

Accommodation Policy				
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Policy Statement

Exhibition Place will provide inclusive, barrier-free employment, facilities, and services that are free from discrimination as required under the Exhibition Place Human Rights and Anti-Harassment/ Discrimination Policy (HRAP), the Ontario Human Rights Code (Code) and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

The goal of this policy is to foster an inclusive community and workplace. Exhibition Place will fulfil its duty to accommodate by promoting inclusive employment practices, facilities, and service provision, and by exploring accommodation for persons and/or groups who request it based on the prohibited grounds in the Code and the HRAP.

Application

This policy applies to all employment policies, programs, practices, systems, communications, the use of facilities, and provision of all Exhibition Place services.

Definitions

Accessibility - Means access. It refers to the absence of barriers that prevent individuals and/or groups from fully participating in all aspects of employment and service provision. The term is often linked to people with disabilities and their rights to access.

Barriers - With respect to discrimination, it includes attitudes and designs that prevent people from fully participating in employment, use of facilities, and service provision. Individuals and groups can experience discrimination as a result of physical (building design), attitudinal (stereotypes or prejudices) or systemic barriers. Systemic barriers are formal or informal policies, practices or rules which, when applied in the same way to everyone, may have the effect of excluding or restricting the participation of some individuals, e.g., a work schedule or community meeting that conflicts with religious observance requirements.

Duty to Accommodate - The obligation of an employer, facility, and service provider to take steps to eliminate the disadvantage caused by systemic, attitudinal, or physical barriers that exclude individuals or groups protected under the Code from participating in all aspects of employment, use of facilities and service provision. There is a procedural obligation to explore all accommodation options, and a substantive obligation to implement an accommodation that is reasonable. Every accommodation request must be fully considered, and may be refused only if no Code-related need is substantiated or if undue hardship can be demonstrated.

Conditions

Exhibition Place will accommodate to the point of undue hardship, and commits itself to an accommodation process that respects the Code principles of dignity and privacy, inclusion and individualization.

Exhibition Place’s commitment extends to all aspects of employment, use of facilities and the provision of services. Employment activities include: recruitment, assessment and selection, orientation, working conditions, promotion, training, performance management, career development, workforce transition, leaves of absence, return to work and redeployment. It also includes the purchase and management of information technology and communication systems, development and management of information services, decisions relating to real estate/property and purchases of internal fittings (e.g., chairs, desks, lights, etc.), and to the organization of

conferences, seminars and training. Accommodation of service recipients relates to all aspects of service delivery, including the provision of accessible and inclusive buildings, information, communications, systems, policy/program design and modifications, etc.

Systemic Assessments - The proactive review of existing policies, rules, practices and procedures to identify and eliminate barriers to access and inclusion. Ensuring policies, standards and practices are barrier-free can minimize the need for individual assessments/accommodation.

Individual Assessment - Accommodation is assessed and delivered on an individual basis for persons who make their needs known. Each request must be considered individually in order to assess appropriate accommodation. Requests for accommodation must be dealt with in a timely manner so individuals can fully participate in all aspects of employment, use of facilities, and service provision, except where evidence does not support the need for accommodation or where undue hardship can be demonstrated.

Dignity and Privacy - Individuals must be accommodated in ways that respect their dignity and right to privacy. Information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of assessing and implementing accommodation options and solutions. Exhibition Place will comply with all privacy, confidentiality and security requirements of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPA).

Inclusion - Ensures programs, policies, systems, facilities, services, etc. are designed and administered to foster the full integration of diverse individuals and groups protected under the Code.

Legal Obligations and Limits - Exploring accommodation is a legal obligation for all employers, facility and service providers under the Code and related jurisprudence; failure to explore requests for accommodation in good faith related to any of the Code's prohibited grounds may constitute discrimination and a breach of the Code. Even where it is determined that accommodation is not required, employers have a legal duty to fully explore every request for accommodation in good faith.

Employment Accommodation:

- a) **Universal Accommodation** - A proactive process of identifying and eliminating barriers for everyone. This can be done through the initial design of and/or modifying facilities, policies, programs, procedures and practices, and ensuring that potential barriers are identified and removed. In some cases, new policies, programs, procedures and practices are required to eliminate barriers and achieve equitable outcomes.
- b) **Individual Accommodation** - An adaptation or adjustment that may be required to enable an employee to perform his or her essential job responsibilities effectively and/or a service recipient to participate in an Exhibition Place program. For employees, this may involve purchasing equipment, modifying some duties or hours of the job, reassignment of the employee, or providing additional supports such as sign language interpretation. For service delivery, this may involve modifying facilities and programs, ensuring program delivery does not conflict with religious requirements/sincerely held beliefs, the provision of communications in alternative formats, making attendant care available, etc.

Protected/Prohibited Grounds - Protections in the Code, that every person has the right to equal treatment on the basis of the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, receipt of public assistance, sexual orientation, age, record of offences, marital status, family status, or disability. Protections in the HRAP go beyond the Code and include: level of literacy, political affiliation, membership in a union or staff association.

Undue Hardship - Refers to the extent to which an employer, facility and/or service provider must attempt to accommodate the needs of an employee, job applicant and/or service recipient who has demonstrated that accommodation is required on grounds protected in the Code. This standard does not apply to additional grounds included in the Exhibition Place's HRAP. However, language or literacy issues may be included under the grounds of ancestry, ethnic origin or place of origin and/or disability.

Bona fide accommodation requests require more than a minimal effort on the part of the Exhibition Place. Exhibition Place must take all reasonable steps to determine if an employee, job applicant and/or service recipient can be accommodated. However, there are limits on how much Exhibition Place is required to do. If Exhibition Place can show that further efforts to accommodate would create undue hardship for it, Exhibition Place has met its legal obligations.

The three factors under the Code that can be considered in determining undue hardship are:

- a) cost of the accommodation, i.e., whether or not the cost threatens the viability of Exhibition Place;
- b) outside sources of funding, if any, i.e., whether Exhibition Place can access special funding, such as grants to alleviate some of the direct costs of the accommodation; and
- c) health and safety requirements, if any.

Responsibilities

Department Head or Designate

- Providing accessible, inclusive, barrier-free employment (programs, policies, procedures, systems, practices), facilities and services that are compliant with the Code and AODA requirements.

Management

- Managing the accommodation process by individually assessing requests in good faith, considering all options, resolving disagreements, and documenting, monitoring and evaluating employment, service and facility accommodation solutions.
- Providing accommodation guidance related to collective agreements and working with the Exhibition Place Board's unions to address collective agreement barriers.
- Consulting the Human Resources before denying an accommodation request.

Employees, Job Applicants & Service Recipients:

- Identifying needs and initiating requests for accommodation.
- Providing evidence to support accommodation needs and to support the assessment of accommodation options/solutions.
- Participating in good faith, in the assessment and implementation of accommodation solutions.

Human Resources

- Providing advice to support management in the assessment and implementation of accommodation.
- Ensuring accommodation is incorporated into human resources policies, processes, practices, etc. (e.g., Strategic Recruitment).

Implementation

For more details on requesting and assessing accommodation requests, contact Human Resources services.



Acting Assignments Policy				
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Policy Statement

Exhibition Place ensures that procedures governing the selection and assignment of employees to temporarily perform the duties of a position are corporately consistent and cost effective.

In the situation where an acting assignment is expected to last for several months and an employee development opportunity also exists, the goal is to balance operational considerations with employee development needs and employment equity practices.

Application

This policy applies to non-union employees in acting assignments.

Definitions

Acting Assignment - The temporary assignment of an employee to perform the duties of another position on a continuous basis for a period of time generally not to exceed one year during which time the employee receives the applicable salary for the position.

Cover off Assignment - The assignment of an employee to perform some of the duties of another position while at the same time continuing to perform their normal job responsibilities. Cover-off assignments do not involve changes in an employee's current rate of pay.

Performance Financial Reward – Any annual pay increase during an Acting Assignment is determined in accordance with the Annual Performance Review Policy.

Conditions

Any Acting Assignment is to be authorized at the discretion of the CEO in accordance with the terms of this policy. No further authorization is necessary, however, funding must be available and the authority will need to be tracked for administrative and audit purposes.

In selecting employees for Acting Assignments, managers are encouraged to consider their employees' developmental needs and the degree to which the assignment opportunity can assist the department to further its employee development and any department employment equity objectives and plans (if applicable). Such consideration may result in more than one person being selected for the assignment and a rotation arrangement being implemented.

Acting Assignments of up to 6 months in duration may be filled through posting only within Exhibition Place and/or direct employee placement.

Acting Assignments of more than 6 months and less than one year in duration must be filled through a job posting either within Exhibition Place and/or externally. **Exception:** If the urgency of the operational need does not allow time for a competitive process, the assignment may be filled through a direct placement.

Acting assignments of more than one year in duration must be filled through a competitive process. It is recommended that consideration is given to an external job posting.

If an Acting Assignment subsequently becomes permanent, Human Resources must post the position corporately if it was filled through a direct placement. If the temporary assignment was filled through an internal/external job posting, the employee may permanently be placed in the previously acting position without further competitive process.

Salary

If the Acting Assignment is at a higher pay grade, the employee is paid at the minimum salary of the acting assignment or 10% above the employee's current salary, whichever is greater, up to the maximum salary of the acting position.

Benefits

Health and Dental benefits, Group Life Insurance and Long Term Disability are calculated at an employee's base position salary.

Overtime

Any overtime worked in the Acting Assignment is compensated under the provisions of the Lieu Time/Overtime policy as it applies to their acting position.

Holidays

Employees who are on Acting Assignments for 3 continuous months or more are paid for a Public/Employer Designated Holiday and Float Days at the compensation rate of their acting positions.

Implementation

Acting Assignments

1. Usage

Acting assignments may become necessary when:

- A permanent employee is on a temporary assignment.
- An employee is absent from their position for an extended period of time owing to pregnancy or parental leave or any long term leave, LTD (Long Term Disability), WSI (Workers Safety Insurance) or other circumstances. When replacing an employee on leave, a long-term acting assignment typically occurs for up to 2 years.
- A new temporarily funded position becomes available.

In addition, it may be appropriate for an acting assignment to be made to a vacant permanent position in preference to normal recruitment procedure, particularly if there is doubt as to the continuing need for the position but immediate coverage is essential.

