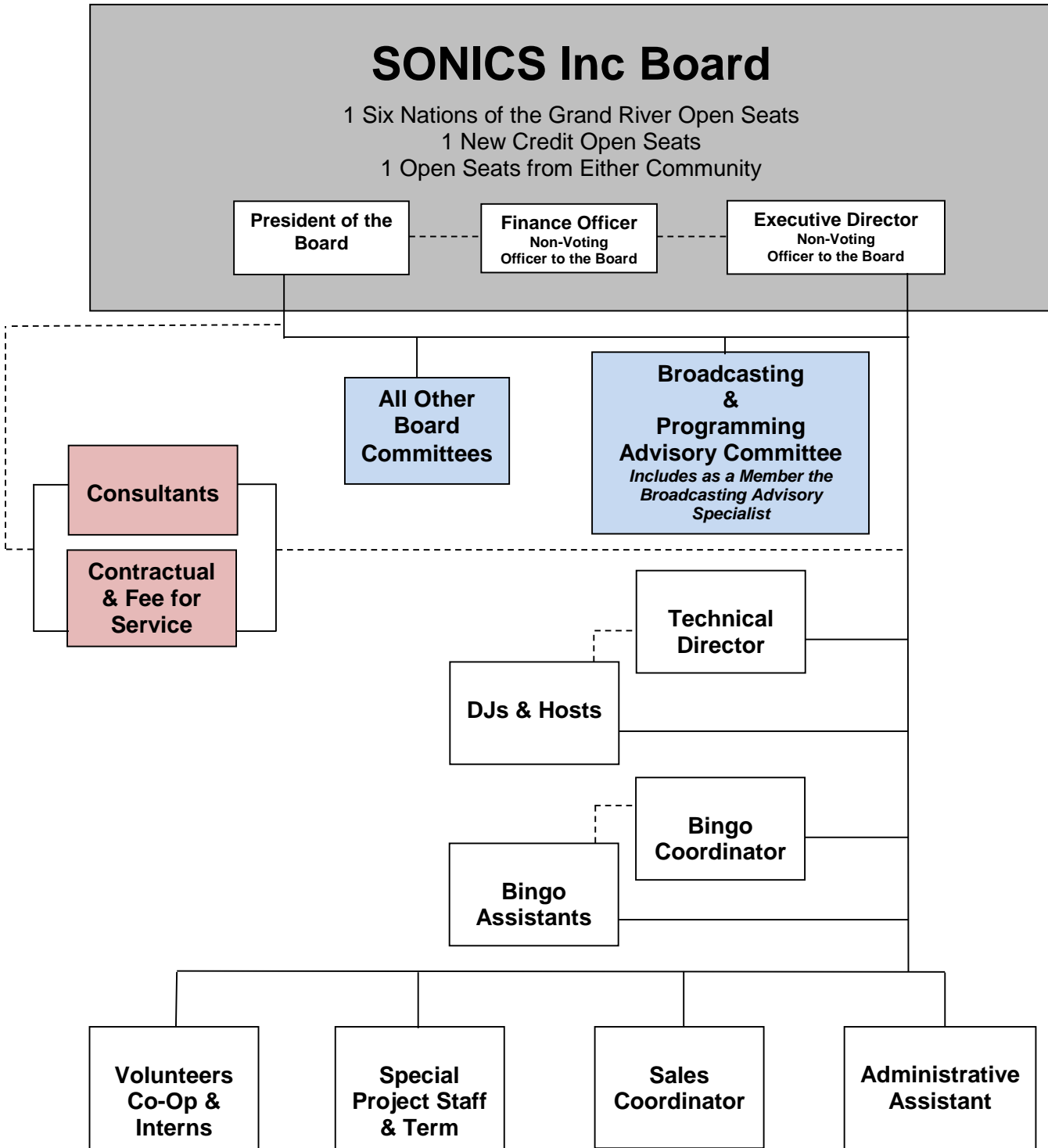
# Appendix E

## Job Fact Sheets

<b>Job Fact Sheets</b>	---
<b>Executive Director</b>	11-17-14
<b>Technical Director</b>	11-17-14
<b>Evening &amp; Weekend DJ</b>	11-17-14
<b>Sales Coordinator</b>	11-17-14
<b>Bingo Coordinator</b>	11-17-14
<b>Bingo Assistant</b>	11-17-14
<b>Administrative Coordinator</b>	11-17-14
<b>Administrative Assistant</b>	11-17-14

# Appendix F

See GO8: Roles, Responsibilities and Training for complete description of Lines of Authority.



