



SONICS Inc.

**Southern Onkwehon:we 'Nishinabec Indigenous
Communications Society Inc.**

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POLICY MANUAL

The SONICS Policy Manual Approved on January 12, 2016.
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Definitions

Access Points are those links, both internal and external, to gain access into systems, databases, and networks of SONICS (e.g. webmail, CPanel, firewall, remote server).

Ad Hoc Committees are committees of the Board which are established to complete a project or task and have a clear end of cycle. They are not Standing Committees, regardless of duration of the committee. A committee of the Board has at least 50% membership by Directors.

Advocacy is a planned, deliberate, sustained effort to raise awareness of an issue or issues. Advocacy is thus an ongoing process whereby support and understanding are built incrementally. Advocacy uses many of the tools of marketing and public relations, but it is neither solely one nor the other.

AGM is the Annual General Meeting. This meeting includes Members and Directors and has a set agenda.

Anniversary Date is the annual date of initial hire and shall be used to determine a Year of Employment. (See Year of Employment)

Board of Directors refers to the entire Board complement.

Board refers to the governing body or the single voice of the Board as a whole and not the individual members who comprise the membership.

Broadcast Year is the fiscal for CKRZ, beginning September 1st of each year. This is in alignment with CRTC standards.

By-laws are the rules and regulations that govern the operations of a Board. Almost all by-laws have their basis in the Corporation Act and the CRTC Type B License.

CASL is the Canadian Anti-Spam Legislation which took effect on July 1, 2014.

Collections refer to the various SONICS music, interview, and program Collection.

Community Analysis is a range of community-related information with possible implications for SONICS service, including demographic data, Six Nations and New Credit community plan (or other documents), and information on local agencies and services, gathered and formally analyzed at least once every four years, and the results used in the planning of SONICS service.

Consultation with users - SONICS users are consulted regularly concerning SONICS service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.).

CKRZ are the call numbers for the CKRZ 100.3 Station held by SONICS Inc.

CRTC is the Canadian Radio-television Telecommunication Commission and provides our Type B Licenses. The CRTC is an independent public authority in charge of regulating and supervising Canadian broadcasting and telecommunications.

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Director refers to the individual elected members who have been appointed to the SONICS Board.

Employer means any person who employs one or more employees. Six Nations Public SONICS Board is the employer of all SONICS INC employees.

ESA is the Employment Standards Act, 2005.

Estimates and annual budget are used interchangeably.

Executive Director (ED) is an appointed hire by the Board, serves as an Officer to the Board and is the supervisory head of all SONICS operations, management, and staffing.

Ex-officio refers to a Director being assigned as a committee member based on title and not in name. (E.g. The President is ex-officio to all committees. This means that (s)he holds a seat on all committees of the Board, but is not an active member of said committee and may choose to attend or not.)

Family Member, in relation to an employee or Director, means a spouse or common-law partner; a child of the employee or a child of the spouse or common-law partner; a parent of the employee, spouse or common-law partner; a sibling of the employee, spouse or common-law partner; and grand-child or grand-parent of the employee, their spouse or common-law partner. Nieces, nephews, cousins are considered family members, but qualify for lesser consideration and benefits.

Finance Officer is a paid position. The Finance Officer may be the ED and is responsible for the daily financial recording and payments of the SONICS.

General Harassment includes harassing behavior not exclusive to sexual harassment and may include bullying or personal harassment. [See also Harassment].

Governance Policies are also found in the Board Policies but differ from by-laws. While by-laws regulate the function of the board, governance policies regulate the business of the board. These policies elaborate on the intentions of the foundational policies and by-laws. They focus on how a board defines its roles and responsibilities. They are not as closely derived from the Act as are by-laws.

Harassment. The Ontario Human Rights Code defines harassment as "*engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome*". Harassment is often an abuse of social power, but any person can harass any other person. Harassment is often defined to include any behavior that creates an intimidating, demeaning or hostile environment. Harassment can take on different forms including Sexual, Racial or General Harassment. [Further explanation of the statement: *a course* refers to the usual nature that harassment is indicative of more than one incident for behaviour to be defined as harassment. However, courts in Canada have found that a single unwelcome incident, if serious enough, can be sufficient to support a harassment complaint. *Vexatious* is interpreted to mean unwelcome acts with little or no useful, legitimate purpose in the context in which it takes place. *Comment or conduct* means that harassment can include either words, actions or both. The actions or words may or may not be aimed at the person complaining of harassment; they may not be aimed at

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anyone at all. If they are unwelcome and create a poisoned environment, they could be considered harassment. *Known or ought reasonably to be known* encompasses both a subjective and objective element. Even if a person is not aware that his/her behaviour is unwelcome (subjective), if a reasonable person in the same situation would have known that the behaviour was unwelcome, then that person "ought reasonably to have known" that her behaviour was unwelcome. *Unwelcome* means that the person who has brought the complaint does not wish to be exposed to the behaviour].

Health and Safety Representative means a person, usually the ED, who is appointed as a health and safety representative under the Canada Labour Code Part II. As an employer employing less than 20 employees, a Health and Safety Officer, Workplace Committee and Policy Committee are not required. This Representative will complete similar tasks on behalf of the Employer and Employees.