2. Conditions

For an Acting Assignment to be made to a position where the incumbent is temporarily absent, the following conditions apply:

- There is an essential need for the incumbent to be replaced during their absence and the department has the funding to proceed with the assignment.
- The duration of the vacancy is known to be, or is expected to be, for a period generally not to exceed 2 years.

3. Application

Where the above conditions are met, departments may implement Acting Assignments through Human Resources. If selection is made through an external process, Human Resources will submit the paperwork. In all cases when a candidate has been selected to fill an acting assignment, the Department/Division Head, or designate and the CEO must approve the arrangement.

The Employment of Relatives policy, will also apply to the Acting Assignment policy, which states that relatives are not permitted to work together if this places them in a supervisory relationship to each other. A supervisory relationship exists when one employee has direct or

indirect (i.e. one-level removed) authority over another employee through decisions, recommendations, judgment or influence.

Cover-off Assignments - From time to time and where workloads permit, non-union employees are expected to perform some of the duties of another position while in addition attending to the responsibilities of their own position. Typically, this requirement arises when an employee is required to provide relief coverage for another employee due to vacation, illness, or other brief absence from the workplace. Cover-off /assignments are not considered Acting Assignments. If, for operational reasons, a cover-off assignment cannot be implemented without requiring an employee to perform the majority of the duties of a position of a higher pay grade, the arrangement may need to be redesigned. Alternatively, it may be implemented in accordance with the provisions of an Acting Assignment as detailed in this policy.



Alcohol & Substance Abuse Policy				
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Policy Statement

Exhibition Place ensures the health, safety and well-being of its employees and the public to whom it provides services. As well, Exhibition Place and its employees are committed to taking a position of leadership in respect of alcohol, substance abuse, illegal drug use or misuse of prescribed or over the counter medication in the workplace and in the community at large.

Exhibition Place employees shall not consume alcohol, be in the possession of unsealed alcoholic beverage containers or be in possession of illegal drugs or use illegal drugs while on Exhibition Place grounds or in Exhibition Place vehicles.

Application

This policy applies to all employees.

Definitions

N/A

Conditions

No employee of Exhibition Place shall report to work in a condition unfit for duty, or become unfit for duty over the course of their workday, as a direct or indirect result of alcohol, substance abuse, illegal drug use or the misuse of prescribed or over the counter medications.

Implementation

If there is any reason to believe that an employee's job performance is being negatively affected by alcohol, substance abuse, illegal drug use or the misuse of prescribed or over the counter medications, or that this policy is being breached in any way, Exhibition Place management is required to inquire as to the nature of the problem and to take appropriate remedial action.

Exhibition Place is committed to rehabilitative efforts in resolving the problems associated with alcohol, substance abuse, illegal drug use or the misuse of prescribed or over the counter medications, with due regard to the requirements of the *Ontario Human Rights Code*. While Exhibition Place will act with due diligence depending upon individual circumstances, employees must be aware that discipline, up to and including discharge is a possibility if this policy is breached.

Confidential assessment, counselling, referral and follow-up service will be available to employees either through the Employee Assistant Program (managed by Human Resources services) or under the provisions as provided within the collective agreements. Employees who have problems related to alcohol, substance abuse, illegal drug use or the misuse of prescribed or over the counter medications are encouraged to use such services.

Exhibition Place is committed to prevention of abuse of alcohol, substances and illegal drug use or the misuse of prescribed or over the counter medications. Accordingly it will continue to make available educational materials and will encourage employees to seek appropriate assistance for any related problem.



Annual Performance Review Policy				
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Policy Statement

Exhibition Place builds a strong, diverse, productive and engaged workforce and as an employer, provides employees with opportunities to grow and develop full careers and contribute through their daily work in serving Exhibition Place. A key part is to ensure that all employees have a clear understanding of what is required of them, the skills and abilities needed to meet those requirements and how their contribution will be rewarded.

Application

All non-union employees will participate in the annual performance review program.

Definitions

Anniversary Date – For performance review purposes, it refers to common anniversary date of January 1st where the review period is from January 1st to December 31st. When an employee moves to a new position or starts employment within the calendar year, the review start date changes / starts within the year but still ends on December 31st.

As Needed Contract Employee – An employee hired to work on an as needed basis determined by the operational needs of Exhibition Place and who will not be scheduled to work more than 675 hours per annum or earn more than 35% of the annual yearly maximum pension amount as set out by CRA.

Cost of Living Allowance (COLA) – A pay increase based primarily on cost of living adjustment. The COLA is applied to the salary ranges and the employee’s salary, provided the employee received a performance level of "Meets most but not all expectations and/or developmental"; "Meets expectations"; or "Exceeds expectations". This increase is conditional upon and subject to annual Exhibition Place Board approval.

Full-Time Renewable Contract Employee – An employee hired to work full-time hours in a position that is not part of the permanent staff complement for Exhibition Place.

Performance Financial Reward – A pay increase based on the employee’s performance level, i.e. 4.5% (Exceeds Expectations), 2.5% (Meets Expectations) and 1% (Meets most but not all Expectations and/or Developmental). This increase is added to the employee’s current salary up to the maximum salary of the range. This increase is conditional upon and subject to the Exhibition Place Board’s approval.

Performance Review Period – The period from January 1st to December 31st each year.

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Prorating - The adjustment of a salary increase (COLA, Performance Financial Reward and Re-earnable Performance Reward) based on the length of time an employee has worked in a position when that time is less than 12 months. Prorating is based on full weeks worked in the calendar year.

Re-earnable Performance Rewards - An annual lump sum payment that an employee at the top of or above the pay grade range for the year of the review period is eligible to receive that cannot exceed the maximum Performance Financial Reward percentage (i.e. 4.5, 2.5 or 1%); it

must be re-earned each year based on performance; and is not added to the employee's current salary. This increase is conditional upon and subject to the Board's approval.

Term Contract Employee – An employee hired to work full-time hours for a specified fixed term.

Conditions

All employees are to receive a performance review at the beginning of the calendar year.

Implementation

Department/Division Head or designate is responsible for achieving results through the leadership of their staff. It includes developing a clear understanding of the employee's role and responsibilities in the organization, establishing agreed upon and measureable outcomes or expectations related to the responsibilities, providing ongoing feedback, support and coaching to the employee in achieving expectations and encouraging enhanced performance in terms of staff development.

The employee performance review consists of two parts.

- a) Annual staff tactics, which are linked to the Exhibition Place Board's Strategic Plan and to the organizational goals and objectives and core values of Exhibition Place include:
 - Respect
 - Ownership
 - Collaboration
 - Continuous Improvement
 - Stewardship
- b) Annual professional development competencies that encourage enhanced employee performance.

Performance Review Levels

Achievement of staff tactics and the professional development / competencies are determined by the "Performance Review Level" that best reflects the employee's efforts and contributions.

Level	Performance Review Level
1	Unsatisfactory
2	Met most but not all expectations and/or Developmental
3	Meets all Expectations
4	Exceeds all Expectations

Guidelines

For further details, refer to the Annual Performance Review Guidelines.



Attendance Management Policy				
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Policy Statement

Exhibition Place is obligated to ensure that employees perform with regularity the functions for which they were hired, and to manage employee absenteeism in a fair and consistent manner with the following objectives:

- To maximize service delivery; and
- To assist employees in minimizing absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.

To make this program effective, Exhibition Place will:

- Promote a healthy workplace; and
- Provide guidance and training to management staff who are responsible for dealing with attendance issues.

Application

This policy applies to all employees.

Applicable Legislation - Both the *Ontario Human Rights Code (OHRC)* and *Workplace Safety & Insurance Act (WSIA)* have applicability to attendance management. Both statutes address the inter-related issues of absenteeism, disability and accommodation. The OHRC defines handicap as "...any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness...". However, not all absences due to illness or sickness fall within the definition of handicap. For example, it is generally held that "illness" in the context of the Code does not apply to illnesses of a temporary nature, such as colds or the flu. The Code's definition of handicap also includes an illness or disability for which benefits are claimed or received under the WSIA. *Section 41 of WSIA* defines re-employment obligations that apply to injured workers.

Definitions

Approved Leave - Such approved leaves include vacation, bereavement, jury / witness service, maternity, parental, emergency and other such leaves as management may determine and / or enacted through applicable legislation.

Culpable or Blameworthy - Absence from work due to factors within the employee's control. Such factors include failure to notify, absences without leave / permission and abuse of leave and may be grounds for discipline, up to and including termination.

Innocent or Non-Culpable - Absence from work due to illness, ill dependent or non-occupational injury.

Conditions

Exhibition Place will determine the average number of occasions of absence (day/shift or part thereof) for the organization. These will be the initial standards used for attendance review.

Employees whose attendance pattern shows that their total absences were greater than the standard for the organization, will have their attendance reviewed.

Implementation

It is the responsibility of the Department/Division Heads or designates to ensure the consistent application of this policy. In conducting the attendance review, it should first be determined whether the absences are defined as "innocent or non-culpable", or "culpable or blameworthy" or "Approved" and the applicability of disciplinary and non-disciplinary measures.

When an employee fails to comply with reporting or timekeeping rules, their manager will meet with the employee to determine the reasons.

When the Department/Division Head or designate determines there was a satisfactory reason for the failure to comply, the behaviour is deemed non-culpable.

When the Department/Division Head or designate determines that the reasons are unsatisfactory, the behaviour is deemed culpable, the Department/Division Head or designate will deal with the situation as a disciplinary matter.

The immediate manager is responsible for attendance management. Through the maintenance of accurate records and regular monitoring the manager corrects absenteeism issues at an early stage. Responsibilities include:

- Regular communication with employee; and
- Maintenance of records

Management is responsible for determining the standards used for attendance review and the ongoing consistent application of this policy.

Further issues are to be referred to Human Resources.



Benefit Program & Eligibility Policy				
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Policy Statement

Exhibition Place offers an extensive employee benefit program that is designed to help with a wide range of expenses not covered by OHIP.

Application

This policy applies to non-union Permanent and Full-Time Renewable Contract Employees.

Definitions

Full-Time Renewable Contract Employee – An employee hired to work full-time hours in a position that is not part of the permanent staff complement for Exhibition Place.