# Appendix G

## Salary Scale

Job Positions should be considered when reviewing the scale. All positions are listed at a base pay rate. EI, vacation contributions, WSIB are included with each position listed. Cost of Living Increases may occur, but should not be anticipated on an annual basis.

	Quantity	Base Hourly	Base Salary
<b>Administrative Assistant</b> Age 18+ Age 15-17	Part-time <i>or</i> Full-time	Minimum Wage Youth Minimum Wage	--
<b>Administrative Coordinator</b>	Part-time	13.00	--
<b>Sales Coordinator</b>	Part-time	\$12.50 + designated commission	--
<b>Bingo Assistant</b> Caller Machine Operator Verifier Seller	Part-time	\$50 per game \$50 per game Minimum Wage Minimum Wage	--
<b>Bingo Coordinator</b>	Part-time	\$15.00	--
<b>DJ</b>	Part-time	\$13.00	--
<b>Technical Director</b>	Salary	--	\$27,500
<b>Executive Director</b>	Salary	--	\$55,000



# Appendix H

## Accessibility Statement & Accessibility Plan

February 2015 – January 2017

### Section I: Training

The Board and ED are committed to providing an accessible workplace for staff with disabilities. Given our current facility is not owned by SONICS, staff is the first line of guaranteeing the needs are identified. As such:

1. The ED shall complete ongoing training to increase awareness of accessibility issues for staff and visitors;
2. The ED shall fund staff or train staff on accessibility issues; and
3. The federal and provincial legislation updates and changes will be monitored no less than quarterly, with updates to training and the Accessibility Plan as deemed necessary.

### Section II: Technology

Technology is only one means of providing accessible service, but a strong tool to be utilized.

1. Accessible workstation may be available to those with an Accessibility Plan. This station may include:
  - 1.1. Vertical mouse;
  - 1.2. Large screen
  - 1.3. Screen reader software;
  - 1.4. Voice recognition software.

### Section III: Services & Programming

1. SONICS welcomes Service Animals into the premises.
2. When fees are incurred for registration, SONICS will not charge a fee for Support Persons, unless we incur a fee for said registration (e.g. concert tickets will have a fee, but bus trip to concert will not).

### Section IV: Facilities

1. Quarterly reviews of the facility will be conducted to determine if there are means of improving accessibility within the given space.
2. If a staff requires an accessible parking space, one may be requested of the landlord at the rear entry of the building adjacent to the entry. Parking needs will be reviewed according to the Accommodation Plans.

### Section VI: Updates to Plan

This plan will be updated every 2 years, as staff Accommodations are required, or as changes to the legislation dictates.

Originally Approved: February 14, 2015

# Appendix I

## Workplace Violence Program

### Plan for Maintaining Security in the SONICS/CKRZ Stations

1. Staff will conduct a Worksite Assessment as often as necessary to ensure measures for violence prevention are effective. The assessment will:
  - a. identify jobs or locations with the greatest risk;
  - b. identify high risk factors;
  - c. include a physical workplace security audit;
  - d. evaluate the effectiveness of existing security measures.
2. The ED will annually review the history of past incidents to identify patterns or trends.

### Recognized areas of higher risk in and around the Station include:

1. Contact with the public;
2. Working alone or in small numbers;
3. The Reception where money is kept;
4. Closing the building at night;
5. Bingo Sundays;
6. Leaving the building following Sunday Bingos.

### Measures for reducing the risk

1. General
  - a. Any of the staff office (which possess doors that lock and have phone access) can act as emergency safe rooms;
  - b. A washroom, when locked, can become a safe room, providing you have a cell phone on you;
  - c. Running from the building may not be the safest option. You may find yourself alone, without a phone and with nowhere to escape. Locking yourself in a safe room is always a better option;
  - d. Keep all secondary entrance doors locked;
  - e. The exterior lights around the building will be kept in good working order;
  - f. Staff are encouraged to not work alone in the building without prior consent of the ED or staff designate;
  - g. Staff will not work alone in the building until the ED has personally described the closing and safety procedures;
  - h. Staff will be aware of the Work Alone Policy and Plan.
2. Recognize the Signs of Violence. Early identification and prevention of violence in the workplace is encouraged. Potential threats of violence that should be reported could include the following:
  - a. Threatening statements to do harm to self and/or others;
  - b. Reference to other incidents of violence;
  - c. Confrontational behaviour;
  - d. Major change in personality, mood or behaviour;