Member refers to those individuals who have applied and been accepted as Members of SONICS. The Directors are selected, via nomination and vote, from this body. Members have a vote only at Member Meetings such as the Annual General Meeting.

Native Content is considered material, information, music or interviews by First People about themselves. Music and/or programming about First Peoples which is by Non-Native peoples is not considered Native content, but may be played during CKRZ programming. According to Promise of Performance, a designated weekly percentage of Native programming must be broadcast. This includes:

- Promotion of First Peoples talent on the air, such as music, audio presentation, and interviews.
- Promotion of local Native talent and all efforts shall be made to make presentations of their work.
- A goal to present First Peoples content shows, First Peoples music and will program one piece per hour.
- Non-stereotypical songs or programs about First People which protect the integrity of First People everywhere.

Native Language includes any of the First Peoples languages with a focus on the languages of Six Nations and New Credit. SONICS by nature of its license to operate CKRZ Radio is empowered to allow CKRZ Radio to broadcast in either First Peoples and English languages, or any other language it deems necessary or essential to its programming. However, the ultimate goal of SONICS is to provide new strength and confidence among our people in the Onkwehon:we and Nishinabec languages. For this reason, SONICS expects its subsidiary, CKRZ Radio to work towards the promotion of Onkwehon:we and Nishinabec languages and to work towards programming in these languages. The official Native languages of CKRZ is, therefore, Onkwehon:we and Nishinabec. It is understood that SONICS and CKRZ Radio, will strive to acquire on-air persons with First Peoples background and language fluency.

Operational Policies outline the means to achieve the SONICS Board's mission and goals. They direct the actions of the ED and staff. They are in place to ensure:

- excellence in work performance

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- appropriate behaviour and actions
- service enhancements and development
- attention to risks
- collections and services standards.

Operational Policies include those pertaining to:

- daily operations of SONICS
- employment and personnel
- health and safety of staff and patrons
- collections, development and maintenance
- programs and service provision to patrons and community members.

Overtime means any hours of work in excess of 40 hours within a week. (See Week).

Promise of Performance is a document that outlines the agreed upon content as approved within the CRTC Type B License that SONICS Inc's CKRZ 100.3 will broadcast.

Public Holiday means a Statutory Holiday according to the Ontario Employment Standards Act or any substitute day for which a holiday has been substituted by staff approval and Board resolution. These include: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day (Bread & Cheese), Canada Day, Civic Holiday, Thanksgiving Day, Christmas Day and Boxing Day.

Racial Harassment includes harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, etc. [See also Harassment].

Seniority is the comparison of length of hire and regular hours of work. Seniority is used to determine vacation requests.

Sexual Harassment is defined as unwelcome sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual Harassment includes harassment on the basis of sex, gender or sexual orientation. [See also Harassment].

Social Media is any online promotion and publication which has followers, subscribers, or fans who may receive information instantaneously when posted; or when posted, has the potential of viral viewers. This includes, but is not limited to: blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

SONICS refers to the Southern Onkwehon:we Nishnabec Indigenous Communications Society.

SONICS Board refers to the Southern Onkwehon:we 'Nishinabec Indigenous Communications Society Board of Directors.

SONICS Designated Holiday is any holiday offered by SONICS INC which is not included as a Public Holiday by the Employment Standards Act or Province of Ontario. This may include locally observed holidays such as Solidarity Day.

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Staff is any paid personnel current or past who are employed by SONICS. The ED is a member of the staff but is also an Officer of the Board. When referring to privileges of the staff, the ED may have differing expectations, responsibilities and relationships. Staff is used throughout the SONICS Policy Documents as both singular and plural.

Standard Hours of Work means the regular hours of work as established by the Ontario Employment Standards Act.

Standing Committees are those committees of the Board which are permanent and either required by law or according to the Governance document. These are not Ad Hoc Committees. A committee of the Board has at least 50% membership by Directors.

Statutory Holiday see Public Holiday.

Treasurer is an elected position within the Board. The Treasurer may be the ED and is responsible for the oversight and reporting of the finances to the Board.

UPS or uninterruptible power supply is a battery backup which, when faced with an interruption of power, shall force a safe shut down of the attached equipment.

Vacation is either retained for days of leave or paid out to the employee regularly in pay cheques. The rate of retained vacation and vacation pay is four percent, or additional rates prorated by continuous years of employment, which an employee is entitled to in lieu of retained vacation days to be taken as vacation leave.

Volunteers are persons who visit the SONICS and offers supervised and unsupervised assistance. This may include those who have ongoing relationships with the SONICS such regular volunteer radio hosts, or a short stretch of volunteerism such as the secondary student on March Break completing a 40 hour requirement for graduation. Staff and Directors may also volunteer. In this case, both are bound by their respective Code of Conduct and responsibilities and to the SONICS, even if they are not being remunerated for their time.

Wages includes every form of remuneration for work performed.

Week is defined in relation to the Ontario Employment Standards Act as the period between midnight on Saturday and midnight on the immediately following Saturday. SONICS Inc holds a work week which begins on a Monday.

Year refers to September 1st through August 31st. In some cases, such as when calculating benefits, a prorated year may be required. See also Broadcast Year.

Year of Employment means continuous employment of an employee by SONICS from the date of hire to the anniversary date of hire.

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