



# Human Resources Policy & Procedures

**Revision 2 | April 1, 2025**



**Lheidli T'enneh**

*Wheni Lheidli T'enneh ts'inli*

**LHEIDLI T'ENNEH**  
**BAND COUNCIL RESOLUTION**

Chronological No: 16/Feb-2025

File Reference: BCR 2025

The council of the **Lheidli T'enneh Band**

Agency

Province **British Columbia**

City **Prince George**

Date **21** **02** **2025**  
Day Month Year



**Lheidli T'enneh**

**The Chief and Council of the Lheidli T'enneh First Nation in British Columbia, do hereby resolve as follows:**

**WHEREAS**

The Lheidli T'enneh First Nation (LTFN) has a council approved Human Resources Policy.

**WHEREAS,**

The Human Resources Policy is required to be updated in every 2 years basis on change of legislation and internal requirement.

**WHEREAS,**

Administration has presented in detail to council on January 10, 2025, council meeting the area that needs to be updated, and Council has discussed and advised Administration to prepare the draft for council and to present in February 2025 council meeting.

**WHEREAS,**

Administration has prepared the draft and vetted from the layer.

**THEREFORE, BE IT RESOLVED**

The Chief and Council of the Lheidli T'enneh First Nation (LTFN) is hereby approving the updated Human Resources Policy as presented **effective from April 01, 2025.**

**This Band Council Resolution was passed at the Lheidli T'enneh First Nation on the 21<sup>st</sup> day of February 2025.**

Councillor

Councillor

Councillor

Councillor

Chief Councillor

A quorum for this band consists of 04



**HUMAN RESOURCES POLICY AMENDMENTS**  
**REVISION 2 (EFFECTIVE APRIL 1, 2025)**



**Lheidli T'enneh**  
*Wheni Lheidli T'enneh ts'inli*

# HUMAN RESOURCES POLICY AND PROCEDURES

## 2<sup>ND</sup> REVISION

APPROVAL DATE: FEBRUARY 21, 2025

EFFECTIVE DATE: APRIL 1, 2025

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COUNCILLOR

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COUNCILLOR



COUNCILLOR



COUNCILLOR



COUNCILLOR



EXECUTIVE DIRECTOR



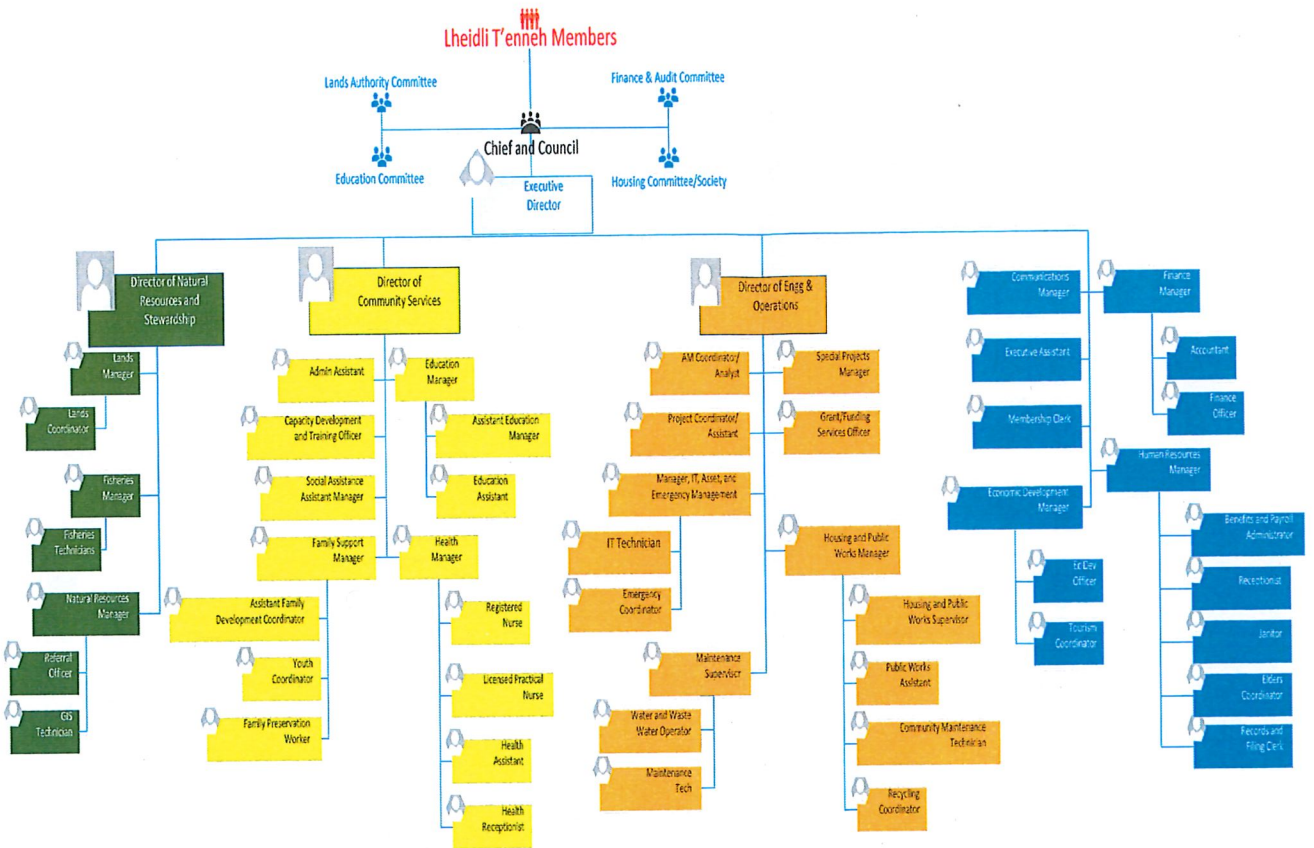
CHIEF COUNCILLOR

**List of Amendments in Original Document and New Additions**

Section Reference	Description
Organizational Chart	Updated as per current and planned structure
About Us Lheidli T'enneh First Nation	Newly Added to HR policy Mission, Vision, values
Section 3.3 (Old) Office Hours and Leave Policy	Updated General Procedure of Applying for and Availing of Leave Added Benefits information
Section 5.2 (Old)	Performance Review- Executive Director  Update required as per current organizational structure.  Council decision to add outsourcing performance evaluation of ED
Section 6 Workplace Harassment, Sexual Harassment and Violence Prevention (Old)	Required updates- Purpose, Guidelines, False, Frivolous or Malicious Complaints
Section 8 (New)	Human Rights Policy
Section 9 (New)	Respectful Workplace Policy
Section 10 (New)	Insubordination policy
Section 11 (New)	Health And Safety Policy

