

Camp Staff (Volunteer & Employee)

2017 Terms of Engagement

Questions? Contact: Camping Manager camping.manager@guidesontario.org, 416 926 2359 or 1-877-323-4545 ext. 2359

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Section One: Background

Purpose of Terms of Engagement

This document outlines the processes, guidelines and procedures which must be followed by **all** individuals who agree to participate in the care of campers and the implementation of programs offered through the Girl Guides of Canada, Ontario Council Camps.

It is subject to revisions as required at the sole discretion of Girl Guides of Canada, Ontario Council. The most current copy will be available at girlguides.ca/on.

Adherence to these procedures and guidelines will be enforced. Upon agreement, by signing the employment contract or signing up to volunteer, you are agreeing to work within the guidelines, philosophies, principals and practices outlined within this document and shared within the on-line training and on-site training.

The contents of this document are consistent with standards set out by the Girl Guides of Canada-Guides du Canada, Girl Guides of Canada, Ontario Council, the Ontario Camps Association, and/or appropriate government regulatory bodies/Ministries. These standards have been applied to the ongoing operation at all camps to ensure the best possible care of the campers and to offer the best possible protection to all staff.

For the purposes of this document the term “staff” refers to all members of the team whether paid or volunteer.

Our 2017 Camping Operations include:

1. Winter Staff Teams
 - a. East (e.g. Camp Woolsey)
 - b. West (e.g. Camp Wyoka)
2. Spring Staff (Activity Facilitators)
 - a. East (e.g. Camp Adelaide)
 - b. West (e.g. Camp Ma-Kee-Wa)
3. Summer Overnight Camps
 - a. Camp Adelaide/Wyoka (Wyoka in July and Adelaide in August)
 - b. Camp Ma-Kee-Wa
 - c. Camp Woolsey
 - d. Doe Lake Girl Guide Camp
4. Summer Day Camps
 - a. Mississauga Girl Guide Centre
 - b. Camp Woolsey

All of these camps are owned by Girl Guides of Canada-Guides du Canada and operated by Ontario Council within the standards of that Council. Many of the Summer Overnight Camps are also accredited members of the Ontario Camps Association and operate within the standards of that Association.

All of our staff members are expected to follow [Girl Guides of Canada's Code of Conduct](#) (Appendix E). A signed copy must be on file with our organization for each staff member.

Section Two: Being a Staff Member at Ontario Camps

Whether you're an employee or volunteer, we have some details that apply to everyone who provides leadership and supervises the girls entrusted to our care.

Topics are listed in alphabetical order

Accommodation

1. Accommodation provisions are outlined on your Position Description.
2. Staff members will reside in accommodation near campers and need to come prepared to sleep in a tent or in an indoor shared staff room. A list of what to bring will be sent to you via email.
3. Regardless of where you sleep at night, you are responsible to ensure that you are available for the supervision of campers, providing program activities during site time and contributing to the housekeeping duties including cleaning and cooking.
4. At no time will any staff member share sleeping quarters (e.g., tent or bedroom) with a camper.
5. Regardless of position, you may be required to stay on a site or in a building with campers to assist in staffing ratios.

Accompanying Campers (Staff Kids)

Staff members who have children attending camp while they are on site, whether it is their own child, or children from their Unit or other relationships must adhere to the following;

- Children who are also campers who arrive or depart with you are your responsibility before the start of your camp program and after the official end of it.
- Only at Camps Adelaide, Woolsey and Wyoka are we able to facilitate having "staff kids" who aren't part of the camper program while their parent or guardian is at camp. Sometimes additional fees will apply if a caregiver is required. Having staff kids at these camps must be discussed with the Camp Director prior to arrival at camp.

Staff Kids at Adelaide, Woolsey and Wyoka during Summer Camp

- Children of both genders are welcome to be staff children at the three camps listed above as per age limits outlined below:
 - If your child is under 3, a female caregiver, chosen and arranged by the parent, aged 18 or older, who has a Police Records Check through our organization must accompany you. The parent/guardian is responsible to pay the camp \$100+tax/week to cover the caregiver's costs at camp (e.g. meals, supplies).
 - If your child is 3 or older they are your responsibility the entire time they're on site and the fee for that child is \$100+tax. This may mean that you cannot do the full extent of the role you are choosing to help with.
 - We can take male staff children who were born in 2011 or later.
 - We can take female staff children up to camper age. If your child is of age for the program however we aren't operating a program for that age at that time, you can bring your child as a staff child.
 - We cannot guarantee indoor accommodation for parents bringing staff children and/or caregivers. Parents will stay with their children overnight but it may be in tent accommodation.
 - Staff kids, aged 3 and older, or the caregiver for children under 3, coming to or from camp on the bus with their parent/guardian must pay related bus expenses.
 - To register a staff child or caregiver, please contact the Camping department at 1-877-323-4545 ext. 2461 or by e-mail at camping@guidesontario.org.

Additional Responsibilities

All staff will have responsibilities that are not specifically outlined in the job descriptions. These include but are not limited to:

- maintaining living, working, changing and eating facilities/accommodations and personal belongings in a safe, healthy and tidy manner,
- supervising camper activities at camp and/or on transportation,
- participating in all-camp activities,
- luggage delivery,
- meal time preparation,
- supervision of campers at meals, arrival and departure activities.

As all staff members are role-models for the campers, they must maintain their personal space in a manner that is consistent with what is expected of the campers.

Bus/Transportation Service

Bus transportation to and from camp for campers is not available for the following programs:

1. Winter Family Camps
2. Summer Day Camp at the Mississauga Guiding Centre
3. Summer Day Camp at Camp Wyoka

All of our other camp programs have some bus/transportation service for campers for most dates but not all dates. There also may be bus transportation as part of specific programs at some camps e.g. canoe trip. The term “bus” is used below but this could mean a different form of transportation as chosen by that camps operation.