# SONICS INC POLICY MANUAL

- e. Substance abuse;
  - f. Current injuries noticeable.
3. Steps to Increase Your Personal Safety
- a. Notice your surroundings and report any unsafe or dangerous situation to the ED or senior staff member on duty;
  - b. If you feel uncomfortable about a person who has entered the building, trust your instincts. If you feel threatened, make a scene - YELL!
  - c. Keep yourself adjacent to room exits. Never place yourself in a corner;
  - d. Use a buddy system when leaving work;
  - e. If you ever find you are working alone, let the ED, or someone at home, know the situation and tell him or her when you expect to leave.;
  - f. Know the nearest exit or room with a lock;
  - g. When in doubt, call the police for assistance.
4. Domestic Violence: Steps to Increase Your Personal Safety
- a. Tell someone at work about your situation;
  - b. Make up a "code word" for co-workers so they know when to call for help;
  - c. Ask your co-workers to screen your calls and visitors;
  - d. Ask a co-worker to call the police if the abuser is bothering you.
5. Staff Procedures
- a. Threatening Behaviour:
    - i. Do not argue with a threatening person. Identify yourself as staff. Remain calm and keep your voice low and firm;
    - ii. Do not put yourself or others in danger. Keep a distance of four feet;
    - iii. Be friendly but firm, introduce yourself, look at the person while you talk to him/her, let the person talk, clarify the problem and offer solutions;
    - iv. If sitting, stand. This shows authority and is a safer position if you need to move or escape;
    - v. Get assistance from another staff person;
    - vi. Advise him/her that the police will be called if the behaviour does not stop;
    - vii. Heighten your voice slightly without yelling so that other staff will be aware of the situation;
    - viii. If the behaviour does not change, call the police;
    - ix. Notify the ED or designate;
    - x. Complete an Incident Report once the situation is safe.
  - b. Violence/Assault
    - i. If you hear raised voices or sounds of a scuffle investigate;
    - ii. If you witness violence or an assault, call the police and describe the situation;
    - iii. Recruit other staff to move others out of the way to a safer location;
    - iv. Do not block exits to prevent a threatening/violent person from leaving the building;
    - v. Do not invade the personal space of the threatening person;
    - vi. Do not get between two people fighting;
    - vii. Notice details so you can describe the situation to the police;
    - viii. Notify the ED;
    - ix. Complete an Incident Report once the situation is safe.

## How to Report

1. A report should be made as soon as possible after an incident or behaviour has occurred.

## SONICS INC POLICY MANUAL

2. An informal, verbal complaint may be brought forward to the ED. It is in the best interest of all concerned that a report be written.
3. If a formal complaint is requested, the employee must file a written report with the ED within 24 hours.
4. The report should include a brief statement of the incident, when it occurred, where it occurred, date and time it occurred, the person(s) involved and the names of any witnesses if any. An Incident Report is sufficient for most cases. The ED may conduct an interview with the staff and witnesses in the event of a complaint.

### **Investigation and Dealing with Incidents or Complaints**

1. After receiving a report, the ED will complete an investigation as quickly as possible, depending on the nature and severity of the issue. This will include interviews with the employee, the alleged perpetrator, and any witnesses as well as reviewing video surveillance when available.
2. The results of the investigation will be discussed with the employee in order to discuss the results and present recommended preventative actions and/or resolutions.
3. A separate meeting will be held with the alleged perpetrator, if a staff member.
4. If the findings do not support the allegations, the ED will recommend that no further action is necessary and the matter is closed.
5. Should the investigation conclude that there is evidence of misconduct, the ED will prescribe a resolution that may include police intervention.
6. ED decisions may be taken to the Board for final review.
7. At any point any individuals, including employees, may report incidents to the police.
8. Staff who are found to have made false or malicious complaints will be subject to disciplinary action, which may include suspension or termination.

# Appendix J

## Workplace Discrimination & Harassment Program

### 1. Awareness about Workplace Discrimination and Harassment Policy and Program:

The SONICS Inc Human Rights statements entitled “Workplace Discrimination and Harassment Policy”, which addresses both workplace discrimination and harassment, in addition to being included in the policy binder will be posted in the Staff Policy Drawer along all policies, plans and programs.