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Conditions

The full benefit program as amended from time to time includes the following employer premium paid plans:

- Extended Health Care;
- Dental;
- Accidental Death & Dismemberment (AD&D);
- Short Term Disability (STD – sick leave plan refer to STD policy for more information on this benefit;
- Long Term Disability (LTD); and
- Life Insurance.

In addition, employees may elect to participate in the following self-funded plan:

- Optional Life for employee; and
- Spousal / Child Optional Life Insurance.

For specific details about coverage entitlements, please refer to the Manulife Benefit link. <http://10.11.0.3/wp-content/uploads/2013/03/Manulife-Booklet.pdf>

Implementation

Permanent Employees are eligible to participate in Exhibition Place’s full benefit program. Coverage is effective immediately upon commencement of employment and all premiums are 100% paid for by Exhibition Place.

Full-Time Renewable Contract Employees are eligible to participate in Exhibition Place’s full benefit program. Coverage is effective after 6 months from the commencement of employment and all premiums are 100% paid for by Exhibition Place.

An authorized Leave Without Pay does not obligate Exhibition Place to any costs including benefit costs. An employee has the option of discontinuing benefits or maintaining all benefits coverage at their expense. A request for coverage must be completed prior to commencement of the leave and the employee must pay the benefit premiums before the leave begins.

The purposes of legislated leaves and their lengths vary as do the benefit coverage. An employee should contact Human Resources for clarification of any benefits coverage during legislated leaves.

Termination of benefit coverage will cease on the last day of employment, unless otherwise stipulated for example, please see Leave Without Pay Policy.



Bereavement Leave Policy				
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Policy Statement

Exhibition Place provides employees with a paid leave of absence when there is a death of a family member.

Application

This policy applies to non-union employees.

Definitions

N/A

Conditions

Exhibition Place provides employees with 4 days paid leave of absence upon the death and funeral of any of the following family members:

- brother
- brother-in-law
- children including step-children
- daughter-in-law
- father-in-law
- grandchild
- grandparent
- mother-in-law
- parents including step-parents
- sister
- sister-in-law
- son-in-law
- spouse, including common-law or same-sex spouse

Under normal circumstances, bereavement leave must be taken within 7 calendar days from the date of death.

If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored.

Implementation

Employees must inform their Department/Division Head or designate in writing, of the death and dates of bereavement leave.

Employees may be required to provide supporting documentation if requested.



Business/Membership/Travel Expense & Reimbursement Policy				
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Policy Statement

Exhibition Place will reimburse expenses which are exclusively incurred in connection with its business. This policy promotes the Exhibition Place Board’s objective of being consistent, fair and reasonable while encouraging responsible behaviour and strengthening transparency and accountability. It establishes the rules and requirements with respect to attendance at conferences/seminars, business trips, parking fees and meterage claims for use of personal automobile, meal allowances, business meetings, professional memberships and corporate credit cards. It outlines the type of expenses which will be reimbursed and explains roles and responsibilities of claimants and approvers.

Application

This policy applies to non-union employees.

Definitions

Business Travel – To explore opportunities, establish contacts and observe other exhibition industry events (in-town or abroad) to bring new events/meetings/trade shows to Exhibition Place which will provide positive outcomes.

Conference – An event sponsored by a professional or trade association involving a series of presentations or discussions related to the purposes and goals of the association or the goals and interests of Exhibition Place.

Original Itemized Receipt - Original itemized sales receipt or invoice indicating the amount spent and the nature of the expenditure and the recipient of the payment. A credit card slip with the payment value only does not qualify as an original itemized receipt and will not be accepted. When the original itemized receipt is lost or it does not contain the itemized description, the employee is required to make the effort to contact the vendor for a copy or duplicate of the original receipt/invoice, or a vendor confirmation.

Professional Membership/Association Fees – A membership to an organization / association seeking to further a particular profession, the interests of individuals engaged in that profession and the public interest. In certain instances, the members belonging to the organization / association are required to pay fees to maintain membership or designation status.

Professional Publications – Magazines, newspapers or other periodicals that pertain specifically to Exhibition Place business or an employee’s professional status / designation.

Request for Authorization, Attendance at Conferences / Seminars, Training & Business Travel - Form to be completed and approved by Department/Division Head or designate and the CEO prior to attending any Conference/Seminar/ Training or business travel and prior to incurring any expenditures.

Seminar – Compact program of not more than 5 working days, that is educational in nature but not necessarily offered through an approved academic institution or professional body, and is for an individual's professional development.

Conditions

Exhibition Place’s Financial By-law provides that the CEO shall authorize the reimbursement of expenses, including travel, meal and entertainment expenses, incurred by employees carrying

out the business of Exhibition Place, provided that such expenses were incurred in accordance with the policy.

The corporate objective is to be consistent, fair and reasonable while encouraging responsible behaviour and strengthening internal controls, transparency and accountability.

Expenses of a personal nature or not in compliance with this policy will not be reimbursed. These non-reimbursable expenses include, but are not limited to, expenses for: traffic and parking violations; family members and/or friends; and alcoholic drinks, unless approved in the business policy as set out in Section 4.3 below.

Implementation

1. Approvals for Travel Expenses for Business / Conferences / Seminars

All travel expenses for employees must be approved in advance, before expenses are incurred, as follows:

- 1.1 Business travel for amounts of up to \$3,500.00 (per trip and before the application of HST) must be approved by the Department/Division Head or designate, with final authorization by the CEO.
- 1.2 Business travel for the CEO for amounts of up to \$3,500.00 (per trip and before the application of HST) must be approved by the Chair or the Exhibition Place Board or, in the Chair's absence, the Vice-Chair. If the travel amount is greater than \$3,500.00, then it also requires approval of the Exhibition Place Board.
- 1.3 A proposed travel summary for the Sales & Marketing team, including estimated expenses, for the calendar year must be submitted to the first meeting of the Exhibition Place Board within the Management Report which summary will include the travel associated with the sales and marketing functions at Exhibition Place. Any travel not specified in this initial summary, must be reported, if possible, to the meeting of the Exhibition Place Board in advance of the travel.
- 1.4 The overall annual limit for in-town and out-of-town conferences and seminars including travel is \$3,500.00 per employee (before the application of HST) to be expended on business travel, with the exception of Department Heads.
- 1.5 In special cases, the annual expenditure limit may be exceeded by an employee for attending meetings of organizations to provide their expertise or conduct business and in cases where it is necessary to view or examine specific equipment or operations applicable to business operations, provided that funds are available and the expenditure is approved and in accordance with the Policy. Department/Division Head or designates are responsible for maintaining a record of their employee travel limits.
- 1.6 Written approval is required at least 10 business days in advance of attendance at conferences, corporate events, professional development training, seminars or business travel.

2. Expenses Eligible for Reimbursement

- 2.1 All approved travel expenses may be paid directly by the employee and reported on an expense report, or charged to one of the corporate credit cards held and managed by the CEO and by the CFO/Corp Sec. Original receipts must be attached where they are normally available. No expenses may be charged directly to the account of the Exhibition Place. Travel advances are available for authorized travel one week prior to the start of the trip. All expense accounts must be submitted within 10 days of the travel being completed and be approved by the Department/Division Head or designate.
- 2.2 Unspent advances must be remitted to the Finance Department within 10 days of return from the event on an expense report.
- 2.3 Travel expenses when attending an out-of-town conference/seminar or business event will be allowed at the lower of, the rate of Economy Air/Train Fare; or for meterage at the rate of 49 cents per kilometre (or other harmonized rate to be established by the City

- and/or Exhibition Place) providing this cost does not exceed the cost of equivalent Economy Air/Train Fare.
- 2.4 For air/train fares, the lower of three quotes must be chosen at the time of booking. If an alternative means of transportation (for example, bus or rented automobile) is used, then the reimbursement shall be limited to the lower of the actual cost and the economy class air/train fare rate. The original ticket receipts are required to support the claim.
 - 2.5 If the employee uses their own personal auto/vehicle, then the appropriate kilometrage can be claimed up to the amount of the economy air/train fare. The rate per kilometre claimed shall be the rate for meterage 49 cents per kilometre (or other harmonized rate to be established by the City or Exhibition Place). Where a personal auto is used to attend a conference/seminar or business trip, and an overnight stay is required, the meterage claims shall be included in the Request for Authorization as part of the overall request for reimbursement for the event.
 - 2.6 Seat selection expenses related to air/train travel are not allowed and will not be reimbursed.
 - 2.7 Accommodation will be provided at the single standard room rate at the conference hotel where an overnight stay is required and must be supported by an original itemized invoice from the hotel. The same rules that apply to accommodation expenses for conferences/seminars/training will also apply to business travel.
 - 2.8 Registration Fees will be allowed on presentation of an invoice or receipt at actual cost and shall be paid in accordance with the rates established for the event by the sponsor or organizer. The fee, where possible, should be paid in advance by Exhibition Place directly to the conference/seminar sponsor in the appropriate currency.
 - 2.9 Ground transportation expenses between home/office to departure/arrival terminal shall be reimbursed when supported by an original receipt. .
 - 2.10 Employees shall file a written summary report within 10 days of the event with the Department/Division Head or designate outlining the benefits derived from the conference/seminar attended.
 - 2.11 Employees travelling on Exhibition Place business may participate in loyalty programs (e.g. frequent flyer or Air Miles programs) provided that they select the most cost-efficient mode of travel. Employees may retain the benefits offered for business or personal use provided that the use of the benefit results in no additional cost to Exhibition Place.
 - 2.12 Examples of sundry expenses that may be claimed as part of travel expenses are as listed below. Such expenses can be claimed as individual expenses provided they are supported by an original itemized invoice/receipt. However, if an employee claims a Per Diem Allowance, such sundry expenses are to be paid from the Per Diem Allowance claimed by the employee:
 - Gratuities on Meals;
 - Personal Telephone Calls;
 - Entertainment (except under special circumstances and approved by the Division Head, or designate);
 - Local Transportation (excluding ground transportation between accommodation and the terminal); and
 - Cleaning and Laundry.
 - 2.13 Per Diem Allowance can be claimed as detailed below.
- 3. Per Diem Allowance / Payments**
- 3.1 A Per Diem Allowance is the amount which may be claimed as a per diem for personal meals and personal sundry expenses related to an out-of- town business/ conference/seminar trip and may be up to \$65.00CAN per day in Canada and \$65.00US for events outside of Canada. The number of days claimed may be up to the same as the number associated with the conference/seminar or business trip in question, including the day of departure and return.