<p>Section 12 (New)</p>	<p>Substance Use and Workplace Impairment (Drug and Alcohol) Policy</p> <p>Workplace Impairment and Awareness Declaration</p>
<p>Section 13 (Old)</p> <p>Previously section 8</p>	<p>Confidentiality – Required updates</p>
<p>Section 14 (Old)</p> <p>Previously section 9</p>	<p>Internet Utilization, Emails and Social Media</p> <p>Required updates (Added) - Posting on Designated General Mailboxes</p> <p>Employee Code of Conduct During Lheidli T'enneh General Election Season and Election Day</p>
<p>Section 16 (Old)</p> <p>Previously section 11</p>	<p>Remote Work</p> <p>Required updates (Added) - Final decisions regarding an employee's request for such accommodation will be made by the Executive Director.</p>

# Lheidli T'enneh First Nation Organisational Chart



This organizational chart is approved by Council on August 2, 2024

*[Signature]*  
Chief Dolleen Logan

*[Signature]* Councillor Crystal Gibbs    *[Signature]* Councillor Robert Gagnon    *[Signature]* Councillor Wendy Jael    *[Signature]* Councillor Kyle McIntosh    *[Signature]* Councillor Joshua Seymour    *[Signature]* Councillor John West

## **ABOUT US**

### **Lheidli T'enneh First Nation**

The Lheidli T'enneh (historically known as the Fort George Indian Band) is a community that is built on and around the strength of its people. T'enneh literally means "The People". They are a sub-group of the "Dakelh" people whose traditional territory includes the City of Prince George, British Columbia. The name "Lheidli" means "The People from the Confluence of the River" in the Carrier language, referring to how the Nechako River enters the Fraser River at Prince George. The rivers spoken of are the Nee Incha Koh which means "river with strong undercurrents" and the Ltha Koh, the Big Mouth River.

Lheidli T'enneh elders, teachers, drummers and other artists pass on their traditions and teachings to the next generation, keeping their culture alive and strong. The Lheidli T'enneh and their communities are built on the strength, guidance and leadership provided by their elders and on the passion, innovation and motivation of their youth to move forward in positive ways and change the world.

We were often called the Tanoten which meant "people a little to the north." As a people, the Lheidli T'enneh First Nations aspire to move ahead as an organized, highly motivated, determined and self-reliant Nation. Consisting of over 700 members, they represent a proud, united peoples whose purpose is to ensure a future that will provide better quality of life while flourishing with their environment. Their tradition and cultural beliefs are the driving force of their success and destiny.

### **Our Mission**

To advance the sovereign authority of the Lheidli T'enneh Nation (LTFN) and to safeguard the reputation, identity and resources of the Nation and its citizens, the Lheidli T'enneh First Nation will:

- a) maintain effective, transparent and accountable government and an efficient administration.
- b) practice excellent financial and resource management and ensure accountability for sustainability and self-sufficiency.
- c) ensure community services that meet the needs of members, achieve a higher quality of life for members, and proactively uphold the traditions and culture.
- d) ensure meaningful, two-way communication with members and engagement of members to strengthen our administrative capacity, community spirit, and our nation.

## **Our Vision**

The Lheidli T'enneh Nation envisions members enjoying an excellent quality of life enriched by traditions, culture, excellent stewardship of the territory, and access to education supported by effective, transparent, and accountable government and administration.

## **Our Values**

### 1. Accountability

*Own Every Action, Lead Every Outcome*

Upholding transparency, explaining our actions, and taking responsibility for decisions made at all levels of the organization.

### 2. Community

*Together We Thrive, Uniting Dreams.*

Collaborating, listening and working together to uplift the entire community, fostering unity and shared progress.

### 3. Equality

*Elevate all, Ignite Equal Futures.*

Ensuring fairness and equal opportunities for everyone, irrespective of age or position and advocating for the well-being of all.

### 4. Financial Stability

*Secure Success, Shape Sustainable Impact.*

Making informed choices that secure the Nation's financial strength, allowing us to serve our community effectively and sustainably.

### 5. Future Generations

*Empowering Today for a Stronger Tomorrow.*

Making decisions with a long-term perspective that ensure the well-being and prosperity of generations to come.

### 6. Respect

*Respect every voice, fuel collective progress.*

Treating all individuals with fairness, empathy, and consideration, while valuing diverse perspectives and practicing open communication

### **3.3 Office Hours and Leave Policy**

#### **General Procedure of Applying for and Availing of Leave**

An employee who a leave of absence from work must apply to their direct supervisor to request any such leave in the prescribed format as stated below:

- For a planned leave of absence that is expected to be less than three (3) business days, an employee must apply at least one (1) week in advance.
- For short a short-term leave of absence that is expected to be at least (3) three days and up to (7) seven days, the employee must apply at least two (2) weeks in advance.
- In case of sickness or emergency the employee will apply for the leave afterward, but if the employee is unable to report to work, the employee must notify their supervisor of the reason for their absence within thirty (30) minutes of the time they were expected to be at work.
- A request for vacation leaves of more than one (1) week requires at least one (1) month of prior notice to the employer.
- To ensure operational efficiency, no entire department or team should be on leave at the same time. Supervisors will manage and approve leave requests to ensure appropriate staffing levels are maintained at all times.
- Applications for extensions of leave shall be submitted by the employee to the direct supervisor before the expiry of the granted leave.
- An employee who remains absent for any period in excess of sanctioned leave without approval or notice to the employer, shall be liable to disciplinary action, up to and including termination, and/or leave without pay.
- For the calculation of leave, salary deductions, or payments, the standard working days in a month will be based on the employee's employment contract.