Expectations for Staff & Bus Transportation

1. All staff members riding the bus are required to arrive at the bus stop earlier than campers are expected to arrive. The specific time will be provided by the Camp Director or designate. Typically it is one hour prior to departure for any overnight camping program and 30 minutes before departure for any day camp program (on the first day – 15 minutes on other days).
2. Staff members are also required to stay at the bus stop until the last of the campers has been picked up and the “all clear” phone call to camp has been made.
3. Staff members at bus stops will help to supervise campers, help with the loading and off-loading of luggage, interact with parents in a friendly, professional manner and be responsible for the transfer of care from or to parents.
4. They are also expected to provide interactive camper program while travelling on the bus.
5. Staff members are responsible for the actions and entertainment of campers while on the bus.
6. Any staff person using the buses is considered working and all actions should reflect such.
7. Employees may be required to pay for their busing service if the number of staff exceeds the minimum required ratio.
8. Priority in “staffing” spots on a bus will go to volunteers.
9. The camp employees will be trained on procedures outlining how to manage situations that occur at the bus stops, on the buses or with parents/guardians.

Clothing

The following guidelines will be enforced during camp for both campers and staff at Summer Programs and for staff on our Activity Facilitation and Event Staff Spring Teams. We ask that you pack accordingly:

1. **SHOES:** For protection of feet, campers and staff (of all ages) are required to wear shoes with socks at all times while participating in land-based activities such as archery, hiking, low/high ropes. Please note that you can wear water shoes, sandals or Crocs when travelling to/from waterfront activities and when casually lounging on you site or at your building.
2. **SHIRTS:** For sun protection, campers and staff must have their shoulders covered at all times while participating in land-based activities which aren’t in the shade.

3. HATS: Are necessary for sun protection and must be worn outdoors, at all times after breakfast until after supper. We're really flexible about having hats on when it's raining or we're in the shade and don't enforce the rules strictly at these times.
4. WEATHER APPROPRIATE CLOTHING: staff are expected to set a good example and be prepared for the environment they are working in whether it is raining and having rain gear, buggy and wearing long-sleeves and long pants or cold and wearing appropriate insulation.

Confidentiality

An Ontario Council employee is expected to treat all information as confidential and not discuss or divulge information except on a "need to know basis."

Curfew

All staff regardless of age must be on their site, in their own tent or in their building by midnight. Quiet hours are in existence in all buildings and on all sites from 11:00 p.m. until 7:00 a.m.

Discipline

The number one priority of all staff is the care of campers. A staff member's focus of attention is to provide campers with a fun, safe and healthy environment. Any complaint or issue identified by a camper is to be treated seriously and with respect (examples of complaints: complaint about a staff person, complaint about another camper, complaint about the program, or activities). The complaint or issue must be documented, addressed and a resolution agreed and acted upon. The Camp Director (or winter Camp Coordinator) is to be notified of the situation as it occurs.

There are times when behaviour corrections or discipline are necessary however the following actions will NOT be tolerated:

- Physical punishment including spanking, hitting, pushing, grabbing. If it is necessary to physically remove an individual due to safety of self or others, this must be done in a careful, non-violent manner. Verbally and calmly explain what steps you are taking.
- Verbal punishment which includes yelling, sarcasm, screaming, "put downs" or humiliation.
- Ostracizing through actions which result in embarrassment and/or ridicule.
- Elimination from participation in activities for prolonged periods of time. If a camper is being disruptive or uncooperative, she may be asked to sit out from that activity briefly and must be included in future events.
- Elimination of meals, drinks or other snacks.
- Issuance of additional site duties.

Some examples of appropriate ways of behaviour correction will be included in your training.

Girl Protection: Child Abuse, Self-Harm & Bullying

All staff members are required to be knowledgeable and compliant with the information contained in [GGC Girl Protection Procedures](#) found on the Girl Guides of Canada website. Training on these topics will be provided to employees at camp.

Staff Protection

No staff person shall, or is expected to, put themselves in a position that may lead to accusation of abuse or improper treatment. The following guidelines are set out:

- Never be one-on-one with a camper in a private, sheltered space. Ensure that another staff person can see you at all times. This person does not have to be present at the conversation but should be able to see the conversation taking place.
 - Allow a camper privacy at all times when washing and changing. If asked to help, as you will be with the younger campers, ensure that other campers or staff members are within hearing distance, at the very least, of the assistance you're providing. Try to verbally guide the camper in the action that you want them to do before you do it for them.

- If you must offer a correction to a child or youth in accordance with appropriate procedures as herein outlined, then document the incident especially the consequence set out and provide the documentation to the Camp Director or one of the Camping Supervisors
- Avoid intimate contact with a camper. If a child needs a hug then certainly provide such but do it within sight of another staff person.
- Follow Girl Guides of Canada Fact Sheet for protecting yourself from abuse allegations (version Aug 2013) <http://forms.girlguides.ca/GuiderResources/Shared%20Documents/fact-sheet-protecting-from-abuse-allegation.pdf>

Equipment Damage or Neglect

While staff will not be charged for accidental lost or damaged equipment, it is the expectation that all employees will use and care for our equipment in a respectful and appropriate manner. Staff may be required to assist in payment of equipment that is willfully damaged or purposefully neglected.

Staff are expected to participate in and ensure campers are involved in cleaning, tidying and putting equipment, supplies and belongings away properly in both their accommodation and program facilities as part of the routine of camp regardless if campers are living on the site or not. These actions will ensure that our equipment damage and/or neglect are kept to a minimum.

Food & Nutrition (Overnight Camps Only)

Camp meals are provided at no additional cost for all staff during times that they are on site and under contract. The menu is established in accordance with the Canada Food Guide and reviewed by a dietitian.

Individuals with life-threatening or severe food allergies are accommodated for some modifications only if notification is provided prior to start date of employment. You may be asked to provide your own food (appropriate dietary supplement) at your own expense and on your own time if we don't know about your restrictions ahead of time or your restrictions are complicated.

1. Staff requiring vegetarian meals or significant dietary modifications MUST indicate this to us in writing (email) prior to their arrival at camp (campstaff@guidesontario.org)
2. Individuals with special dietary needs beyond vegetarianism and/or outside of the camp meals may have to supplement the camp food with their own specialty food products and may be requested to help prepare their specialized meals/supplements. Examples of this may include but are not limited to:
 - a. Lactose Intolerance
 - b. Gluten Free Diet
 - c. Vegan
3. Staff members are expected to support nut awareness guidelines which means supplementary products must be peanut and nut free.
4. Our priority is to get the majority of campers fed. Staff needing to supplement their meal because of medical or personal choice issues need to do so after the campers have been served their meal (e.g. approximately 10 minutes after the meal has begun). If the staff member needs more time to finish their meal, they just need to let their supervisor know and we can accommodate this extra time.