- 3.2 The per diem daily rate above shall be pro-rated by 50% if the travel starts after or concludes before noon. If an employee claims a Per Diem Allowance, than all sundry expenses including the examples listed below are to be paid through the use of the Per Diem Allowance by the employee:
- Gratuities on Meals;
 - Personal Telephone Calls;
 - Entertainment (except under special circumstances and approved by the Division Head, or designate);
 - Local Transportation (excluding ground transportation between accommodation and the terminal); and
 - Cleaning and Laundry.
- 3.3 Receipts are not required to support the per diem claim. An employee who receives a Per Diem Allowance may not claim additional personal expenses.
- 3.4 In circumstances where meals are provided at the conference/seminar/ business event, the Per Diem Allowance shall be reduced according to pre-set limits per component. These limits are: breakfast \$10, lunch \$15, dinner \$25 and miscellaneous \$15. If provision of a meal is known at the time of registration for the event, a declaration shall be made in the request for authorization form prior to its approval, and the Per Diem Allowance reduced accordingly. Where provision of a meal is not known prior to attendance, the employee must advise their Department/Division Head or designate prior to approval and reduce eligible per diems upon return to the office. Please refer to the table below for the eligible per diem amount for the various event arrangements.

Table: Eligible Per Diem Amount

Event Arrangement Category	Per Diem Amount Within Canada	Per Diem Amount Outside Canada
No Meals Provided	CAD \$65	USD \$65
Breakfast Provided	CAD \$55	USD \$55
Lunch Provided	CAD \$50	USD \$50
Dinner Provided	CAD \$40	USD \$40
Breakfast & Lunch Provided	CAD \$40	USD \$40
Breakfast & Dinner Provided	CAD \$30	USD \$30
Lunch & Dinner Provided	CAD \$25	USD \$25
Breakfast, Lunch & Dinner Provided	CAD \$15	USD \$15

4. **Non-Travel Related Business / Entertainment Expenditures**
- 4.1 Where it is deemed necessary to expend funds for business/entertainment meetings, reimbursement will be made at actual cost on presentation of an expense report and include the original itemized receipt. This report must indicate the names of all person(s) present, must include a Department or Division Head and should indicate the purpose of the expenditure. In the event a Department or Division Head is unable to be present at the meeting, a written authorization must be submitted with the expense report indicating the reason for and authority granted to the employee(s) designate responsible for attending said meeting.
- 4.2 Expenses arising from meetings held at eating establishments or other appropriate locations may be reimbursed provided they are reasonable, necessary to promote Exhibition Place's interests and in accordance with the Conflict of Interest & Confidentiality Policy.
- 4.3 The expenses relating to alcoholic beverages consumed at these events may be reimbursed in very limited unique circumstances such as – (i) Exhibition Place hosted or Exhibition Place-sponsored events or official visits by national and international delegations; and (ii) a duly authorized employee conducting Exhibition Place business.
- 4.4 In the case of expenses for alcoholic beverages it has to be pre-authorized by the Department or Division Head and CEO using the authorization form. Sound professional judgment must be exercised, taking into consideration the following, frequency of

occurrence, amount being claimed is reasonable and the expense claim can withstand public scrutiny.

5. **Business Parking**

Parking fees related to business meetings shall be reimbursed for actual cost with the submission of original receipts. Self-parking is recommended, valet parking will only be reimbursed based on the cost of self-parking rate.

6. **Professional Memberships & Association Fees**

Memberships and association fees may be claimed when the employee is required to carry a professional designation for the performance of job duties or where in the opinion of the Department Heads that membership will benefit job performance. Payment shall be made directly to the corporate entity whenever possible based on an original invoice from the entity, and the annual expenditure limits are as prescribed in the budget.

7. **Corporate Credit Card**

For the purposes of this policy, credit cards are deemed to be an alternative to reimbursing employees directly by cheque or through petty cash. If an employee pays with their personal credit card, original credit card receipts and invoices must be provided to support the reimbursement. No personal expenses shall be charged to the corporate credit card held by the CEO. .

8. **Meterage Claims for Travel On Grounds and to Local Business Meetings**

8.1 Personal auto pertains to employees who use their personal automobile for day-to-day local business. The rate per kilometre claimed shall be the rate or for meterage, currently 49 cents/kilometre (or other harmonized rate to be established by the City or Exhibition Place).

8.2 Meterage claims may be made either bi-weekly each pay period, in cases of regular use, and must be made at least monthly. All claims must exclude the distance travelled to and from work and be authorized by the Department/Division Head or designate. Where employees go directly from home to an alternate work location, or event, the employee shall be reimbursed only for the additional excess distance travelled, beyond the regular distance from home to the employee's regular work location. Employees who use their automobiles for business shall be required to carry at least \$1 million of public liability and property damage insurance.

8.3 Travel mileage within the grounds of Exhibition Place will be reimbursed on a monthly basis on the submission of the prescribed travel form at the rate and distance as determined on an annual basis and communicated to staff.

9. **Tips**

Exhibition Place will reimburse reasonable payment of tips up to a maximum of 15% of total cost of the bill. If the service charge is included in the invoice, no more tipping is allowed and will not be reimbursed. The rule applies to tips on ground transportation, restaurant and food brought to the grounds. However, tips on accommodation, if paid must be covered with the Per Diem Allowance to staff.

10. **Professional Publications**

The cost of professional publications may be claimed if, in the opinion of the Department Head, the publication will benefit job performance.



Care for Ill Dependents Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place recognizes that employees may need time off to care for ill dependents.

Application

This policy applies to non-union employees who are eligible to access the Short Term Disability (STD) plan.

Definitions

Dependent - Dependents are:

- The employee's spouse;
- A parent, step-parent or foster parent of the employee or the employee's spouse;
- A child, step-child or foster child of the employee or the employee's spouse;
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse;
- The spouse of a child of the employee;
- The employee's brother or sister; or
- A relative of the employee who is dependent on the employee for care or assistance.

Short Term Disability Plan - Provide employees with income up to 26 weeks based on service and history of absences.

Spouse - The employee's married, common law or same-sex partner.

Conditions

Employees will be paid for a maximum of 6 days per calendar year.

Payment is conditional upon eligibility and provisions of the Short Term Disability policy.

Days may not be carried forward from one year to the next.

If an employee has already claimed 6 days for this purpose and needs additional time, the employee may use vacation, lieu time or take leave without pay subject to appropriate approval.

Implementation

Employees requiring the use of sick time to care for ill dependents must post their sick time off in the Absence Database before taking and/or immediately upon their return to work in order to be eligible for sick pay.



Cellular Phone Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

Exhibition Place regulates the issuance of cellular phones, responsibilities of the cellular users, approval of billings for accuracy, recovery of personal use costs and to account for cellular phones when no longer required.

Application

This policy applies to all employees using Exhibition Place cellular phones.

Definitions

N/A

Conditions

Confirmation Form - The employee will acknowledge that the cellular phone and case/pouch are property of Exhibition Place, and that while in their possession, the employee shall be responsible for the safe keeping of the equipment. Aside from extenuating circumstances, which must be provided in written form (electronically) from the Department/Division Head or designate, the user is responsible for damages to or loss of the equipment, save and except normal wear and tear of the equipment. The costs related to a replacement phone will be communicated to the Department/Division Head or designate by the CFO/Corp Sec.

The employee will acknowledge, by signing the confirmation form, that the cellular phone is provided for business use only and that if at any time the airtime usage exceeds the airtime package plan assigned to the user, the user may be required to reimburse Exhibition Place for the excess time if personal calls can be substantiated and are noted on the monthly billings.

The employee will acknowledge that in the event there is an extended leave of absence or otherwise, then the cellular unit case/pouch and accessories are to be returned to the CFO/Corp Sec, either from their Department/Division Head or designate, or Human Resources, who will suspend the cellular number until the employee returns back to work.

Implementation

1. Acceptable Use of Cellular Phones

- 1.1 Cellular phones are to be used to support the business of Exhibition Place.
- 1.2 Any data stored, managed, or transmitted related to the usage of a cellular phone is the property of Exhibition Place.
- 1.3 Users of cellular phones must not perform unethical or unlawful activities on the cellular phones and must adhere to this policy and any other related policy of the Exhibition Place Board.
- 1.4 Users must not use cellular phones while operating a vehicle, because such use may impair the safe operation of the vehicle and is in contravention of the *Highway Traffic Act*.
- 1.5 Users are responsible for following any operational directives concerning long distance and directory assistance when using a cellular phone.
- 1.6 Installation of any unauthorized and/or unlicensed software is prohibited.
- 1.7 Users should seek the assistance of the CFO/Corp Sec for cellular hardware issues, and seek the assistance of Telecom for any Exhibition Place supported hardware related to Data.

2. Long Distance

- 2.1 Long Distance calls should be made from Exhibition Place land lines, when possible, for business purposes rather than cellular phones.

- 2.2 Every effort should be made to minimize the cost of business long distance charges through the use of supplier/client toll free 1-8xx numbers and other means.
- 2.3 Authorized users must reimburse Exhibition Place for personal use of special calls and services.

3. Information Management Requirement

All information stored or recorded on a cellular phone is the property of Exhibition Place and should be managed in accordance with, and comply with, the Exhibition Place Records Retention By-law. The Manager of Records & Archives can assist users in meeting their compliance requirements.

4. Personal Use of Cellular Phones

Cellular phones are provided by Exhibition Place for business purposes and authorized users must be aware of the limits of their cellular plan and not exceed them in order to control costs. Users must reimburse Exhibition Place for personal usage.

5. Needs Assessment

The Department/Division Head or designate, in consultation with the CFO/Corp Sec, is responsible for recommending the issuance of a cellular phone and services, (including airtime or special features), as well as the type and model of the phone based on the usage, environment, cost, budget and job function.