#### **Benefits**

- Eligible employees and other employees authorized in their employment agreement can apply for any benefit plans made available by Lheidli T'enneh First Nation to its employees. All employees applying for benefits are subject to the carrier's decisions. Detailed information regarding benefits can be obtained from the HR department.
- All eligible employees may participate in Lheidli T'enneh First Nations' Pension Plan, subject to the employer's benefits agreement conditions and conditions of the employee's letter of employment. Detailed information regarding the Pension Plan may be obtained from the HR department.
- Any and all entitlements to pension, insurance benefits and coverage are strictly subject to the terms and conditions of the applicable pension, benefits and insurance plans at all times. In the event of any inconsistency between this policy and the terms and conditions of the applicable pension, benefits and insurance plans, the pension, benefits and insurance plans shall prevail.

## **SECTION 5.2**

### **EXISTING POLICY**

#### **(2) PERFORMANCE REVIEW- EXECUTIVE DIRECTOR**

##### **Evaluation of Executive Director**

A 360-degree evaluation process will be conducted for the Executive Director. The upward Performance evaluation (By managers) would help the council members to determine their scoring for Executive Director. Step by step process is outlined below:

- a. HR manager will send out the forms to department manager or meet in person to complete the upward performance evaluation.
- b. HR Manager will summarize the score and comments by keeping the scorer's name in confidence and keep it ready for the Executive Director's evaluation council meeting. HR manager ensures that no scorer name is disclosed to anyone.
- c. HR Manager will produce the Managers evaluation summary scoresheet (Managers name remains confidential) to council members along with Council's performance evaluation forms and guide council members through the completion the performance evaluation of Executive Director.
- d. HR Manager would take further necessary action basis of Council's performance appraisal.
- e. HR Manager will ensure that under no circumstance, Executive Director will have access to his / her HR file.
- f. At the end of the fiscal year, Auditor will be engaged to audit Executive Director's performance evaluation process.

### **NEW POLICY**

#### **(2) PERFORMANCE REVIEW - EXECUTIVE DIRECTOR**

##### **Evaluation of Executive Director**

A 360-degree evaluation process will be conducted for the Executive Director. The upward performance evaluation (by Direct Reports) will assist the evaluation process to help council members determine their scoring for the Executive Director. The step-by-step process is outlined below:

- a. The performance evaluation process for the Executive Director will be outsourced to an external service provider. The outsourced firm will manage the distribution of evaluation forms to Direct Reports and will assist in collecting and summarizing feedback.

- b. The outsourced firm will be appointed by Council
- c. The outsourced service provider will summarize the scores and comments, ensuring that the scorers' identities remain confidential. These results will be prepared for the Executive Director's evaluation council meeting.
- d. The outsourced firm will produce a summary scoresheet of the direct report evaluations (without revealing their names) and provide it to the Council, along with the Council's performance evaluation forms. They will also guide council members through the completion of the performance evaluation of the Executive Director.
- e. Based on the completed performance appraisal, the outsourced service provider will take any necessary actions and share the results with Council for review and next steps.
- f. Once the evaluation has been completed, the outsourced service provider will provide the letter to Council for approval, and to the Human Resources Manager for necessary action.
- g. The outsourced service provider will ensure that the Executive Director does not have access to their own HR file, under any circumstances.
- h. The outsourced service provider will ensure that all the documents related to the Executive Director's evaluation are sent to the auditor and no other employee.
- i. At the end of the fiscal year, an Auditor will be engaged to audit the Executive Director's performance evaluation process.

## **6. WORKPLACE HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE PREVENTION**

### **6.1 Policy**

#### **Policy Statement**

It is Council's commitment to prevent and protect employees against harassment and violence. It is Council's policy to use a progressive corrective approach for dealing with job related behavior that does not meet expected and communicated performance standards.

#### **Purpose**

Lheidli T'enneh First Nation is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, Lheidli T'enneh First Nation does not condone and will not tolerate acts of violence, bullying, harassment, or sexual harassment against or by any organization employee, affiliate, contractor, board member or otherwise. In accordance with the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations*, including any Federal and Provincial *Workplace Harassment and Violence Prevention Regulations*, management will take every reasonable precaution and implement measures to prevent violence and harassment and protect all employees from these situations.

### **6.3 Guidelines**

- Management understands its duty to provide a safe and healthy work environment free from violence, threats of violence, discrimination, harassment (including sexual harassment), intimidation, and any other misconduct. Similarly, weapons are strictly prohibited on or around the employer's premises; violators will be subject to discipline, and the incident may be reported to the police.
- This policy prohibits physical or verbal threats (with or without the use of weapons), discrimination, intimidation, harassment of any kind, or violence in the workplace.
- This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace violence or harassment or act as a witness. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence or harassment.
- Lheidli T'enneh First Nation will ensure that all employees and managers are trained and educated on preventing violence and harassment. This policy sets out

roles and responsibilities for all employees as well as complaint, respondent, and investigation procedures.

- Those who have been subject to an incident of workplace violence and/or harassment are encouraged to consult their health care provider for treatment or referral for post-incident counselling if necessary.

### **6.5 False, Frivolous or Malicious Complaints**

- It is important to realize that false or frivolous allegations of violence, personal harassment, or sexual harassment may cause both the accused person and the organization significant damage.
- Making a false complaint or providing false information about a complaint is strictly prohibited and it is a violation of this policy. If Lheidli T'enneh First Nation determines that any employee has knowingly made a false statement regarding an allegation of violence, harassment (including sexual harassment), or discrimination, immediate disciplinary action will be taken, up to and including termination.
- For clarity, a complaint that is determined to be unfounded (such as due to reason of insufficient corroborating evidence) is fundamentally different than one that is determined to be frivolous or malicious and will not lead to any disciplinary action.