Grievance Procedures

If at any time any staff person feels that they are being treated unfairly the following procedures are to be followed:

1. Speak directly to the person involved and try to work the situation out together. Document the conversation and the outcome of such. If you feel it is necessary, you may have a third, unbiased, individual present. If this does not result in satisfactory changes then:
2. Report your concerns to your immediate supervisor and outline your concerns and provide the documentation from the initial conversation. Your supervisor is then responsible for mediating between both individuals and attempting to arrive at a satisfactory arrangement that is agreeable to both sides. Documentation of the mediation process is necessary.

In the event that:

1. The conflict resides with your supervisor OR
2. Agreement cannot be reached OR
3. After attempts at the agreement such agreement breaks down, then the concerns should be brought to the attention of the Summer Camp Director or camping.supervisor2@guidesontario.org in shoulder seasons. The Summer Camp Director or Camping Supervisor will then act as mediator to reach an agreement that is best suited to both parties.

If the conflict is with the Summer Camp Director or Camping Supervisor, speak directly with them to arrive at a satisfactory agreement. If an agreement cannot be reached, you may report the conflict to the alternate Camping Supervisor at 416-920-6666 or 1-877-323-4545: Richella Hyde, ext. 2466 or Vicky Wallace, ext. 2465. The Camping Manager, Penny Waddington can be contacted at ext. 2359.

If an agreement still cannot be reached, or if the conflict is with the Camping Manager, please contact the Human Resources Manager, Michelle Binns, at 416-920-6666 or 1-877-323-4545 (ext. 2450).

Harassment & Violence in the Workplace

Camping staff are required to follow GGC Ontario Council's Harassment and Violence in the Workplace Policies attached as Appendix A & B in this document. In addition, there is mandatory on-line training for all employees through HR Downloads on these topics.

Health & Wellness

Girl Guides of Canada, Ontario Council understands its obligations under the Human Rights Code and provides accommodation wherever possible. In rare instances, where accommodations cannot be made that would allow you to adequately perform your duties in a way that ensures the safety of yourself, the campers and your co-workers, terminating the contract or agreement may be required.

Every staff member is responsible for working in a manner that is safe and in compliance with Health and Safety standards.

All Staff are asked to disclose any pre-existing health limitations that may affect their ability to perform their duties during the interview or screening discussions. GGC will accommodate to the best of our ability. If something happens between the date of hire and arrival at camp, please contact your Camp Director as soon as possible to discuss.

All staff members are responsible for ensuring that the Camp Director or designate is informed of any incidents or complaints of illness (including homesickness) regardless of severity. Incident Management and Report (INS.01) forms will be completed as necessary to comply with Girl Guides of Canada Policies.

Incidents involving employees must be sent to the identified Camping Supervisor immediately and written reports must follow within the same day. If it is not possible to complete the forms immediately following an incident then do so as soon as possible within a 24 hour time frame.

The Camping Supervisor (or her designate) will follow up with the HR Department on any incidents where the employee loses time from work, is put on modified duties or seeks health care treatment beyond first aid done at camp.

Girl Guides of Canada, Ontario Council is a member of the Workplace Safety Insurance Board (WSIB) for employees. Reporting an injury that occurs at work is an employer requirement within 1 days of the incident so that we have time to complete the paperwork. **All WSIB forms are to be completed by the HR department ONLY.**

Staff identifying or arriving with pre-existing health limitations which haven't been made known prior to arrival may be asked to modify duties or leave site depending on the specific situation. In some cases, a completed Wellness Statement (H.5) specifically outlining the tasks required to fulfill the camp role, and signed off on by a doctor will be requested. The Camp Director will provide you with a Return to Work package which will include the H.5. This package must be taken to the doctor for review and sign off. Staff members are responsible for any expenses related to this form.

Any staff person not able to carry out their duties due to a health issue beyond a 24 hour period will be requested to leave site and will not be paid for time away. The staff member may be requested to leave in less than 24 hours depending on the specific health concern and the camp's capacity to deal with the situation. Returning to camp after illness will vary depending on the situation and often a completed Return to Work package (including the Wellness Statement-H.5 form) will be required before your return to work. GGC reserves the right to refuse return to work.

International and out-of-province staff members may be required to pay "up front" for any doctor or hospital visits. Please ensure you have access to money to complete this transaction. Often, medical expenses can be submitted for reimbursement with your insurance policy. We will not be involved with payment of any medical treatment.

Our camp operations will always try to be helpful to take staff members to medical appointments however it is not the camp's responsibility to transport, provide a vehicle or provide staffing to accompany staff members while they seek medical treatment. If a staff member requires significant time for medical follow up, then they may be requested to not be on camp property as their continuing absences may distract from the main operation of the camp and could affect camp supervision ratios and safety.

Internet Access

We don't guarantee access to the internet at any of our camps. Due to our remote nature, we have very expensive internet and it can be intermittent. Staff can use it to check email or the internet or for skype audio calls. It can never be used for streaming music, videos or used for video communication (e.g. skype or facetime with video).

Off-Site Programs

All activities sanctioned by the camp and run under the camp program but which are not on the physical camp property (e.g. hikes, canoe trips, horseback riding and overnights) are still under the jurisdiction of the camp rules and regulations. When participating in these types of activities off the camp property, staff assumes the responsibility for the actions of their campers.

Pets

Our camps are pet free zones. If a staff member arrives with a pet, they will be asked to find other arrangements for the pet at a local kennel or suitable alternative at the staff members own expense or will need to return the pet to their home at their own expense (i.e. no reimbursement for the extra mileage).

If a registered and trained service animal is required to accompany a staff member in order for them to perform their duties then please let us know so we can make the arrangements. You will need to provide documentation about the service dog.

Phone Use

We encourage staff members to use their own cell phones (at appropriate times as outlined in this document and never in front of campers). Some of our camps have limited cell phone reception but there is usually reception at multiple spots at each camp.

- A staff member should not have their personal cell phone in a place where campers or parents can see it.
- Phones must be set to silent between the hours of 11 p.m. and 7 a.m. so they do not interfere with quiet hours at camp.

- Cell phones are not to be used while driving a camp vehicle unless that vehicle is equipped with a speaker phone and the situation/conversation/conditions are suitable for a phone call.