6. Responsibilities – Authorized Users

Before using a cellular phone, users should request a clarification from their supervisor if they have any concerns with respect to complying with the conditions of this policy. Failure to comply with the Cellular Phone Policy may result in discipline up to and including dismissal. Responsibilities of the Authorized Users are as follows:

- 6.1 Reading and complying with the Cellular Phone Policy.
- 6.2 Using the cellular phone responsibly as per this policy.
- 6.3 Reporting personal use if the plan overage indicates an expense on the monthly invoice.
- 6.4 Promptly reporting loss or theft of property or service to the Department/Division Head or designate who will then communicate with the CFO/Corp Sec.
- 6.5 Complying with the requirements of the Exhibition Place Records Retention By-law, which includes the collection, use, disclosure and retention of personal information in using the cellular phone (noted in item #3 “Information Management Requirement”).

7. Responsibilities – CFO/Corp Sec

- 7.1 Managing cellular contracts and services (local and long distance) and ensuring contracted service rates, discounts and service levels are maintained.
- 7.2 Managing the ordering and purchasing process for cellular equipment.
- 7.3 Ensuring that all new cellular purchases will integrate in the existing infrastructure.
- 7.4 Assigning new cellular telephone numbers, moves, changes or deletions of phone numbers.
- 7.5 Maintaining a master inventory of cellular equipment and associated lines which are then used for the payment of cellular bills.
- 7.6 Maintaining a data base for all cellular users which includes individual usage information (name, costs, long distance, number of calls, number of minutes, number of text messages, plan overage and personal payments).
- 7.7 Distributing monthly detail usage of cellular phones for users to the Department/Division Head or designate.
- 7.8 Ensuring that monthly billing information is accurate and complete.
- 7.9 Reconciling payments made to cellular vendors by users on a monthly basis and validating that any vendor credits are applied to the telecommunications cost centre within the operating budget.

8. Issuance of Cellular Phones

- 8.1 The request for a cellular phone (device and plan) must be authorized by the Department/Division Head or designate and submitted in writing (electronically) to the CFO/Corp Sec for final sign off.
- 8.2 Once the phone is received, it will be assigned to the employee who will be using the phone and who will be responsible for the phone. In the case where a phone is required to be assigned to a department (i.e. emergency purposes and/or spares), the phone is still to be assigned to a designated employee who will be responsible for that phone.
- 8.3 Only a case/pouch will be supplied with the cellular phone. All other accessories (belt clips, in-car kits, additional chargers, Blue Tooth, or any hands free phones) may be personally purchased by the user.

9. Electronic Messaging – Data Phones

- 9.1 The distribution of personal, political, religious, or commercial e-mail will NOT be considered to be an appropriate use of an e-mail account. Other inappropriate usage is the forwarding of chain letters, material deemed “offensive”, or the sending of unsolicited commercial information (e-mail SPAM).
- 9.2 Examples of unethical and/or unlawful use of Cellular applications include but are not limited to the following:
 - initiating or forwarding chain e-mail;
 - writing and/or sending harassing communications of any kind;
 - writing and/or sending any communications whose contents are obscene or defamatory;
 - using e-mail for commercial purposes; and
 - misrepresentation of oneself or Exhibition Place.

10. Approval of Billings/Recovery of Personal Use Costs

Cellular phone billings will be paid by the CFO/Corp Sec. If applicable, a copy of the invoice will be scanned and electronically forwarded to the user requesting they identify plan overage and personal usage costs. The original e-mail attaching the scanned invoice and details related to any plan overages, must be returned to the CFO/Corp Sec, as well as any payment by internal mail or personally delivered, within 10 business days.

11. Reassignment and Recovery of Cellular Phones

The request (electronically) for the reassignment of a cellular phone must be authorized by the Department/Division Head or designate. Once request is received, the previous cellular user will be deactivated and the new user activated. Cellular phones no longer required for operations purposes must be returned to the CFO/Corp Sec who will ensure that the phone is deactivated and retained in inventory.



Citizenship Ceremony Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place provides 1 day paid leave of absence for employees to attend a citizenship ceremony.

Application

This policy applies to non-union employees.

Definitions

N/A

Conditions

One day of paid leave for an employee is provided to attend a citizenship ceremony and become a Canadian citizen, as long as the ceremony takes place during an employee's normal working hours.

Implementation

Employees must inform their Department/Division Head or designate in writing, of the date of the Citizenship ceremony.

Employees must provide Notice to Appear document if requested.



Conflict of Interest & Confidentiality Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

City and Agency employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties. City and Agency employees are required to support and advance the interests of the City or Agency and avoid placing themselves in situations where their private interests may be in conflict with, or be perceived to be in conflict with the interests of the City or Agency.

In certain circumstances, the duties and obligations imposed by this Policy will continue after the employee leaves the City or Agency including that a City or Agency employee will not directly or indirectly use or disclose confidential information unless required by law or authorized by the City or Agency after the employee leaves the public service.

Application

This policy applies to all employees.

Definitions

Conflict of Interest - A conflict of interest refers to a situation in which a public servant has private interests that could compete with or that may be perceived to compete with their duties and responsibilities as an employee.

A conflict of interest can also be a situation where an employee can use their position for private gain or expectation of private gain, non-monetary or otherwise. A conflict may also occur when the private interest benefits an employee's family, friends or organizations in which the employee or his or her family or friends have a financial interest.

Confidential Information - Confidential information includes, but is not limited to, privileged information, draft by-laws or staff reports, third party information, personal information, technical, financial or scientific information and any other information collected, obtained or derived for or from City records that must or may be kept confidential under the *Municipal Freedom of Information of Privacy Act, 1990*, the *Personal Health Information Protection Act, 2004* or the *City of Toronto Act, 2006*.

Private Interest - Private (or personal) interest means a relationship, obligation, duty, responsibility or benefit unique to the employee or a person related to the employee.

Conditions

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by these provisions. The obligations and duties applicable to an employee resulting from these provisions do not replace, remove or supersede the duties and obligations required by applicable professional designations or regulatory bodies.

Implementation

1. Requirement to Report Conflict of Interest

Employees of the City or Agency may seek advice in relation to the application of this Policy from, and must report any conflict of interest or perceived conflict of interest to their immediate supervisor/manager or their Ethics Executive.

2. Preferential Treatment

City or Agency employees are not allowed to use their positions to give any one preferential treatment that would advance their own interest or that of any party where such advance is

contrary to the interests of the City or Agency, or would be otherwise contrary to the expectations set out in these provisions.

3. **Gifts**

A City or Agency employee will not accept, arrange to accept, give or request to be given a reward, gift, advantage or benefit of any kind from any person or entity that influences or could be perceived to influence the performance of the employee's duties.

A City or Agency employee, who receives a gift in the performance of their duties, will immediately notify his or her manager/supervisor or Ethics Executive.

A City or Agency employee may accept a gift of nominal value given as an expression of courtesy or hospitality if doing so does not influence, or would not be perceived to influence, the performance of the employee's duties. The head of a City or Agency Department/Division Head or designate may pre-determine that no gift may be accepted under any circumstance.

4. **Employment of Relatives**

The City and Agencies will maintain policies that govern the employment of relatives. The Policy at a minimum must outline the rules restricting supervisory relationships between relatives, and the recruitment and appointment of a relative.

5. **Use of City or Agency Property**

A City or Agency employee may not use, or permit the use of, City or Agency property, including facilities, equipment, supplies or other resources, for activities not associated with the proper performance of their duties. Any exceptions must be approved by the City or Agency Department/Division Head or designate.

6. **Use or Disclosure of Confidential Information**

A City or Agency employee may not, during the term of his or her employment or any time thereafter, directly or indirectly use or disclose any confidential information obtained by him or her during the course of his or her employment with the City or Agency to another person or entity unless the employee is required by law, or authorized by the City or Agency. The obligation to maintain confidentiality, except as required or permitted by law or the City or Agency, continues after the employee leaves the public service.

7. **Disclosure of Financial Interests**

A City or Agency employee involved in a decision-making process related to a contract, sale, or business transaction who knowingly has a financial interest in the City or Agency contract, sale or business transaction, or has family members, friends or business associates with such interests, must disclose their interest to their immediate supervisor/manager or their Ethics Executive and remove themselves from any decision-making process.

8. **Participating in Decision-Making**

A City or Agency employee will not participate in a decision-making process with respect to a matter that they are able to influence in the course of his or her duties if they could benefit from the decision, unless they are authorized by the City or Agency Department/Division Head or designate.

9. **Engaging in Outside Work or Business Activities**

A City or Agency employee may not engage in any outside work or business activity that conflicts with his or her duties to the City or City Agency; or could benefit from confidential information obtained during the course of his or her employment.

10. **Appearing Before City or Agency Committees**

A City or Agency employee may not appear before a City or Agency committee on behalf of a private citizen or third party other than for themselves or a family member.

City and Agency employees must identify themselves as such if they are making a deputation to a City or Agency committee, unless they appear as a private citizen on matters that do not relate to their employment.

Conduct Respecting Lobbyists

All City and Agency employees should be familiar with the requirements and expectations for dealing with lobbyists as outlined in Toronto Municipal Code Chapter 140, Lobbying.

11. Failure to Comply with the Policy

Individuals who fail to comply with the conflict of interest provisions may be subject to disciplinary action up to and including dismissal and, where warranted, legal proceedings.

12. Related Policies

- City and Agency Policies Governing the Employment of Relatives
- Toronto Municipal Code Chapter 140, Lobbying



Crime Related/Child Death/or Disappearance Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides up to 52 weeks of unpaid leave to employees if their child disappears and it is probable that the child disappeared as a result of a crime.

Exhibition Place provides up to 104 weeks of unpaid leave to employees if their child dies as a result of a crime.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA 2000)

Application

This policy applies to all employees who have been employed by Exhibition Place for at least 6 consecutive months.

Definitions

Child - A child, step-child or foster child of the employee who is under the age of 18.

Crime - An offense under the Criminal Code of Canada.

Conditions

An employee is not entitled to either of these leaves of absence if the employee is charged with the crime or if it is probable that the child was a party to the crime.

Implementation

If an employee takes a leave of absence under this policy and it no longer seems probable that the child died or disappeared as a result of a crime, the leave ends on the day on which it no longer seems probable.

If the child who disappears is found alive within the 52-week period of the leave of absence, the employee may remain on the leave for 14 days.

If the child who disappears is found dead within the 52-week period of the leave of absence, the employee may remain on leave for up to 104 weeks from the date the child disappeared.

The employee will notify their Department/Division Head or designate in writing of their request for this unpaid leave and Human Resources will notify Payroll services accordingly.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.