### 2. Reporting Incidents of Workplace Discrimination and Harassment:

- a. SONICS encourages any staff member or volunteer who believes they have been subjected to discrimination or harassment to discuss the situation with the ED.
- b. In the event that there is a complaint against the ED or a conflict of interest, a complaint shall be filed with the Board President. The Board may conduct an investigation or designate an individual to investigate and issue a report.
- c. At any time during a meeting or interview concerning a complaint, the staff member lodging the complaint has the right to be represented and accompanied by a person of their choice. The same right is also granted to the person against whom the complaint has been lodged.
- d. The staff member with a complaint must provide written notes about the events leading up to the complaint which include:
  - i. What happened – a description of the events or situation;
  - ii. When it happened – dates and times;
  - iii. Where it happened;
  - iv. Who saw the incident, if anyone.
- e. If the complainant fails to provide the requested written documentation within thirty (30) days from the date the letter is sent by the Board, the complaint shall be deemed to be withdrawn by the complainant and no further action will be taken regarding the complaint.
- f. As well, any related documents or materials regarding the complaint are to be made available.

### 3. Complaint Resolution Procedures

- a. If the staff member chooses to pursue the Complaint Resolution Procedure, the ED will advise the person against whom the complaint has been lodged.
- b. The ED begins a confidential investigation immediately and finishes within 30 days. Throughout the process, the investigator keeps all parties informed, interviews the staff concerned and witnesses, collects evidence, prepares a report and informs the parties in writing of the decision and the underlying reasons.
- c. The ED is responsible for imposing any disciplinary or corrective measures.
- d. Should the ED be the complainant or otherwise involved in the complaint, the President for imposing any disciplinary or corrective measures.
- e. Proven cases of harassment will be dealt with under the disciplinary section of the

## SONICS INC POLICY MANUAL

Employment Policy. Disciplinary or corrective measures may also be taken against an employee who interferes with the resolution of a complaint by threats, intimidation or retaliation; or anyone who files a complaint that is frivolous, malicious or not in good faith.

- f. Discipline under this section should be appropriate to the offense and relevant circumstances of the case and is applied after an admission or judgment of harassment. Considerations in determining discipline may include, but are not limited to such factors as, previous harassment, precedence set in similar cases, respondent's intent and acknowledgement of wrongdoing, the degree of aggression and physical contact which occurred, the power differential of the parties, numbers of events, impact of the harassment on the complainant, and the need to prevent the repetition of proven harassment towards the complainant and others.
- g. Any staff member may file a complaint with the Canadian Human Rights Tribunal when the harassment or discrimination is related to one or more of the Human Rights Code's prohibited grounds - race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion) sex, sexual orientation, disability, age, marital status, family status, receipt of public assistance, record of offences.

# Appendix K

## Work Alone Plan

In all possible cases staff or volunteers will not work alone. However, the ED realizes that with a diminishing budget, vacations and illness; scheduling shifts with more than one staff is not always a reality of SONICS. The SONICS Board also acknowledges that a business involved with cash, such as on Bingo nights, may be deemed at higher risk. It is for this reason that the Work Alone Policy and this plan exists. Staff should review the Work Alone Policy and this plan regularly so they may best practice safety. Additionally, the Workplace Violence Program should be reviewed for safe work practices at the same time. The ED will have quarterly meetings where this plan and other Health and Safety issues are discussed.

1. Always be aware of your surroundings.
2. Be aware of the number and location of community members or guests within the building.
3. Watch those who enter the building, including guests. Do they exit?
4. When opening the building:
  - a. Did the alarm beep when you entered?
  - b. If not, announce yourself to see if another staff is in;
  - c. If no one responds and you are unsure, back out and call for assistance (police or ED);
  - d. If you are not concerned, you may enter and ensure no one is in the building (notify ED of lapse of security);
  - e. When in doubt—listen to your gut!
5. When closing the building:
  - a. Walk to the Bingo entry and check doors and rooms;
  - b. Walk to the front door and check locks and seating area;
  - c. Ensure all rooms are closed, locked and empty;
  - d. Leave main Studio room door open;
  - e. Lock the rear door;
  - f. Now you may proceed to cleaning and closing the building.
6. When you have an upset client or community member(s):
  - a. Follow the Workplace Violence Program;
  - b. Speak to them in a confident voice. Nervous or soft tells them you are afraid and they are in control;
  - c. Do not yell, this may agitate them;
  - d. Always keep yourself between the door and them. This way you can escape if needed;
  - e. If you are behind the desk and they become agitated, stand up. This will show authority and allow you a faster egress if they attempt to come around the reception desk;
  - f. Be aware of who else is in the Station. Do you need their help? Are they a threat?
  - g. Be aware of the fastest way to a phone or out;
  - h. Be verbal. Tell them they must leave or you will call the police;
  - i. If needed, escalate your voice. Others in the building will hear you;
  - j. If you are sitting, stand up. This makes it easier to protect yourself and it is a dominant stance.
7. If you must escape run to a room with a phone and a lock. Lock yourself in and call 911. This includes the staff offices. If you have a phone, this also includes the bathrooms. Remember,

## SONICS INC POLICY MANUAL

running out of the building may put you into a dark parking lot. This is not a safe option to a lock down room.