The camp phones (land lines) are for business purposes. Staff are not encouraged to give out the camps' phone number as a spot where messages can be left for them or to receive incoming calls. It can be given out and used only in urgent or emergency scenarios. Any staff members who have access to the phone due to their position at camp, cannot make any personal calls on these phones which would cost the camp money.

Police Records Check (PRC)

All Camp staff members, aged 18 or older, are required to have a cleared a Police Records Check (PRC) completed once every three years.

Criteria for Deciding if a New PRC is Required:

A new PRC is not needed if you have a current (i.e. within the last **3** years) PRC on file with us. This should include:

- Current Adult Member with GGC,
- Returning Adult Non Member camp staff from any year between 2013-2015

A New PRC will be needed if:

- You are a Member or Non-Member and your PRC has expired
- You were under 18 or turned 18 during your last contract with our organization
- We do not have a current PRC on file
- You are a non Member working for us for the first time

Process for Acquiring a PRC

If you need to obtain a PRC then we'll send you details via email after you have been sent a contract.

- Girl Guides of Canada, Ontario Council will absorb all related expenses for a PRC conducted through BackCheck™.
- **We will ONLY cover the cost of volunteers and employees who we process through BackCheck™.** Please do not go to your police station to get your PRC, we will not reimburse you for this.
- PRC's are held on file for 3 years.

Qualifications

Your contract will be retracted if you don't submit your qualifications. If you have more current qualifications (e.g. you re-certified your NLS) then please forward those to campstaff@guidesontario.org.

We reserve the right to verify qualifications with issuing organizations.

Some subsidy is available for specific qualifications that would enhance your ability to deliver program during our summer camp program. These are NLS (initial certification or renewal), ORCKA, CanSail, Wilderness First Aid and Level 1 or 2 full challenge course practitioner certification. Upon acceptance of your employment contract you may apply to receive subsidy for courses up until May 30, 2017. Subsidy approval is provided by the Camping Manager or designated Camping Supervisor. Subsidy is limited and once depleted, subsidy will not be offered. Subsidy will provided as follows and through regular payroll process:

- 25% of the fee will be reimbursed once certification is completed
- 25% of the fee will be reimbursed at end of summer overnight camping contract for 2017 and you must have a successful performance review
- 25% of the fee will be reimbursed at end of 2018 summer overnight camping contract and you must have a successful performance review

Reimbursement

Expenses will be reimbursed up until FOUR (4) weeks after the end date on your contract (employees) or the final date of time at camp (volunteers). Anything submitted after that time will not be reimbursed to individuals. No expenses can be carried over from year-to-year. Expense forms are available at each camp and should be completed while at camp and left there for processing.

Reporting for Work

If at any time you do not report to work as per your contractual obligation for a period of two days and have not contacted your Camp Director/Coordinator to explain your absence, you will have been considered to have abandoned your positions and resigned voluntarily.

Role Modeling Behaviour

Smoking & Tobacco Use

Safe Guide states that, *"No adult Member shall use tobacco in the presence of girls at a GGC activity or event."*

Additionally, smoking is not something we want to role model to our campers or leadership candidates. Campers and Leadership Participants are not allowed to smoke at camp.

Smoking is permitted at most camps for staff members however opportunities to smoke are EXTREMELY LIMITED and smoking and tobacco use can only occur in designated areas. If you are a heavy smoker, you have to understand that you may need to go for a period of time without smoking and realize that you may feel uncomfortable.

- At no time will a staff person smoke in the vicinity of campers, nor will they smoke in an area that will result in campers being exposed to smoke.
- Smoking can only occur out of doors in a designated spot.
- Smokers are responsible for maintaining the designated spot in a clean manner (disposing of debris in a safe and out of sight way (e.g., no overflowing cans of butts).
- Staff members who are smokers must recognize that others may be sensitive to the smell of smoke that may linger on breath or clothing and therefore, are encouraged to make an extra effort to undertake good hygiene practices.
- Staff members will not leave smoking paraphernalia out in the view of campers.

For other forms of tobacco use (e.g., chewing tobacco), it is expected that similar respect and responsibilities to that of the smoking policies listed above are followed.

Alcohol and Illegal Substances

Alcohol and illegal substances are not permitted on the GGCOC Camp Properties.

Partaking in the consumption of alcoholic beverage or using illegal substances while on camp property, off site while on camp business (town runs, canoe trips, excursions, etc.), on periods of time off when you're expected to return to camp to look after campers (e.g., time off in town) or arriving at camp under the influence of alcohol or an illegal substance may be cause for immediate dismissal. Determination of being "under the influence" is at the discretion of the Camp Director or her designate.

In the event of alcohol or illegal substances being brought into camp the handling of such situations will be decided upon by the Camp Director which may include involving local authorities and appropriate charges may be laid.

Time Off

- All summer seasonal staff will be provided with a time off schedule once at camp that covers when they can expect and plan their time off over the course of their contract. Staff in other seasons, will have the expectations of when they are working provided to them instead.

- Persons leaving the camp on their time off are responsible for their own actions. Girl Guides of Canada, Ontario Council does not assume responsibility for the actions of staff members once outside the camp property. However, when off camp property please remember that your actions reflect upon the camp and on Girl Guides.
- When you are on your time off, please do **not** wear your Camp Uniform.
- All staff members are required to leave site during their time off unless they have pre-approved permission from the Camp Director to stay on site. This permission will be granted on a very limited basis.
- Down time refers to daily breaks provided to camp staff working at overnight camps in the summer or for programs with a duration of 1 week or more due to the non-stop, consistent programming. Down time schedules are typically provided to staff members on the Wednesday prior to the next week.
- Down time while the program is in session is occasionally provided to day camp staff members. This is typically a short period of time (approximately 30 minutes) for a staff member to take a mid-day meal break. These occur between 10 a.m. and 2:30 p.m.

Training

It is mandatory that all staff members are trained in the procedures and operations to ensure the health, safety and well-being of our campers. The majority of training will be done during your contracted time period and a training schedule will be provided by the Camp Director of your specific program upon arrival at camp. Additionally, there are some training components that we expect you to complete on-line before you arrive.

Some subsidy is available for specific qualifications. Look under the heading Qualifications for more information.