Critically Ill Child Care Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides an unpaid leave of up to 37 weeks to provide care or support to a critically ill child.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA 2000)

Application

This policy applies to all employees who have been employed by Exhibition Place for at least 6 consecutive months.

Definitions

Child - A child, step-child, foster child or child under the legal guardianship of an employee, who is under the age of 18.

Medical Certificate – A written document from a Qualified Health Practitioner.

Qualified Health Practitioner - A qualified physician, registered nurse or psychologist, licensed to practice in Ontario.

Conditions

A Medical Certificate is required from a Qualified Health Practitioner stating that the child is critically ill and requires the care or support of one or more parents for a specified period of time. The letter must be provided to the employee's Department/Division Head or designate as soon as reasonably possible.

An employee may take a leave of absence of up to 37 aggregate weeks. This leave is to be taken in full week increments. The weeks on leave do not need to be consecutive, but they must be taken within 52 weeks of the beginning of the first week of leave.

If more than one child of the employee is critically ill as a result of the same incident, the employee is not entitled to take a leave longer than specified in the Medical Certificate.

If both parents of the child are employed by Exhibition Place, the combined leaves of both parents cannot exceed 37 weeks.

Implementation

The employee will notify their Department/Division Head or designate in writing of their request for this unpaid leave and Human Resources will notify Payroll services.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay for the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.

Disclosure of Wrongdoing and Reprisal Protection Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

Exhibition Place encourages and facilitates the disclosure of wrongdoing that is contrary to the public interest; ensures that all disclosures are investigated, and appropriately resolved; and protects those employees who report wrongdoing in good faith from reprisal to the fullest extent possible.

This policy addresses only those matters of wrongdoing that are in the public interest and for which there are no established mechanisms for consideration and investigation. For example, it is not intended to address matters that can be dealt with through existing policies and procedures.

Application

This policy applies to all employees.

Definitions

Reprisal – Any measure taken or threatened against an employee as a direct result of disclosing or being suspected of disclosing an allegation or wrongdoing, initiating or co-operating in an investigation into an alleged wrongdoing. Reprisal includes but is not limited to:

- Disciplinary measures;
- Demotion of the employee;
- Suspension of the employee;
- Termination of the employee;
- Intimidation or harassment of the employee;
- Any punitive measure that adversely affects the employment or working conditions of the employee; and
- Directing or counselling someone to commit a reprisal.

Wrongdoing - Refers to serious actions that are contrary to the public interest including but not limited to:

- Fraud – Examples can include:
 - Deliberate misuse of equipment, facilities, supplies or funds for purposes unrelated to the operations for personal gain;
 - Obtaining funds or compensation through dishonesty; and
 - Repeated dishonest claims for reimbursement of expenses.
- Theft of assets;
- Waste which is the gross mismanagement of resources or assets in a wilful, intentional or negligent manner. Examples can include:
 - Deliberately or through negligence, destroying assets and/or information; and
 - Improper conduct that causes damage or expense to Exhibition Place and its assets.
- Serious violations of conflict of interest including the misuse of one's position for significant personal use; and
- Breach of public trust. Examples can include:
 - Lying or hiding public information about the operations, including the financial management of Exhibition Place; and
 - Causing danger to public health or safety.

Conditions

These provisions address only those matters that are in the public interest and for which there are no established mechanisms for consideration and investigation. For example, it is not intended to address matters that can be dealt with through existing procedures, established

through Collective Agreements or policies such as Health and Safety and Human Rights and Anti-Harassment.

Implementation

1. Disclosure of Suspected Wrongdoing

- 1.1 Disclosure of suspected wrongdoing involving an employee (other than the CEO):
- Employees must immediately report suspected wrongdoing to the CEO, or designate, if they suspect wrongdoing involving an employee has occurred; and
 - Employees can use various channels to report suspected wrongdoing, as provided, including for example by e-mail or letter to the CEO, or designate (which can be signed or unsigned).
- 1.2 Disclosure of suspected wrongdoing involving the CEO: Employees must report suspected wrongdoing to the Chair of the Exhibition Place Board, or designate if they suspect that wrongdoing involving the CEO has occurred.
- 1.3 Any employee who reports wrongdoing in good faith will be protected from reprisal to the fullest extent possible, as described in this policy.
- 1.4 Any employee who knowingly makes a false complaint in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation of a complaint, may be subject to disciplinary action up to and including dismissal as determined by the CEO.

2. Investigation of Alleged Wrongdoing

- 2.1 Investigation of alleged wrongdoing involving an employee will be investigated by the CEO:
- Disclosures of alleged wrongdoing involving an employee will be investigated by the CEO, or designate.
 - If required, the CEO, or designate may consult with or seek assistance from the City Manager's Office for investigations.
 - If alleged wrongdoing by an employee is substantiated through an investigation, the employee will be subject to disciplinary action up to and including dismissal as determined by the CEO, or designate.
- 2.2 Investigation of alleged wrongdoing involving the CEO:
- Where it is alleged that the CEO has committed wrongdoing, the Chair, or designate of the Exhibition Place Board will conduct the investigation.
 - The Chair of the Exhibition Place Board, or designate may consult with or seek the assistance from the City Manager's Office for investigations.
 - The Chair of the Exhibition Place Board, or designate will transmit the results of the investigation to the Exhibition Place Board.

3. Confidentiality

- 3.1 The identity of individuals involved in an investigation, including the identity of an individual alleging wrongdoing and the identity of an individual alleged to have committed wrongdoing, will be protected to the fullest extent possible.
- 3.2 Anyone aware of or participating in an investigation of wrongdoing shall treat all information received confidentially.

4. Reporting

- 4.1 The CEO, or designate will report to the Exhibition Place Board on an annual basis with a summary related to allegations of wrongdoing, investigations, their resolutions, and any recommendations to minimize future risks.

5. Reprisal Protection

- 5.1 No person shall take a reprisal against an employee because the employee has:
- sought information or advice about making a disclosure about wrongdoing;
 - made a disclosure about wrongdoing in good faith;

- acted in compliance of this policy;
- initiated or co-operated in an investigation or other process related to disclosure of wrongdoing;
- appeared as a witness, given evidence or participated in any proceeding relating to the wrongdoing, or is required to do so;
- alleged or reported a reprisal; or
- is suspected of any of the above actions.

6. Reporting and Investigating Reprisal

6.1 Reporting and investigating reprisal involving an employee (other than the CEO):

- An employee who believes that they are subject of a reprisal following a disclosure of wrongdoing shall notify the CEO, or designate immediately.
- An employee informed of, or who becomes aware of a reprisal against an employee, has a duty to notify the CEO, or designate.
- The CEO, or designate will undertake to ensure that the employee is protected from any further reprisal.
- The CEO, or designate will lead the investigations of alleged reprisals involving staff.
- Where the investigation substantiates the allegations of reprisals the employee(s) involved will be subject to disciplinary action up to and including dismissal.
- The CEO, or designate will determine and take appropriate actions to stop, reverse or remedy a reprisal against an employee.

6.2 Reporting and investigating reprisal involving the CEO:

- An employee who believes that they are subject of a reprisal by the CEO, or designate following a disclosure of wrongdoing shall notify the Chair of the Exhibition Place Board, or designate immediately.
- An employee informed of, or who becomes aware of a reprisal against an employee, by the CEO, or designate has a duty to notify the Chair of the Exhibition Place Board, or designate.
- Once notified, the Chair of the Exhibition Place Board, or designate will undertake to ensure the employee is protected from further reprisal.
- The Chair of the Exhibition Place Board, or designate will lead the investigation into the alleged reprisal and report the results of the investigation to the Exhibition Place Board.

7. Allegations of Wrongdoing for Reprisal Involving a Member of the Exhibition Place Board

7.1 The Integrity Commissioner is responsible for receiving, reviewing, investigating and reporting allegations of wrongdoing or reprisals against Members of the Exhibition Place Board, pursuant to the *City of Toronto Act, 2006* and *Code of Conduct for Members of Local Boards*.

7.2 Any employee who believes that a Member of the Exhibition Place Board has committed wrongdoing or committed a reprisal against an employee, shall notify the Integrity Commissioner using any of the methods below:

Telephone: 416-392-3826
 E-mail: integrity@toronto.ca
 Fax: 416-696-3615
 Letter: 375 University Avenue, Suite 202
 Toronto, On M5G 2J5

7.3 Members of the Exhibition Place Board will cooperate with the Integrity Commissioner during investigations and provide the Integrity Commissioner with access to information.



E-Cigarette Use in Exhibition Place Workplaces Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place provides a safe, hazard-free environment that includes clean air. This policy sets out the restrictions on the use of E-cigarettes in Exhibition Place workplaces.

Application

This policy applies to all employees.

Definitions

E-Cigarette Use - Is also referred to as the smoking or vaping of E-Cigarettes

Electronic Cigarette / E-Cigarette - An electronic cigarette (electronic smoking device, water vapor cigarette, and/or hookah/shisha pen) is a battery operated device that mimics the use and sometimes appearance and taste of a conventional cigarette but does not contain tobacco. When inhaled, an atomizer heats a cartridge which contains a liquid solution (also called the 'e- liquid') of water, flavouring and sometimes nicotine, in a base of propylene glycol and vegetable glycerine. This usually produces a vapour (or aerosol) that resembles cigarette smoke.

Use of Electronic Smoking Devices – Use with respect to electronic cigarettes includes any of the following:

1. Inhaling vapour from an electronic cigarette.
2. Exhaling vapour from an electronic cigarette.
3. Holding an activated electronic cigarette. (“utiliser”)

Workplace - Is defined as any Exhibition Place land, premises, location or thing at, upon, in or near which a worker works.

Conditions

E-Cigarettes are not to be used in any Exhibition Place workplaces that are currently designated as smoke-free either through provincial or municipal laws except in the case of an employee who is using an approved smoking cessation medications, such as a nicotine replacement therapy inhaler in the form of an E-Cigarette.

Implementation

All employees have the shared responsibility for supporting and adhering to this policy. The Department/Division Head or designate is responsible for ensuring employees are aware of and have read this Policy and being the first point of contact for employees to seek clarification of the E-Cigarette Use Policy. Applicable Legislation: *Smoke-Free Ontario Act, S.O. 1994, c. 10* City of Toronto Municipal Code Chapter 709, Smoking By-law No. 1642-2013 *Ontario Occupational Health and Safety Act, R.S.O., 1990, c.01.*



E-Mail Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	4

Policy Statement

Exhibition Place governs the use of the corporate electronic (e-mail) system.