## 8. HUMAN RIGHTS POLICY

### Policy Statement

Lheidli T'enneh First Nation is committed to providing equal treatment with respect to employment according to the protected grounds established under the *Canadian Human Rights Act* and the *British Columbia Human Rights Code* (the "**Acts**"). To this end, Lheidli T'enneh First Nation has adopted this policy to ensure that employees are provided with ethical, fair, and meaningful employment, in compliance with all applicable employment and human rights legislation.

### Purpose

This policy is in place to ensure we provide a working environment that fosters openness and tolerance for all employees. This policy is intended to ensure that the practices of this organization and its employees are free from direct and indirect discrimination. Under the *Acts*, employers have the ultimate responsibility to ensure a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

### Protected Grounds

The following are the protected grounds under the *Acts*:

- Race;
- National or ethnic origin;
- Colour;
- Religion;
- Age;
- Sex;
- Sexual orientation;
- Gender identity or expression;
- Marital status;
- Family status;
- Genetic characteristics;
- Disability; and
- Conviction for an offence for which a pardon has been granted or in respect of which a record of suspension has been ordered.

## **8.1 Accommodation**

Lheidli T'enneh First Nation will support the accommodation of employees and job applicants who require workplace accommodation under any of the enumerated or analogous grounds set out by the *Acts* to a point of undue hardship. We will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the *Acts*, up to the point where it causes undue hardship for the employer. Every effort will be made so that any accommodation will not discriminate against another group protected by the *Acts*.

Lheidli T'enneh First Nation shall provide accommodation as appropriate, using a consultative approach that involves the employer, the individual, and any applicable representatives, healthcare professionals, and other third parties required to assist in the accommodation process as appropriate. The employer encourages individuals to make any needs for accommodation known to their immediate supervisor and to work with them to address the issue. Accommodation may be temporary or permanent based on the requirements of the individual. Employees will be required to work with Lheidli T'enneh First Nation and to accept reasonable accommodation plans.

### **Accommodation Plans**

Any employee requesting accommodation must make a request to their supervisor and copy the Human Resources Manager with supporting documentation, if necessary, whether medical or otherwise. The Human Resources Manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

#### **In the creation of an accommodation plan, Lheidli T'enneh First Nation will:**

- identify the need for accommodation;
- determine objectives for and potential barriers to performance in the role;
- obtain expert advice where necessary;
- create a plan for alternatively achieving the objectives;
- examine the options for accommodation and select the most appropriate avenue for accommodation;
- implement the accommodation process;
- provide training as appropriate; and
- review and revise based on feedback.

## **Investment in Materials**

Where the accommodation requires an investment in materials or equipment or an increased budget for the position, requests for financing must be directed to the Executive Director.

## **Job Redesign**

If the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

## **Complaints**

If the employee requesting accommodation feels their needs have not been reasonably met, they may file a written complaint. The complaint must be submitted to the Human Resources Manager. Management will review and respond to any received complaint within five days.

## **Inability to Accommodate**

If an employee cannot be accommodated in their current position, management may attempt to place the employee in another available position of a similar level. This may require the assistance of third parties with specialized expertise. Where an employee is placed in an alternative position, management shall ensure that the employee:

- has the requisite qualifications and skills necessary for success in the position.
- can perform the tasks associated with the position; and
- agrees that the alternative work is acceptable.

## **Undue Hardship**

Lheidli T'enneh First Nation shall strive to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, as accommodation would incur excessive costs or challenges create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship for the employer, management shall work to find a fair and equitable compromise that meets the needs of the employee and the employer to the greatest extent possible

## **8.2 Reporting a Human Rights Issue**

While Lheidli T'enneh First Nation will follow the *Acts* in all its practices, it is essential that employees adhere to the *Acts* as well. If any employee feels they are being discriminated against or that the organization is in violation of the *Acts*, they may make a written complaint to their direct supervisor and copy the Human Resources Manager.

The written complaint must include the following information:

- the date and time of each incident the employee wishes to report;
- the name of the persons involved in each incident;
- the name of any persons who witnessed each incident; and
- a full description of what occurred.

### **Investigation**

Once a written complaint has been received, Lheidli T'enneh First Nation will complete a thorough investigation. If management determines discrimination (or another violation of the *Acts*) has occurred, appropriate disciplinary measures will be taken immediately, unless there is a bona fide occupational requirement. Investigations will be conducted in conjunction with the employer's appropriate policy.

### **Confidentiality**

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

### **False Complaints or Complaints made in Bad Faith**

It is important to realize that unfounded allegations of discrimination may cause significant damage to both the accused person and to Lheidli T'enneh First Nation. If the employer determines that any employee has knowingly made false statements regarding an allegation of discrimination, or otherwise made a complaint in bad faith, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice. Employees are reminded that reasonable direction, feedback, disciplinary action or performance management by a supervisor or manager does not constitute a breach of the *Acts*.

## **9. RESPECTFUL WORKPLACE POLICY**

### **Purpose**

Lheidli T'enneh First Nation is committed to cultivating a welcoming workplace that is amenable to all and has adopted this policy to communicate employee expectations regarding mutual respect in the workplace.

### **Guidelines**

#### **Personal Privacy**

All employees are entitled to the right to personal privacy. Employees are under no obligation to reveal personal information unless there is a legitimate business need.

If you feel that your personal privacy is being intruded upon, we encourage you to confront the person and politely ask them to cease their line of questioning. If this is not possible, and the situation is extreme in nature, then you should contact your supervisor or Human Resources Manager as soon as reasonably possible to deal with the problem.