Mandatory Training for Volunteers and Employees

On-Line Orientation

All staff members are required to complete some orientation through web-based training prior to the start of camp. We will circulate the details about the on-line training within 2 months prior to your start date. For late hires, we will have less time available however we will also work with you at camp to try to find a portion of the time for the trainings. From the time that we open on-line training, participants will have approximately 6-8 weeks to complete the components. Please estimate that this will be about 1 hour for volunteers and 4 hours for employees (depending on position).

In-person Training

All employees will have paid training time if they have a full summer contract or a partial contract that begins in June. In addition, some positions within the camping section have mandatory in-person trainings in addition (as listed below). Any **mandatory training** time will be reimbursed at your salaried rate.

- **Camp Director Training: This will take place at Camp Woolsey from April 27 to April 30.**
- **Director Team Training: This will take place at Camp Ma-Kee-Wa from June 4 to June 8.**

Uniform

- Every staff member is required to wear a uniform on the arrival and departure days for campers or at times we are interacting with parents of campers. The uniform will be identified to the employees by email. This means that our day camp staff wear their uniform every day and our overnight camp staff wear their uniform on first and last days.
- Uniforms will be provided to staff members free of charge. There are other pieces that are upgrades to the uniform that a staff member can choose at their own expense. Volunteers will receive their uniform when they arrive at camp to volunteer. Employees will receive their uniform pieces when they arrive at camp for training before the campers arrive.
- Staff members are responsible to pay for replacement uniform pieces which are lost or stolen.
- Staff can choose to wear the pieces of their uniform at other times however they are required to ensure that their uniform remains clean, scent free and professional looking as our staff members are the ambassadors of our camps.

- Activity Facilitation and Event staff (not summer staff) will be provided with a seasonal article of Red clothing; toque, beanie, neck gaiter, ball cap or t-shirt. At least one article of uniform needs to be visible at all times when on site facilitating in the spring, fall or winter.

Valuables

Staff members are encouraged to leave items of value at home. Girl Guides of Canada, Ontario Council assumes no responsibility for lost or stolen property. Valuables may be brought to the camp office for safekeeping in a locked secure location and accessed occasionally.

Personal Electronic Equipment

You are free to use these electronic devices during your down time or time off but they are not permitted to be stored or used within sight of campers or leadership candidates. It is expected that staff members do not use a cell phone for time keeping (come prepared to use your watch). Some people in camp management or at times while an urgent/emergency situation or during transition times during arrival or departure need to use a cell phone or be available to take a call. Personal use of the phones in front of campers is not permitted ever.

For emergency purposes, staff members cannot sleep with earphones or buds on unless they're on downtime or time off. Nobody is ever on downtime overnight.

If you are using your personal computer for work related reasons, you need to ensure that the files stay with the camp and don't leave when you do. All files, documents and reports are the property of Girl Guides of Canada, Ontario Council. Please refer to our section on confidentiality for more details. You will be provided with a USB drive to store/transfer data.

Vehicles

In order to maintain a safe camp environment, the following rules must be followed at all times:

Personal Vehicles: Camp is a place where children should feel free to run around and not be worried about vehicles. Personal vehicles must be parked in the main parking lot, however, each site may have one vehicle left on site or at a building, as long as it is parked well off of camp roads and is not blocking program areas or access to buildings. No staff member should be driving their vehicle around camp unless they are leaving or returning from/to camp. No personal vehicle is to be on the camp roads between 10:00 p.m. and 7:30 a.m. except in an emergency or otherwise authorized by the Camp Director. The speed limit posted is to be strictly adhered to. Personal vehicles must be registered with the camp office.

If you are driving your own vehicle for camp purposes off of the camp site, staff members are responsible for any parking or driving tickets/violations incurred regardless of circumstances.

Visitors

Staff members are permitted visitors on site during their down time or time off only. Prior notification to the Camp Director is necessary for visitors. Visitors must be accompanied by their staff "host", must check in at the office upon arrival and departure and will be required to wear a name tag that identifies them as a visitor. Vehicles must be registered with the camp office and parked in the main parking lot only. Overnight accommodations are not available for visitors and they may not share your room. Visitors will not be permitted access to the camper sites/buildings when campers are there. Campers and leadership candidates are not permitted visitors, unless prearranged with the Camp Director. Visitors should not be expecting to be provided with meals during their stay unless approved by the Camp Director.

Section Three: Being a Volunteer at an Ontario Camp

Three cheers for the people who donate their time to assist in the success of our programs! We value your input and expertise. Here are some details that apply to only our VOLUNTEER staff members.

Maximum Number of Volunteers

If we have reached our maximum number of volunteers on a site, in a building, or during a specific week then we will contact volunteers and try to arrange their placement elsewhere. We do our best to utilize our volunteer labour force and rarely will need to turn anyone away. Normally this decision is only made if we are losing capacity to accommodate campers because we have too many volunteers.

Transportation

- We will provide bus transportation, with the campers, free of charge to volunteers and we encourage volunteers to use this service.
- Volunteers may apply for mileage reimbursement for the round trip kilometers from their home address to the camp program running closest to their home for the time that is outlined in their Volunteer Application. This may not be the camp you are volunteering at.
- Travel will be reimbursed at \$0.25 per kilometer
- Expense sheets will be provided on the first day of camp and are expected to be completed at that time in order to receive reimbursement in a timely manner.
- No reimbursements will be processed if received more than FOUR (4) weeks after the final day of the volunteer's agreement.
- Travel expenses will be verified with an internet based travel calculator. It is necessary to either track mileage or provide receipts for methods of transportation other than personal vehicle. Alternative transportation costs to be approved in advance by Camp Director
- Travel expenses will be paid only to the person incurring the expense (i.e. driver of vehicle if carpooling).

Volunteers Under the Age of 18

Since 2015, we have offered some opportunities for volunteers aged 16-18 under very specific terms, from our national organization. Volunteers under 18 are only considered for some programs. In order to volunteer, these people under 18 must be:

- Current members of Girl Guides of Canada
- 16 years old at the time of volunteering (not based on year of birth)

Programs which volunteers under the age of 18 are accepted include:

- Summer Day Camp programs (going home and coming to camp each day) at Mississauga Girl Guide Centre and Camp Woolsey
- Family Camps & Mom & Me programs

Volunteers who are under the age of 18 at any time of their contract will be required to sign off on certain documents and have a parent/guardian sign off on these documents too.