8. After any incident, complete an Incident Report and notify the ED by phone, e-mail or text. Be sure to leave a number for her to respond if you have left the premises.
9. Remember, incidents do not always happen at close or when you are alone!
10. Most important—protect yourself. Your gut is your guide. When in question, be on guard.

For other safety tips, see **Appendix I – Workplace Violence Program**



# Appendix L

## Committee Terms of Reference and Membership

### Active Committees

#### *Executive Committee*

#### *Executive Director Evaluation & Hiring Committee*

#### *Broadcasting & Programming Advisory Committee*

#### Audit Committee

**Members:** \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to strike an Audit Committee that will include the Treasurer, Executive Director, and Finance Officer. This Committee has the primary purpose to prepare for the annual auditing of financials and to meet with the auditor to respond to all questions. The Committee will have a secondary function to work with the staff to ensure all recommendations made by the audit or met. The committee shall meet in timing with the annual audit or as requested by the ED or Board.

#### Broadcasting & Programming Advisory Committee

**Members:** Walt Juchniewicz, Skip Shields, \_\_\_\_\_, & \_\_\_\_\_

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to strike a Broadcasting & Programming Advisory Committee that will include at least one member of the Executive, a member of staff, the Broadcasting Advisory Specialist, and the Network Technician. This Committee has the primary purpose to evaluate and recommend improvements for SONICS technologies and programs. The Committee may also make recommendations for programming standards including meeting the Promise of Performance and all CRTC stipulations; and for conducting any community research as requested by the Board so as to best inform the programs and services of CRKZ. The committee shall meet at least quarterly but may meet more regularly as needed or requested by the ED or Board.

#### Executive Committee

**Members:** \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to appoint the President, one other Director, and the Executive Director to function as the Executive Committee. This committee shall assist in planning and research between meetings and make recommendations to the Board at the next meeting.

#### Executive Director Evaluation & Hiring Committee

**Members:** \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to strike the Executive Director Evaluation & Hiring Committee. This committee will consist of no less than two Directors. An external community members from either Six Nations or New Credit with hiring panel training may be invited to sit on screening/hiring panels as a member from time to time. The Evaluation & Hiring Committee will have 2 responsibilities:

# SONICS INC POLICY MANUAL

1. The committee will conduct an annual evaluation of the ED, make determinations, and present final evaluation as Information to the Board at a duly scheduled meeting. The Committee will have the final authority pertaining to the evaluation.
2. The Second role of the Committee is to assist the ED in hiring procedures of staff and to assist on hiring panels as requested. This includes screening and interviewing applicants; making an offer of hire to the best candidate; and reporting to the Board the actions taken.
3. The third role of this Committee is to oversee the hiring of an ED. All Directors are encouraged to be present at Committee meetings when short listing and interviewing ED candidates. A recommendation for hire will be made at a duly or special meeting of the Board. A resolution to hire an ED is required from the Board.

## **Finance Committee**

**Members:** Carolyn King, Sabrina ER Saunders, & William K Montour

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to strike a Finance Committee that will include the Board Signing Authorities. This Committee has the primary purpose to complete bi-weekly cheque releases. Two of the three signing authorities are required for all releases based on the current finance policies. The Committee shall also meet at least semi-annually to review the fiscal management of the Finance Officer and Executive Director but may meet more regularly as needed or requested by the ED or Board.

## **Human Resources Committee**

**Members:** \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_

# – 2016-03-14: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to strike the Human resources Committee. This committee will consist of no less than one Director and the Executive Director. The Committee will have 4 responsibilities:

1. The Committee will meet to discuss Human resources changes, initiatives, and reporting in order to ensure SONICS is meeting all legislated requirements and meeting staff needs.
2. Committee is to assist the Executive Director in developing Employment related policies and procedures.
3. The Committee shall assist on hiring panels when the Executive Director requires additional members. The mandate of the hiring panel is to screen and interview applicants; make an offer of hire to the best candidate; and report to the Board the actions taken. An external community members from either Six Nations or New Credit with hiring panel training may be invited to sit on any screening/hiring panels as a member from time to time.
4. Finally, this Committee or members of this Committee may be called upon to be present as a witness, when requested by the Executive Director, for disciplinary actions and/or termination.

# Appendix M

## Emergency Response Plan

Include:

- Community Plan
- Emergency Response Plan
- Emergency Broadcast
- Testing of Emergency Broadcast