Application

This policy applies to “Authorized Users” including “Remote Access Users” who access the electronic mail system through a local connection or by remote access.

Definitions

Archiving Messages - In an electronic mail context occurs when a message is removed from the on-line mailbox and stored on another storage device.

Authorized Users - Means individuals who have been given permission to use Exhibition Place’s information and technology resources as defined and includes Remote Access Users as defined.

Corporate Record - Is an e-mail that shows evidence of a business transaction, decision or the sharing of corporate information in the course of daily business operations and provisions of services.

Data Transfer - Means the movement of information or data from one information technology resource to another regardless of the method of transfer.

E-mail & Electronic Mail - Will be used interchangeably. Electronic mail, often referred to as e-mail, is a paperless form of communication. E-mail includes anything that is in a user’s mailbox, this could include: messages (including attachment), appointments, tasks, notes, phone messages and address book information.

Forging - An e-mail is using an unauthorized or false name to send mail, altering a message or creating a false status response.

Information and Technology Resources - (I&T Resources) include, but are not limited to: desktop computers, monitors, printers, notebooks, tablet computers, handheld computers, scanners; computer peripherals such as: CDRW drives, DVDRW drives, zip drives, digital projectors; peripherals such as: storage devices and power supplies; personal digital assistants (PDA’s); network devices; software such as: Corporate software, off-the-shelf software packages, software covered by enterprise license agreements and volume license agreements (including maintenance and support); data created using any of the Exhibition Place’s I&T Resources; Internet access; e-mail; telephones and voice mail; facsimile machines (if connected to Exhibition Places computer network); photocopiers (if connected to the computer network); and mobile devices.

Information & Technology and I&T - Will be used interchangeably.

Municipal Freedom of Information and Protection Privacy Act & Personal Health Information Act - Will be referred to as the *Acts*.

Personal Information (and personal health information) - Means recorded information about an identifiable individual. For a more detailed definition, refer to the *Municipal Freedom of Information and Protection of Privacy Act*.

Records - Are information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings and photographs.

Remote Access Users - Are Authorized Users who have permission, by way of an authorized form with an explanation from a Department/Division Head or designate, to access to the internal network from a remote location outside of the normal office environment regardless of the connectivity method.

Transitory Mail - Is typically information that has a temporary usefulness and does not need to be kept once immediate usage has expired. Transitory mail is information not required to document Exhibition Place business.

User Monitoring - Means recording, accessing, and reviewing or analyzing an authorized User's activity on, or use of I&T Resources, and may include review of data files, e-mails, and information sent from, received by, or stored on the I&T Resources, including data, files, e-mails, and information deleted by a User but backed up by the network system.

Conditions

1. General

- All Authorized Users must comply with this policy.
- All Authorized Users are responsible for their use of the corporate e-mail system during business hours and non-business hours.
- All Authorized Users are responsible for managing their e-mail.
- All information created, acquired, or maintained by Authorized Users is deemed to be a corporate asset and as such is the property of Exhibition Place.
- All Authorized Users must take reasonable measures to ensure that e-mail is not transmitted to unnecessary or unintended recipients.
- Reassigning ownership of a generic mailbox (e.g. help@explace.on.ca) must be approved by the Department/Division Head or designate that owns the account and the request made in writing.
- Requests to create, modify, suspend or delete an e-mail account must be made by the Department/Division Head or designate.
- Only the Manager of IT/Telecom, or designates, on the direction of the Department/Division Head or designate, can create, modify, suspend or delete e-mail accounts.
- Requests to access an employee's e-mail account for business purposes without their knowledge must be made in writing to the Department/Division Head or designate by the employee.

2. Inactive Accounts

All Authorized Users are required to make reasonable efforts to ensure that their business related e-mails have been managed appropriately prior to their account being made inactive (i.e. leaving their employment, extended leaves, etc.).

In addition, the Department/Division Head or designate should also confirm with the Authorized User that business-related e-mails have been archived appropriately prior to the account being recorded as inactive.

3. Prohibited Uses or Unlawful and Unacceptable Use

All Authorized Users are expected to use e-mail as a business tool and carefully consider the implications of their actions prior to using the e-mail system and if uncertain, should contact their Department/Division Head or designate, or IT/Telecom for advice and clarification.

In addition to the prohibited and unacceptable uses described in the “Information and Technology Acceptable Use Policy”, e-mail specific prohibited and unacceptable uses include, but are not limited to the following:

- Transmission of an anonymous e-mail is not permitted;
- Forging any part of an e-mail is not permitted;
- Sending personal “broadcasting messages” is not permitted;
- The creation of a rule to automatically reply to Internet e-mail messages is not permitted unless authorization has been received or the e-mail account was created to satisfy business requirements and the e-mail address has been published for the convenience of the general public; and
- The creation of a rule to automatically forward e-mail is not permitted.

Implementation

1. Managing E-Mail Records

1.1 The management of e-mail is to be consistent with the Records Management Policy.

1.2 Business-related e-mail messages are considered Exhibition Place records, while informal, transitory and spam e-mail messages are not considered records.

1.3 E-Mail (i.e. the message header, message content, attachments and messaging context information) is a corporate record when it shows evidence of a business transaction, decision or the sharing of corporate information in the course of daily business operations and provisions of services.

1.4 Authorized Users sending or receiving business-related e-mail must recognize their importance as records and take appropriate actions to manage them responsibly.

1.5 *The Acts* apply to e-mail records.

Note – The e-mail system does not have the capability to act as a records retention system and therefore should not be considered a document/records management system.

2. Confidentiality and Privacy Consideration

2.1 Confidentiality (MFIPPA)

The MFIPPA provides any person with a legal right of access, to any record in Exhibition Place’s custody or control, regardless of media or format, limited by specific mandatory and discretionary exemptions.

Every Authorized User must consider the consequences of:

- sending personal/sensitive information to the wrong e-mail account; and
- a privacy breach should an unauthorized user or third-party intercept and read the e-mail message.

All Authorized Users are responsible for using appropriate safeguards when sending and receiving sensitive personal or confidential information by e-mail. All Authorized Users must balance the need to protect personal information, against the urgency and business need for sending the information by e-mail. Users must consider using alternative forms of communication (e.g. verbal or hard copy) when dealing with sensitive business, refer to the person as the “employee” or “client” instead of using their name.

2.2 Employee Authorization

An employee may grant permission to authorized staff to access their mailbox to facilitate the resolution of problems.

2.3 Business Requirement

Department/Division Head or designates may access an employee’s e-mail account when:

- Management needs to temporarily perform the duties of an employee when he/she is ill or to resolve a business crisis when the employee cannot be reached.
- Exhibition Place is required by law to supply records of correspondence on a particular matter.

Note: - In the above instances, should a user’s e-mail account be accessed, the user will be notified by the Department/Division Head or designate as soon as possible.

Refer to the Information & Technology Acceptable Use Policy on Privacy Considerations and User Monitoring for guidance on any business requirements not outlined here.

2.4 Protection of the Integrity of the Electronic Mail System

The Manager of IT/Telecom, upon the direction of the Department/Division Head or designate, has the right to access an e-mail account if the account poses a threat to the integrity of the e-mail system.

3. Consequences of Non-compliance

Failure to comply with this policy may result in disciplinary action up to and including dismissal.

4. Roles & Responsibilities:

All Authorized Users are responsible for:

- 4.1 Reading, understanding and complying with the E-Mail Policy.
- 4.2 All e-mail sent under their name.
- 4.3 Protecting their passwords.
- 4.4 Using e-mail responsibly and appropriately
- 4.5 Guarding against unauthorized access to their e-mail account by closing the e-mail account when away from their desk and when leaving at the end of the business day.
- 4.6 Managing mailbox size by identifying and deleting personal and transitory messages regularly.
- 4.7 Requesting clarification through their Department/Division Head or designate if they have any concerns regarding compliance.

5. CEO and General Managers are responsible for:

Authorizing and requesting access to e-mail messages and file attachments, if there is a legitimate need to do so or when investigating misuse or violation of this policy.

6. Department/Division Head or designate is responsible for:

- 6.1 Ensuring Authorized Users have read the E-Mail Policy.
- 6.2 Being the first point of contact for Authorized Users to seek clarification of this policy.
- 6.3 Performing initial investigation of suspected E-Mail Policy violations and reporting to the CEO.
- 6.4 Reassigning ownership of generic e-mail accounts and public distribution lists, if designated owner is no longer able to perform the role.
- 6.5 Authorizing the creation of e-mail accounts, requesting timely removal of access and deletions for temporary or contracted users.

7. Information & Technology Manager, as directed by the CFO/Corp Sec, is responsible for:

- 7.1 The security and integrity of the e-mail system.
- 7.2 Accessing e-mail accounts if the account poses a threat to the integrity of the e-mail system.
- 7.3 Accessing e-mail accounts if authorized by an employee to resolve a technical problem.
- 7.4 Notifying the user as soon as possible if their account has been accessed unless there is an investigation underway.
- 7.5 Creating, modifying, enabling/disabling and deleting e-mail accounts.
- 7.6 Tracking unused or dormant accounts

8. Information & Technology Authorized Staff is responsible for:

- 8.1 Handling requests to create, modify, enable, disable or delete e-mail accounts.
- 8.2 Providing instructions for using the features of the e-mail system.
- 8.3 Resetting passwords for e-mail accounts.

9. Representative for Corporate Access & Privacy is responsible for:

Providing advice and direction regarding the legal rights of access to information and privacy protection contained in MFIPPA and PHIPA.



Employment Equity Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place commits to a policy of fairness and full equity in employment and services in recognition of its obligations and responsibilities as an employer and of its leadership role in the community.

The citizens of Toronto are best served by a public service which reflects the diversity of the community which it serves. This will be achieved through employment equity programs that remove barriers and monitor outcomes rather than by establishing requirements to precisely reflect the percentage of designated groups in the community.

Exhibition Place will:

- a) hire and promote on the basis of merit and potential;
- b) compensate fairly according to the value of the work performed;
- c) set objectives for equitable representation;
- d) In consultation with the City, develop a proactive equity plan which will include special programs to support the objectives;
- e) provide mechanisms for measuring and monitoring outcomes and results;
- f) publicly report results through an Annual Report; and
- g) create a climate of understanding and mutual respect for the dignity of each individual.