Our camps can only accept 2 of these volunteers at any one time at any camp. We do have some Core Staff positions for people in this same age bracket if you would like to spend more time at camp.

Section Four: Being an Employee at an Ontario Camp

Hooray for the Employees! You're our day-to-day, week-to-week people who come with lots of ideas, qualifications and skills. Your hard work helps create thousands of happy campers!

Change of Location

Due to unforeseen circumstances, we reserve the right to reallocate employees to other camps. If this has to occur, we will make arrangements for transportation or reimburse for mileage.

Conflict of Interest

Each employee is required to read GGC's Conflict of Interest statement (Appendix D). By signing a contract, each employee indicates they have been provided with a copy, have reviewed it, understand it and agree to abide by it.

Employee Pay

You are paid on a bi-weekly basis through direct deposit into your bank account. No employee will be paid if their required employee paperwork is incomplete. You will be provided with a link to specific pay dates.

During the spring, fall and winter Activity Facilitators and Event staff will be expected to submit a timesheet and facilitation report online. The Camping Supervisor will provide the link and make approval for work and payment once completed.

Direct Deposit

An "Employee Payroll Information" sheet will need to be completed. You will be provided with a link to complete this. You will be required to provide a void cheque or documentation from your bank stating the bank number, transit number and account number for your current account. The account **MUST** be in your name and must be a Canadian bank account. It is your responsibility to ensure the accuracy of this information. Inaccurate information can lead to delays in the deposit of your payroll. Girl Guides of Canada, Ontario Council uses only direct deposit as a payroll payment method.

Pay Slips

Confirmation of deposit pay slips are sent to each camp for distribution, usually for the following Monday. Your final pay slip will be mailed to the address you provided on your taxation forms.

The following deductions will show on your pay slip:

- **EI-Employment Insurance**, mandatory for everyone.
- **CPP**- Canada Pension Plan, mandatory for everyone 18 years of age and over.
- **INCTAX**-Federal Income Tax- deducted based on information provided by you on your TD1 form.
- **ONITAX**-Provincial Income Tax- deducted based on information provided by you on your TD1ON form. (Note: If you are exempt from paying tax then make sure you mark "E" on both tax forms.)
- **Rent/Room and Board** –as stated in your position description, if you are living at the Camp. The "Declaration of Exemption- Employment at a Special Work Site" (TD4) needs to be filled out to be exempt from paying Rent/Room and Board.
- **Vacation pay** at the rate of 4% will be paid on each pay and is included in your salary.

Leaving Site

Employees under the age of 18 years must submit the signed form, Leaving Site Declaration (Appendix C) to campstaff@guidesontario.org along with their signed contract. This document allows the employee to leave the camp property. This document must be on file prior to departure from the camp property.

Social Insurance Number Cards (SIN Cards)

Please see your contract for the details regarding you providing a copy of your SIN card to our organization.

We understand how valued a Social Insurance Number is so we treat these numbers with confidentiality in limited access files. We do not store the copy of your card/letter or the number in our staff database.

Termination and Change of Term (Dates of Contract)

Some reasons employees can be terminated for may include:

- Causing harm to the physical, mental or social health of themselves or another person at camp
- Being fraudulent or not forthcoming during their interview or contract signing
- Breach of their Contract which includes these Terms of Engagement
- Not being able to fulfill their role as outlined in their Position Description
- Misrepresenting their experience or qualifications
- Not enough participants in programs
- Difficult to work with
- Employee is causing undue stress within the work environment for their co-workers

Girl Guides of Canada, Ontario Council reserves the right to amend the dates of an Employee's contract based on decreased camper registration. If a scheduled program is cancelled with less than 7 days' notice, the Employee will still receive payment for that program. If a scheduled program is cancelled with 7 days or more notice, the Employee will not receive payment for that program.

Whenever possible, the organization will try to find work at other camp locations prior to removing the opportunity of all work.

Appendix A: Workplace Violence Policy

Girl Guides of Canada, Ontario Council believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together. Any act of violence committed by or against any member of our workplace, a volunteer, or member of the public, is unacceptable conduct that will not be tolerated.

Who does the policy apply to? Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers, parents, independent contractors and anyone visiting an Ontario Council office or camp. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

What is workplace violence? Workplace violence is:

- ☐ the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee,
- ☐ an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee,
- ☐ a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Domestic Violence

A person who has a personal relationship with an employee – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that employee at work. In these situations, domestic violence is considered workplace violence.

Examples of workplace violence include:

- verbally threatening to attack an employee;
- leaving threatening notes at or sending threatening e-mails to a workplace;
- physically aggressive or abusive behaviour, such as pushing, hitting, biting, finger pointing, shaking a fist in an employee's face or standing close to someone in an aggressive manner
- wielding a weapon at work;
- throwing an object at an employee;
- sexual violence against an employee;
- kicking an object the employee is standing on such as a ladder; or
- trying to run down a employee using a vehicle or equipment

What if an employee is accidentally pushed or hurt? Accidental situations – such as an employee tripping over an object and pushing a co-worker as a result – do not constitute workplace violence within the meaning of this policy.

Penalty

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee that subjects another employee, volunteer, or other person to workplace violence may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace and/or from their affiliation with Girl Guides of Canada, Ontario Council.

Report Incidents Immediately. If you witness or are a victim of violence in the workplace, please contact 911 if there is any immediate danger. Whether the police are called or not, all employees are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to the supervisor, the Human Resources Manager or the Executive Director. There will be no negative consequences for reports made in good faith.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

Appendix B: Workplace Harassment Policy

Girl Guides of Canada, Ontario Council believes that all employees have the right to a respectful workplace. Workplace harassment is unacceptable and will not be tolerated.

“Workplace harassment” means engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome. Vexatious is generally defined as causing irritation, embarrassment or distress.

If it occurs within the course of the employment relationship, workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.

Workplace harassment can be directed at a co-worker, subordinate, manager or volunteer.

The comments or conduct typically happen more than once, although a single serious incidence of such behavior may constitute workplace harassment. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years).

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to an employee or group of employees. It can also include behaviour that intimidates isolates or even discriminates against the targeted individual(s).