#### **Workplace Rumours and Gossip**

The spread of workplace rumours by way of gossip is strictly prohibited. This includes verbal, written and electronic communication. Workplace rumours can spread quickly and may irreparably damage the professional image or reputation of our employees, and our reputation as an employer. In some cases, workplace gossip or rumours may constitute harassment or verbal assault.

To address the spread of workplace gossip/rumours, employees should:

- Not encourage others to react negatively to a lawful, safe, and reasonable management instruction or direction.
- Not make critical comments directed at lawful and safe management decisions that cause disruptions in the workforce or create a substantial risk of disrupting the work of another.
- Not speak or insinuate another person's name when that person is not present unless it is to compliment them, or make reference regarding work matters.
- Refuse to participate in derogatory or malicious gossip or rumours.

If you are engaged in, or affected by workplace gossip or rumours, please report the incident(s) to your supervisor or Human Resources Manager for investigation.

**Language**

Lheidli T'enneh First Nation strictly forbids the use of profane or obscene language on the employer's premises. The response of other employees, consultants, clients, or visitors to profane or obscene language, even when used jokingly, is unpredictable. For this reason, Lheidli T'enneh First Nation considers the use of profane or obscene language unprofessional and unacceptable in the workplace.

**Noise**

Employees should avoid causing undue distractions in the workplace via excessive noise from conversations, radios or other audio devices. Excessive noise may create an unwanted distraction that could detract from the quality of work completed by other employees, and from their overall work experience.

**Distractions**

Employees should respect the work schedules of others when engaging them in conversations or providing any type of distraction that may remove their focus from work.

**Personal Devices**

The use of personal electronic devices, such as cell phones, tablets, speakers etc., is strictly prohibited during working hours. Personal texting during working hours is also prohibited as it creates interruptions and disrupts concentration at work resulting in a loss of productivity. Employees are reminded to use their designated lunch or coffee breaks if they must use a personal electronic device.

**Cleanliness**

Employees are expected to maintain a clean workplace by cleaning up after themselves whenever possible, and, where applicable, by maintaining their desk or workstation, and in any common areas, in a clean and orderly manner.

It should be noted that breach of this policy or any aspect of it may result in progressive discipline, up to and including termination.

## 10. INSUBORDINATION POLICY

### **Purpose**

To ensure Lheidli T'enneh First Nation's success, it is essential that management can effectively assign work to employees and that such work is carried out in a timely and appropriate manner. Management will strive to treat employees in a fair, equitable, and respectful manner and requires that employees act in a similar manner in return. This policy outlines the behaviours and actions that constitute insubordination and defines the way employee insubordination in the workplace will be addressed.

### *Definition*

**Insubordination:** The defiance of authority by an employee that occurs when an employee refuses to obey a clear and specific order provided by management that is lawful, reasonable, and within the scope of the employee's duties and responsibilities.

### *Guidelines*

Lheidli T'enneh First Nation shall ensure that:

- The instructions or directions provided by management to the employee are clear, specific, and both reasonable and lawful; and
- All demands placed on the employee are within the scope of the employee's duties and responsibilities.

The following guidelines apply to all employees:

- All employees shall follow the instructions and directions issued by supervisors and directors as long as they meet the criteria established above.
- Employees shall not refuse management's lawful instructions or directions that are reasonable and a part of their regular duties, apart from legitimate work refusals for unsafe work.
- Employees shall not use profane or obscene language towards any member of management or threaten physical violence or make attempts to carry out any threat.
- Should a supervisor or manager provide an employee with instructions or direction, and the employee has concerns; the employee shall discuss the matter with the supervisor or manager in an appropriate and respectful manner; and
- Employees are required to obey instructions and directions from management; however, employees are not required to carry out orders that would jeopardize their health and safety or the health and safety of others, violate any federal, provincial, or local laws, or breach any of the employer's rules, regulations, policies, or procedures.

- Employee concerns should be addressed immediately with the employee's immediate supervisor or director.
- If an employee is not comfortable with or is unable to speak with their direct supervisors or manager regarding a management directive, the employee should direct his/her concerns to the Human Resources Manager.

Insubordination is a serious offense and will be dealt with accordingly. Instances of insubordination will be evaluated and dealt with at management's discretion on a case-by-case basis. Serious or repeated violations of the Insubordination Policy may result in disciplinary measures, including termination of employment. Depending on the determination and severity of the incident, Lheidli T'enneh First Nation reserves the right to skip disciplinary steps.

## **11. HEALTH AND SAFETY POLICY**

### **Policy Statement**

Lheidli T'enneh First Nation recognizes the importance of respecting all of its resources and assets, human and material. Our foremost concern is the safety and well-being of our employees. In fulfilling this commitment, Lheidli T'enneh First Nation will provide and maintain a safe and healthy work environment for all employees in compliance with legislative requirements and industry standards. Lheidli T'enneh First Nation management and our employees equally share the responsibility for reducing accidents and absenteeism by performing their jobs in a safe and healthy manner as prescribed by our Health and Safety Policy.

### **Purpose**

It is a requirement of the *Occupational Health and Safety Act* to establish a policy that should encourage the participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.

### **Employer Responsibilities**

Lheidli T'enneh First Nation will:

- establish a Joint Health and Safety Committee under the Act;
- take all reasonable precautions to ensure the work environment is safe;
- ensure employees are trained on how to safely use, handle, store and dispose of hazardous substances and receive emergency training;
- supply adequate first aid equipment, supplies, personal protective equipment (PPE);
- regularly inspect the workplace;
- promptly fix all reported problems;
- transport injured workers to the nearest location for medical treatment;
- report all injuries to WorkSafe BC that require medical attention;
- investigate incidents where workers are injured, or equipment is damaged.

Supervisors are responsible for:

- ensuring the health and safety of all workers under their direct supervision;
- identifying hazards, managing risks and investigation of incidents;
- ensuring workers are aware of all known hazards;

- occupational health and safety inspections of the workplace to identify and mitigate any hazards;
- ensuring employees work in compliance with established safe work practices and procedures;
- providing staff with the appropriate personal protective equipment (PPE) as required;
- reporting any health and safety hazards to the health and safety committee;
- correcting unsafe acts, behaviors, and conditions;
- conducting health and safety meetings;
- ensuring that employees are adequately trained in established health and safety measures.

### **Employee Responsibilities**

In the workplace, employees have the following rights:

- 1) the right to know about hazards in the workplace
- 2) the right to participate in health and safety activities
- 3) the right to refuse unsafe work

Employees are responsible for:

- complying with health and safety policies and procedures;
- ensuring they understand the procedures to work safely;
- using all applicable personal protective equipment (PPE as required);
- notifying the Health and Safety committee and their supervisor of any health and safety hazards or unsafe conduct;
- participating in investigations or inspections as required;
- seeking treatment quickly following an injury and telling the health care provider that the injury is work-related;
- follow the treatment advice of health care providers;
- return to work safely after an injury through modified duties as needed;
- never work under the influence of alcohol, drugs or any other substance.

Joint Health & Safety Committee Responsibilities:

- to identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to appropriate senior management;
- to encourage and oversee adequate education and training programs so that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Act;

- to address matters related to WHMIS, and to all other regulations where applicable;
- to promote a clean and tidy workplace and health and safe work practices among co-workers;
- to consult with workers on issues relating to health and safety;
- to carry out incident investigations, and to promptly deal with health and safety complaints and regular inspections as required.

### **Structure of the Committee**

- a) The Joint Health and Safety Committee shall consist of not more than 4 members. There will be up to 2 (*half of the total member or less*) members selected by the employer and there will be 2 selected by the employees. Each (*site*) will be represented. Alternates will be identified and are required to attend when the absence of a regular member is unavoidable.
- b) The Joint Health and Safety Committee shall meet on a regularly established schedule.
- c) There will be two co-chairpersons, one from the employer and one from the employee representatives. The co-chairperson for the employee representatives shall be elected by those representatives annually.
- d) The Joint Health and Safety Committee shall have a minimum of two specially trained "Certified Members". One representing management and one representing employees.

### **Complaint Procedure and Investigations**

Should an employee have a concern regarding health and safety, such as an identified hazard, or any complaints received against any staff or supervisor they should report it immediately to the Health and Safety Committee. The Committee should investigate all concerns, recommend solutions, and follow through with the identified solutions.

### **Working Alone & In Isolation**

As much as possible, supervisors should refrain from scheduling or allowing staff to work alone. The Health and Safety Committee will identify the level of risk, as part of a hazard assessment, and will implement appropriate control measures when required. Should an

employee be required to work alone, the supervisor or designated person will ensure that following measures are in place and are followed:

- Ability to contact the employee: The worker must either carry or have ready access to a cellular phone, telephone or other electronic communication device.
- Frequency of contact with the employee: Will depends on the Risk Assessment:
  - high risk activities: contacted every hour;
  - moderate risk activities: contacted every 2 hours;
  - low risk activities: contacted every 4 hours

At the conclusion of the employee's shift, the supervisor or designated person will perform a final check-in to check that the employee arrived at their vehicle, or other means of transportation, safely.

## **12. SUBSTANCE USE AND WORKPLACE IMPAIRMENT (DRUG AND ALCOHOL) POLICY**

### **Purpose**

Lheidli T'enneh First Nation is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

### **Definitions**

**Drug:** Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis (in any form), cocaine, opiates, amphetamines and/or prescription medication.

**Drug paraphernalia:** Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

**Medication:** A drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For the purpose of this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

**Alcohol:** Any beverage containing any quantity of alcohol, including but not limited to beer, wine, and distilled spirits.

### **Guidelines**

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves and to other employees. To help ensure a safe and healthy workplace, Lheidli T'enneh First Nation reserves the right to prohibit certain items and substances from being brought onto or be present on the employer's premises.

### **Expectations**

The following expectations apply to employees and management alike while conducting work on behalf of the organization, whether on or off the employer's property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely.
- Employees must remain fit for duty for the duration of their shift.

- The use, possession, distribution, or sale of drugs or alcohol during work hours is strictly prohibited, with the exception of the use of medication as directed by a duly registered medical practitioner.
- Employees are prohibited from reporting to work while under the influence of recreational cannabis (whether ingested or used topically), and any other non-prescribed substances, drugs, or alcohol.
- The use and possession of medically prescribed medications is permitted during working hours, subject to the terms and conditions of the organization's policies and all applicable legislation.
- Employees on medically approved medications must communicate to management any potential risks, limitations, or restrictions requiring modification of duties or temporary reassignment.
- Management shall identify and take all necessary steps and address any situations that may cause concern regarding an employee's ability to safely perform their job functions.

### **Suspicion of Impairment**

The following procedure may be followed if there is a reasonable belief that an employee is impaired at work:

- The employee's supervisor will first seek the Human Resources Manager's opinion to confirm the suspicion of impairment.
- Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance use has occurred. Suspicion of an employee's ability to function safely may be based on specific personal observations.
- If the employee exhibits unusual behaviour, including but not limited to slurred speech, difficulty with balance, watery or red eyes, dilated pupils, or an odour of alcohol and/or cannabis, the employee should not be permitted to return to their assigned duties to ensure their safety and the safety of other employees or visitors to the workplace.
- If an employee is considered impaired and deemed "unfit for work," this decision will be made based on the best judgement of their supervisor and the Human Resources Manager and will not require a breathalyzer or blood test. The employee may be advised that Lheidli T'enneh First Nation has arranged a taxi or shuttle service to safely transport them to their address on file or on their identification, or to a medical facility, depending on the severity of the observed impairment. The employee may be accompanied by a manager, a supervisor, or another employee if necessary.