This may include:

- making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
- verbally abusive behaviours, such as yelling, insults, and name-calling
- spreading malicious rumours
- excluding or ignoring someone
- sabotaging someone else’s work
- making false allegations about someone in memos or other work-related documents
- displaying or circulating offensive pictures or materials in print or electronically;
- bullying
- repeated offensive or intimidating phone calls or e-mails

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place to work. This is also a form of workplace harassment.

This definition of workplace harassment is broad enough to include harassment prohibited under Ontario’s Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment.”

What is not considered Harassment?

Reasonable action or conduct by an employer, manager or supervisor that is part of her normal work function would not be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for an employee. Examples could include changes in assignments, work location, scheduling, job assessment and evaluation, having work monitored or checked, workplace inspections, enforcement of a dress codes and disciplinary action.

Differences of opinion or minor disagreements between co-workers, with a volunteer or a parent would also not generally be considered workplace harassment. Staff are reminded to look at their own role in a minor disagreement and work towards solutions wherever possible. Volunteers and parents should feel free to express disagreement/displeasure with a policy or decision of Council or staff without it being considered harassment as long as it is not personal and does not escalate in an unreasonable manner. If an employee is uncomfortable with a disagreement they are having with a volunteer or parent, the employee should always feel free to look to the supervisor for assistance, even if the situation would not be considered harassment.

In addition, any behaviour that would meet the definition of workplace violence would not be considered to be workplace harassment.

Report Incidents

If reasonable to do so, employees are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, employees shall report the conduct to their supervisor, the Human Resources Manager or the Executive Director. Management pledges to investigate and deal with all incidents and complaints of workplace harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Penalty

No employee or any other individual affiliated with this organization shall subject any other person to workplace harassment. The goal of any penalty is to stop the harassing behavior. In some cases, awareness/education may be an appropriate response. However in more serious cases or where there is a pattern of harassment, an employee that harasses another employee, volunteer, or other person may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace and/or from their affiliation with Girl Guides of Canada, Ontario Council. Volunteers could be subject to the Performance Management module standards as outlined in Guiding Essentials.

Appendix C: Leaving Site Declaration



As an employee or volunteer who is under the age of majority (18 in Ontario) we need to know that you and your parents/guardians understand there are times that you will leave the camp property.

Leaving Site for Work Purposes

As part of your role as a Summer Camps employee, you may be required to leave the camp property. This would occur as part of a group or in the company of a senior staff member. Reasons for going off-site include, but are not limited to:

- Escorting camp participants off site for activities
- Being taken to a walk-in clinic/hospital for medical reasons or to supervise campers while they are seen by a medical professional
- Attending an off-site meeting, for example, going to the children's aid offices to report an abuse disclosure
- Supervising a hiking, biking or canoe trip with campers
- Being a bus supervisor which could include being away from camp overnight to escort campers back to camp at a future date

Leaving Site During Time Off or Down Time

We require employees/volunteers on time off during a weekend (Fri-Sat or Sat-Sun) to leave camp. This will happen a minimum of twice during the contract. Some complimentary transportation opportunities may be provided as space permits, but at other times the employee will need to pay an "at cost" or subsidized fee, or arrange her own transportation.

Other days off during the contract will be single days off between Tuesday and Thursday and there will be no requirement to leave site, but they may do so if they wish. Staff will be expected to be away from campers and other staff (unless sleeping in assigned staff accommodation) and not to interrupt staff who are working.

Leaving camp for daily "down time" isn't an option for any of our employees.

Visitors are required to arrange visits prior to arrival and overnight visitors are not permitted.

Parent/Guardian & Employee/Volunteer's Declaration (sign off is part of the contract)

We have discussed that leaving the camp property may be part of the role at camp. We have also discussed when and how the employee/volunteer should communicate with her parents when she needs to leave the camp for work purposes.

We have also discussed the fact that leaving the camp during periods of time off of 48 hours or more is required and we will work together to ensure that we communicate about plans, locations and how to be in touch with each other during these time off periods.

If you require any more information prior to signing this form, please contact the Camping Manager at 1-877-323-4545 or 416-926-2359 or camping.manager@guidesontario.org

Appendix D: Conflict of Interest Statement

CONFLICT OF INTEREST PROTOCOL

Girl Guides of Canada-Guides du Canada Conflict of Interest Protocol

Administrative Update: Apr. 2008, Rev: February 2007, October 23, 2011

INTENT

Girl Guides of Canada-Guides du Canada (GGC) is a highly respected and well-known Organization throughout Canada. In order to maintain the high level of public support and respect it enjoys, it is essential that the affairs and business of GGC be conducted professionally, objectively and without interference or the perception of interference arising from personal interests of the individuals involved in making decisions for the Organization.

In order to achieve that goal, GGC requires that all Adult Members and employees of GGC refrain from placing themselves in a position that could produce a foreseeable conflict of interest or the perception of a conflict of interest, or which could potentially give rise to a conflict of interest between their own self-interest and the best interests of GGC. An individual who is appointed or elected to an Area or Provincial Council, the Board or a National Committee, or who is hired by GGC shall receive a copy of this Protocol and shall acknowledge his or her receipt and understanding of it by signing it before assuming his or her duties or as soon as reasonably possible thereafter.

DEFINITION OF A CONFLICT

A "conflict of interest," as the term is used herein, exists where an Adult Member or GGC staff person (or a partner, direct business associate or immediate family member of any such Adult Member or staff person):

- a) Is party to a material contract or a proposed material contract involving the Board or council for whom the Member volunteers or staff serve, including but not limited to a contract for the sale, lease, maintenance or material change of personal or real property;
- b) Is a director or officer of, or has a material interest in, any company or entity that is party to a material contract or proposed material contract involving the Board or council for whom the adult Member volunteers or staff serve, including but not limited to a contract for the sale, lease, maintenance or material change of personal or real property;
- c) Is directly involved in or associated in a substantive way with an issue under discussion by the Board or council for whom the Adult Member volunteers or staff serve and stands to benefit or personally gain, whether financially or otherwise, from the decision made; or
- d) Assists a third party in their dealings with the level of GGC for whom the Adult Member volunteers or the staff serve, where such assistance could result in favourable or preferential treatment being accorded that third party by GGC.