- An impaired employee will not be permitted to drive or operate any kind of equipment or vehicle. The employee will be advised that if they refuse employer-organized transportation and choose to drive their personal vehicle, the organization is obligated to immediately report the situation to law enforcement.
- The supervisor will prepare an incident report and send it to the Human Resources Manager. A meeting may be scheduled to review the incident and determine a course of action that may include a monitored referral program as part of a treatment plan.

### **Possession at Work**

- Possession of alcohol, drugs, and drug paraphernalia on the employer's property is prohibited. The employer's property encompasses all employer-owned or leased property used by employees, including – without limitation – parking lots, vehicles, lockers, desks, and closets. Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees are acting on behalf of the employer off the premises. This includes attending events as the employer's representative.

### **Substance Dependency**

- Lheidli T'enneh First Nation understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as an illness or disability. Employees are not excused from their duties as a result of their dependencies.
- Any employee who suspects they may have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.
- Lheidli T'enneh First Nation is committed to supporting employees who may be dealing with a chemical dependency and may require treatment. To that end, and should an employee wish to do so, Lheidli T'enneh First Nation has a number of resources, such as counselling, that are available to all employees at no costs through the employee's group benefits with Canada Life. In addition, the Lheidli T'enneh First Nation Health Center has free resources available to all employees.
- If a Lheidli T'enneh First Nation employee has concerns about their ability to report to work as a result of a chemical dependency, and/or if the employee requires accommodation related to a chemical dependency, the employee is asked to communicate immediately with their supervisor. Final decisions regarding an employee's request for such accommodation will be made by the Executive Director.

## **Agreement for the Continuation of Employment**

- Lheidli T'enneh First Nation reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol and drug-free. The agreement will outline the conditions governing the employee's return to work and the consequences for failing to meet the conditions. An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

## **Drug/Alcohol Testing**

Lheidli T'enneh First Nation reserves the right to request that an employee take a drug/alcohol test, in the following circumstances:

- where the employer has reasonable grounds to believe that an employee is impaired by drugs and/or alcohol;
- after an accident or other safety incident; and/or
- as part of a return-to-work agreement.

Any employee who refuses to take a drug/alcohol test when directed to do so by the employer if any of the above circumstances apply, or whose test results are positive will be subject to disciplinary action in accordance with this policy.

## **Action**

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- failure to meet prescribed safety standards resulting from impairment from alcohol or drugs;
- engaging in illegal activities (for example, selling drugs or alcohol while on organizational premises);
- failing a drug and/or alcohol test.



## Workplace Impairment and Awareness Declaration

Lheidli T'enneh is committed to ensuring a safe, healthy, and productive workplace. This includes addressing workplace impairment to reduce the risk of injury to workers, co-workers, and the public. Lheidli T'enneh recognizes that the inappropriate use of alcohol, drugs, or medications can adversely affect job performance, workplace environment, and the safety of workers, co-workers, and the public.

This document and its related practices apply to all Lheidli T'enneh workers when they are engaged in Lheidli T'enneh business, working on or off business premises, and when driving employer's vehicles or when following client requirements.

To minimize the risk of unsafe and unsatisfactory work performance due to alcohol, drugs, or medications, workers are required to report fit for duty throughout their workday or shift and when scheduled on-call.

To be Fit for Duty, workers are not to report to work while impaired by alcohol, drugs or medications.

A worker who is taking legal medications, or prescription medications prescribed by a physician, that may affect or impair judgement, co-ordination, or perception such that it may affect his, her, or their ability to perform work in a safe and productive manner, must notify his, her or their supervisor prior to commencing work. The supervisor will determine whether the worker will be permitted to work or whether any work restrictions will be applied.

The following are expressly prohibited while on business premises (including when using employer's vehicles):

- use, possession, distribution, and offering for sale of illicit drugs or drug paraphernalia; or,
- possession of prescribed medications not authorized for personal use.

Lheidli T'enneh reserves the right to temporarily remove, reassign or suspend a worker, with or without pay, pending a determination of the worker's fitness for work, assessment of a drug/alcohol problem, or completion of an investigation into a possible violation of this policy. Disciplinary action up to and including immediate dismissal will be taken for violations of this policy.

**Declaration of Understanding:** By signing below, I confirm that I have read and understand the principles outlined in this document. I acknowledge my responsibilities regarding workplace impairment and agree to uphold them to contribute to a safe work environment.

Employee Name (print)

Employee (signature)

Title

Date

## **13. CONFIDENTIALITY**

### **EXISTING**

Staff have an obligation to ensure the security of any Lheidli T'enneh First Nation confidential information. Lheidli T'enneh First Nation employees will not knowingly, or willfully, directly or indirectly, misuse, disclose or disseminate to any third party any confidential information belonging to Lheidli T'enneh First Nation which the employee acquired in connection with or as a result of their employment or engagement with Lheidli T'enneh First Nation.

### **NEW**

During the course of employment, staff members may have access to or acquire sensitive, confidential information related to clients, suppliers, employees, and/or proprietary information that is confidential to the employer. This may include, but is not limited to, financial data, private business activities, strategic plans, and other confidential materials. Staff members are expected to maintain the confidentiality of all such information and exercise discretion in its handling while employed by Lheidli T'enneh First Nation.

All employees shall maintain confidentiality and secure all information and materials acquired as a result of their employment with the employer. They shall not, without due authorization, disclose any of this information or material. Supervisors are responsible for ensuring that their students and volunteers understand and adhere to this policy concerning confidentiality.

Upon leaving the organization, whether voluntarily or involuntarily, staff members must ensure that all client and company information remains confidential. They may not use any confidential information to further any private enterprise or for personal gain. All employees must also respect and protect the privacy of clients and other employees.

Any breach of confidentiality may result in disciplinary action, up to and including dismissal, as well as potential civil or criminal legal consequences, particularly for former employees.

## 14. INTERNET UTILIZATION, EMAILS AND SOCIAL MEDIA

The organization strives to maintain a positive image in the community and has adopted this policy to ensure that our employees are aware of their responsibility to maintain a positive image as a representative of our organization. All employees and volunteers who maintain personal social media pages (for example, Facebook, LinkedIn, personal blog, Twitter, Instagram) are expected to comply with the guidelines set out within this policy. Employees of Lheidli T'enneh First Nation continue to act as representatives of Lheidli T'enneh First Nation outside of regular business hours and should conduct themselves appropriately.

### Guidelines

- Employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with the employer. Employees will be held accountable for what they write or post on social media or web pages. Inflammatory comments or unprofessional or disparaging remarks made about the employer, its employees, clients, vendors, or competitors may result in disciplinary action up to and including termination.
- Where an employee mentions Lheidli T'enneh First Nation or any affiliated entities, they must include a disclaimer **“any opinions expressed are my own and do not represent Lheidli T'enneh First Nation 's positions, strategies, or opinions”**. Employees who use these sites are prohibited from publishing any private employer information or any negative comments regarding the employer.
- Employees are prohibited from speaking on behalf of the employer, releasing confidential information, releasing news, or communicating as a representative of the employer without prior authorization to act as a designated organizational representative or spokesperson.

### 14.1 Posting on Designated General Mailboxes

- Employees are required to obtain prior approval from the Executive Director, Directors, Finance Manager and Human Resources Manager before posting any messages to the organization's designated general mailboxes i.e. [ltfn\\_all\\_staff@lheidli.ca](mailto:ltfn_all_staff@lheidli.ca), [ltfn\\_managers@lheidli.ca](mailto:ltfn_managers@lheidli.ca) etc. These mailboxes are intended solely for operational purposes, including sharing important information, updates, and notices relevant to staff.
- Messages that are not pre-approved or do not serve an operational or efficiency-related purpose must not be sent through these channels. Unauthorized postings

may disrupt operations and interfere with the intended function of these mailboxes. Failure to adhere to this policy may result in disciplinary action.

- Employees are encouraged to consult with their supervisor or designated contact person before sending messages to ensure compliance with this policy.

## **14.2 Employee Code of Conduct During All Lheidli T'enneh Election Season and Election Day**

As part of our commitment to maintaining a respectful, neutral, and efficient work environment, the following guidelines are introduced for all Lheidli T'enneh First Nation staff during the campaign period and on election day. These rules are specifically designed to ensure fairness, respect, and the integrity of the organization throughout the election season.

### Employee Code of Conduct

#### 1. Workplace Behavior

- All employees are required to refrain from any form of campaigning activities within the office premises during the election season.
- Staff members must not engage in any form of campaigning, including but not limited to displaying campaign materials, promoting candidates, or discussing election-related matters during office hours.

#### 2. Use of Resources

- Employees are strictly prohibited from using Lheidli T'enneh First Nation facilities, supplies, equipment, and other resources for election-related activities.
- The only exception will be the printing of election pamphlets, which will be handled directly under the Executive Director's supervision and specific direction to designated staff members.
- Email, phones, and social media channels will be maintained or monitored by the IT department to ensure they are not misused for campaigning purposes.

#### 3. Interpersonal Conduct

- Employees must avoid discussions about the election, candidates, or campaign-related matters with colleagues, clients, or community members during work hours.

- All staff members are expected to respect the diverse opinions of others, and to maintain a supportive and inclusive environment free from pressure or conflict.

#### 4. Social Media Use

- Employees are encouraged to exercise caution when posting opinions related to the election on personal social media accounts. Posts should only be made outside of work hours and must not occur during designated lunch or coffee breaks and should not use Lheidli T'enneh First Nation resources or imply any affiliation with the organization.
- The organization's existing Human Resources Policy on Social Media Usage will continue to apply, with a particular emphasis on:
  - I. Confidentiality: Employees are prohibited from posting confidential or proprietary information about Lheidli T'enneh First Nation without proper authorization.*
  - II. Misuse of Resources: Using organizational resources, including email and social media, for election-related activities is strictly prohibited unless authorized.*

#### **Enforcement**

This policy will remain in force three months before and until one week after the General Election. Any violation of these guidelines may result in disciplinary action, including termination of employment, depending on the severity of the breach. Lheidli T'enneh First Nation reserves the right to investigate all reports to ensure compliance with this policy and to address any issues arising from election-related activities in the workplace.

This policy is designed to maintain a fair, neutral, and professional environment during the election period, ensuring that all employees respect the integrity of Lheidli T'enneh First Nation's operations and its reputation.

## 16. REMOTE WORK

### Policy Statement

It is Council's policy to establish guidelines for all Lheidli T'enneh First Nation employees who may wish to work from their home or another remote location. This revised policy nullifies the previous policy as approved by the council on October 01, 2020.

### Purpose

The purpose of this policy is to set out eligibility for remote work. The intent of this policy is to ensure employee availability, productivity, workplace confidentiality and to ensure a safe and secure workplace.

### Scope

This policy applies to all Lheidli T'enneh First Nation employees.

### Eligibility

All Lheidli T'enneh First Nation employees are to report to their place of work, as designated by Lheidli T'enneh First Nation employees, at the start of their workday. **Employees are not permitted to work remotely and may not request to work from home, or another remote location.**

If an employee cannot report to work at their designated place of work due to illness or quarantine, personal emergencies, poor weather conditions, technology issues and/or childcare/eldercare obligations, or for any other reason(s):

- The employee must, absent extenuating circumstances rendering notification impossible, advise their supervisor of the reason for their absence within **thirty (30) minutes** of the time they were expected to be at work; and
- The employee may, if applicable, request that all or a portion of their absence from work be covered by sick days or personal days in accordance with the **Leave Policy**; or
- The employee may request that all or a portion of their banked time be used to cover their absence from work in accordance with the **Employee Banked Time Policy**.

If a Lheidli T'enneh First Nation employee has concerns about their ability to report to work at their designated place of work, and/or if the employee requires accommodation, the employee is asked to communicate immediately with their supervisor. Final decisions regarding an employee's request for such accommodation will be made by the Executive Director.