REPORTING OF A CONFLICT

A. Where the conflict of interest arises during a meeting held in person, online, by teleconference or by other means:

The conflict of interest shall be declared immediately, during the course of the meeting or discussion. The declaration of the conflict of interest shall be recorded in the minutes of the meeting unless minutes are not being taken, in which case the individual chairing the meeting or proceeding shall record the declaration in writing. Within seven days of the initial oral report:

- a) if the declarer is a Member or is the most senior employee of the Board or a council, she must submit a written report to the Chief Commissioner or the Commissioner of the relevant council.
- b) if the declarer is a Commissioner of an Area or Provincial Council, she must submit a written report to the Commissioner of her parent council.
- c) if the declarer is a GGC employee but is not the most senior employee of the relevant Board or council, he or she must submit a written report to the Chief Commissioner or council's Commissioner and the Board or council's most senior staff member.

B. Where the conflict of interest does not arise during a meeting:

The report of a conflict of interest shall be made, either orally or in writing, as soon as practicable after the conflict of interest has arisen or been identified.

The report must be made to two of the following people: the Chair of the Board, committee, council or task group in respect of which the conflict arose; the most senior staff member of the Board or relevant council; or the Commissioner (or Deputy Commissioner) of the relevant council.

Within seven days of the initial report:

- a) if the declarer is a Member or is the most senior employee of the Board or a council, she must submit a written report to the Chief Commissioner or Commissioner of the relevant council.

- b) if the declarer is the Commissioner of an Area or Provincial Council, she must submit a written report to the Commissioner of her parent council.
- c) if the declarer is a GGC employee but is not the most senior employee of the Board or relevant council, he or she must submit a written report to the most senior employee of the Board or council and to the Chief Commissioner or Commissioner of the relevant council.

RESOLUTION OF A CONFLICT OF INTEREST

- A. The Chief Commissioner, or her designate, has sole discretion to resolve all conflicts of interest reported by national staff persons and Members who volunteer at the National level. In the case of conflicts of interest reported by the Chief Commissioner, the resolution of the conflict of interest shall be at the sole discretion of the Board of Directors.
- B. Where an Area Commissioner receives a written report of a conflict of interest, she shall forward it to her Provincial Commissioner. The final resolution of the conflict of interest shall be at the sole discretion of the Provincial Commissioner.
- C. The final resolution of Area-level and Provincial-level conflicts of interest declared by employees or by Members other than the Provincial Commissioner shall be at the sole discretion of the Provincial Commissioner.
- D. Where a Provincial Commissioner reports a conflict of interest, the resolution of the conflict of interest shall be at the sole discretion of the Chief Commissioner.
- E. Although the final resolution of any conflict of interest rests with the Chief Commissioner, Board of Directors, or Provincial Commissioner (as the case may be), the individual chairing any meeting or proceeding at which there is made a declaration of conflict of interest or potential conflict of interest shall be entitled to require that the party in the conflict of interest position withdraw from a discussion, a meeting or a proceeding, and that they refrain from voting on the issue affected by the declaration of conflict of interest or potential conflict of interest.
- F. In all cases, the underlying principle shall be that conflicts of interest shall be resolved in favour of GGC.
- G. The resolution of the conflict of interest may include, but is not limited to, the requirement that the party in the conflict of interest position withdraw from a discussion or a meeting, that they refrain from voting on an issue, or that they remove or terminate the conflict or potential conflict by whatever means is necessary, including relinquishment of their office or position with GGC.

EFFECT OF DISCLOSURE OF A CONFLICT OF INTEREST

Provided that the conflict of interest is disclosed in a timely manner, material contracts entered into and actions taken by GGC with knowledge of the conflict of interest are neither void nor voidable.

Where a conflict of interest is discovered after a decision is made which might have been affected by knowledge of that conflict of interest, the decision made is not void or voidable, provided the decision was made fairly and on reasonable grounds.

Where a conflict of interest is disclosed in a timely manner and in accordance with this Protocol, a material contract may be entered into, a decision made, or an action taken by GGC which allows the conflict of interest (or potential conflict of interest) to continue.

For example, a Provincial council may hire the partner of a Council member providing that the conflict of interest was disclosed by the Council member in accordance with this Protocol.

EFFECT OF FAILURE TO DISCLOSE A CONFLICT OF INTEREST

Where an employee or a member of an Area or Provincial Council, the Board, or a National-level Committee knowingly fails to disclose a conflict of interest, GGC reserves all rights which it may have at law to have any contract entered into or any action taken set aside, revoked or rescinded.

Any employee or member of an Area or Provincial Council, the Board, or a National level Committee who knowingly fails to report a conflict of interest may be requested to resign, or be removed from office, by the Chief Commissioner.

Should the Chief Commissioner fail to report a conflict of interest, she may be requested to resign or be removed from office by the Board of Directors.

ACCEPTANCE OF GIFTS

The Chief Executive Officer of GGC shall not accept transfers of Economic benefit other than incidental gifts with a value of \$100, customary hospitality, or other benefits of nominal value, without the approval of the Chief Commissioner.

The Chief Executive Officer, or equivalent, of Councils at the Provincial level or below shall not accept transfers of Economic benefit other than incidental gifts with a value of \$100, customary hospitality, or other benefits of nominal value, without the approval of the relevant Council's Commissioner.

No other staff of GGC shall accept transfers of economic benefit other than incidental gifts with a value of less than \$100, customary hospitality, or other benefits of nominal value, without the approval of the Chief Executive Officer (or equivalent senior employee) of the relevant council.

USE OF INFORMATION

No Member or employee shall knowingly take advantage of or use to their benefit any information not generally available to the public and which is obtained in the course of their official duties for GGC. Reasonable care and caution will be exercised to protect printed or written confidential information from casual observation, unauthorized personnel or other use.

No Member or employee shall release the outcomes of tasks, projects, reports or the content of any proposals which they develop or with which they work, without GGC's prior approval.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

No Member or employee shall disclose confidential information obtained by them through the course of their duties and responsibilities for GGC.

Appendix E: Code of Conduct

CODE OF CONDUCT

Revision: December 9, 2010

This Code of Conduct is an integral part of involvement with Girl Guides of Canada – Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all employees, and all parents and guardians of Members to:

1. Refrain from words, actions and behaviour – in any medium -- that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

In addition, Members, volunteers and Employees will:

8. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
9. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
10. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada-Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.

More information about understanding the Code of Conduct can be found at:

https://www.girlguides.ca/WEB/Documents/GGC/parents/who_we_are/understanding-code-of-conduct.pdf.