Full equality will be achieved through the combined efforts of Exhibition Place, its employees, its unions, and the community. Specifically, Exhibition Place will consider the implementation of:

- 1) equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment with respect to an employees' or potential employees' race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy;
- 2) principles of potential and merit as key criteria for hiring and promotion; will make the best use of the talents of all available workers regardless of their gender, sexual orientation, disability, racial status or Aboriginal status;
- 3) equitable compensation practices consistent with pay equity requirements;
- 4) collaboration with its employees, its unions, community organizations, representing women, racial minority people, people with disabilities, Aboriginal people and other groups, in the development of strategies and special initiatives to promote equity in the workplace;
- 5) special programs and accommodation as required to assist specific groups of workers to overcome discrimination, and the barriers of systemic discrimination;
- 6) proactive strategies by establishing qualitative and quantitative objectives specific to equity principles;
- 7) education of its employees on equity principles; and
- 8) public education programs regarding Exhibition Place's commitment to equity principles.

Application

This policy covers all employees and prospective employees of Exhibition Place. This policy takes into account issues regarding protection of privacy and freedom of information.

Definitions

N/A

Conditions

N/A

Implementation

Exhibition Place's Employment Equity Program will consist primarily of the following components:

- 1) communication about equity principles, practices and programs;
- 2) policy review and development on equity issues (work and family life initiatives which highlight corporate policies and department practices);
- 3) consultation, input and support to the collective bargaining process;
- 4) advice and support to departments on the development and implementation of special programs (training programs for women interested in pursuing a career in non-traditional work, contracts/purchasing); initiatives (support groups); equity reports (equity plans); reviews (employment systems reviews); barrier removal (accommodation measures); supportive measures (retention, retraining, deployment); and positive measures (outreach);
- 5) for the purpose of identifying barriers and improving process, monitor, provide input and make recommendations on the recruitment, selection, promotional and appointment processes and outcomes when required;
- 6) support and advice to established equity committees and task forces on equity-related issues and subjects;
- 7) input on staff development and training programs; and
- 8) exchange of information via networks at other municipal, provincial and federal levels and with community agencies.

To support the implementation of the employment equity policy and specific program components, Exhibition Place will engage in the following activities:

- 1) conduct voluntary employment equity surveys (applicants and workforce);
- 2) re-establish and maintain confidential employment equity databases; and,
- 3) consult as required with the City Office of Equity, Diversity and Human Rights



Employment of Relatives Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place recognizes that conflict and bias can arise from situations where relatives work together and discourages the appointment of a relative of a current employee where such conflict and bias could result. This policy provides direction to the Department/Division Head or designate so these situations can be avoided.

Application

This policy applies to all employees.

Definitions

Relative - Relative is defined as:

- spouse, including common-law or same-sex spouse
- parent, including step-parent and legal guardian
- child, including step-child
- sibling and children of siblings
- father/mother-in-law, brother/sister-in-law, son/daughter-in-law
- any family member who lives with the employee on a permanent basis

Conditions

Supervisory Relationship

No relatives are permitted to work together if this places them in a supervisory relationship, either in a subordinate or supervisory role to each other.

A supervisory relationship is an employment relationship where one relative has direct or indirect authority over a relative's employment through decisions, recommendations or judgments related or influence to:

- the approval/denial of increments/performance pay;
- the assignment and approval of overtime;
- the negotiation of salary level;
- the conduct of performance appraisals discipline;
- the assignment or direction of work assignments; and
- the approval of leaves of absence.

A supervisory relationship exists even though there are levels of supervision in between two employees who are relatives.

Employees must declare a conflict to the Department/Division Head or designate when a family relationship develops that puts them in a supervisory relationship.

Recruitment and appointment

A situation may arise through external recruitment or internal promotion / transfer / acting assignments / superior duties where the successful candidate could be a relative of an employee:

- already within the same work unit; and
- or within a work area where any form of direct or indirect supervision would exist over a relative.

Candidates / employees must tell the hiring panel if placement in the position they have applied for would put them in a supervisory relationship with a relative.

If such a situation arises, the Human Resources representative and the hiring manager must inform the Department/Division Head or designate in order to determine if the appointment of an employee could be perceived as a potential conflict of interest.

If the Department/Division Head or designate decides the hiring / transfer would result in, or has the potential to result in, a conflict of interest, a candidate will not be hired or be permitted to transfer into work areas in which a relative is currently employed.

Selection process

An employee must not participate in any part of the selection process where a relative is an applicant. The selection process includes screening applications, interviews and reference checking.

Implementation

Supervisory relationship

When employees who are related are aware that they are working in positions that put them in a supervisory relationship with each other they must declare this situation to their Department/Division Head or designate in writing.

When a situation arises where an employee is in a supervisory relationship to a relative, the Department/Division Head or designate must discuss reassignment options with the employees involved. The Department/Division Head or designate should consult with Human Resources to resolve this problem. Possible solutions include:

- offering one employee a permanent alternate position, if available;
- placing one employee on a temporary assignment, if available; and
- transferring one employee to a comparable position in another Department/Division i.e. lateral transfer, if available

The preferences of the employees should be taken into account when considering any of these options. If the employee rejects all of the above options, the Department/Division Head or designate should make the final decision. Although these situations are sometimes difficult to resolve the Department/Division Head or designate should address this issue as soon as possible after it arises and seek to remedy the situation promptly.

Recruitment and appointment

In situations where the conflict, or potential conflict, involves hiring / transfer of a relative and where, in the opinion of the Department/Division Head or designate the concern has sufficient validity, the relative will not be hired / transferred.

Other Considerations

Close personal relationships can also cause problems in the selection process and in reporting relationships. Employees who find themselves in this situation should be sensitive to perceptions and guide themselves according to rules set in the Conflict of Interest and Confidentiality provisions.



Employment References Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place acknowledges that references are an important and integral part of the selection process and ensures that procedures for the collection and disclosure of reference information are practiced consistently throughout the organization as set out in this policy.

Application

Human Resources staff, and any other employees or individuals retained by Exhibition Place involved in the hiring process.

Definitions

Reference - Information concerning a person's qualifications, past work performance, and employment history that is provided to a prospective employer by a current or former employer.

Referee - An individual who provides a reference for a candidate.

Conditions

Checking Candidate References

Reference checks should be undertaken for all competitions. This applies to internal and external hiring at all levels within the organization. In instances where the successful candidate is an internal candidate a reference check may not be required, however, documentation communicating knowledge of satisfactory past performance must be placed in the hiring file.

Reference questions must be related to the key competencies and bona fide qualifications of the job. At least two reference checks are required to be completed for every external hire. A minimum of one reference check may be required for every internal hire. All employment reference information must be documented and form part of the hiring file.

References are considered only when they are from recent employers or other appropriate sources such as teachers or volunteer organizations for candidates without previous work experience.

Employment references for each hiring process should be conducted using similar questions; the questions for checking references are to be related to the job and therefore will not be the same questions for each job.

Any information that has been given as a reference will only be disclosed to the candidate with the written consent of the referee. Reference information may not be disclosed if requested under a Freedom of Information request as most employment related information falls outside the scope of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The person responsible for performing reference checks on behalf of Exhibition Place must have sufficient expertise in reference checking and be aware of the legal and other relevant issues before contacting references. They should also inform external referees of the relevant requirements when they contact external employers for references. These requirements include the following principles:

- reference checks should be done only for the finalists in a competition after the assessment process is completed; and
- the applicant's written consent for each individual referee must be provided before any reference checking is done.

Providing References for Current or Former Employee

Individuals who provide references on behalf of Exhibition Place must be knowledgeable about any prohibited grounds of discrimination identified under the Human Rights Legislation in checking references. These requirements include the following principles:

- before disclosing reference information about a former employee, the referee must seek the individual's written permission;
- any information disclosed, when giving references, is honest, objective, accurate, and free of malicious intent;
- due care must be exercised when disclosing information to ensure that it is factual and not the result of rumour or hearsay; and
- the only information sought or disclosed is that which is relevant to the requirements of the job.

When employees are asked to provide a reference for a current or former employee they should respond to the request and take the following steps:

- ask to see the candidate's written consent before disclosing any information;
- gather the most current information about the candidate such as performance documents (if available);
- ensure that any information disclosed is factual, objective, given without malice and not based on rumour or others opinions; and
- offer only facts and opinions that are related to the job that the candidate is applying for and not disclose any irrelevant or personal information, even if asked.

Make and keep notes on the information disclosed.

Implementation

Human Resources staff will provide all internal (if required) and external applicants who are screened into the final assessment stage of the hiring process with a reference consent form.

Reference checks are conducted by Human Resources staff, or any party hired to run the selection process e.g. executive hiring consultants.

If an employee is providing a reference and have any doubts or concerns about what information can or should be disclosed, they should check with Human Resources.



Family Caregiver Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides an unpaid leave of up to 8 weeks for employees to provide care or support to a family member with a serious medical condition.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA, 2000).

Application

This policy applies to all employees

Definitions

Family Member

- The employee's spouse.
- A parent, step-parent or foster parent of the employee or the employee's spouse.
- A child, step-child or foster child of the employee or the employee's spouse.
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse.
- The spouse of a child of the employee.
- The employee's brother or sister.
- A relative of the employee who is dependent on the employee for care or assistance.

Qualified Health Practitioner - A qualified physician, registered nurse or psychologist, licensed to practice in Ontario.

Week - is defined for Family Medical Leave purposes as a period of 7 consecutive days beginning on a Sunday and ending on a Saturday. Week is defined in this way to correspond with the beginning and end of the week set for Employment Insurance (EI) entitlement purposes.

Conditions

A certificate is required from a qualified health professional stating that the family member has a serious medical condition. The certificate is to be provided to the employee's Department/Division Head or designate, or Human Resources as soon as possible.

An employee may take a single leave of absence of up to 8 weeks per family member in each calendar year (January 1st to December 31st).

Implementation

The employee will notify their Department/Division Head or designate in writing of their request for this unpaid leave and Human Resources will notify Payroll services.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.



Family Medical Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

Exhibition Place provides up to 8 weeks unpaid Family Medical Leave to employees who need to take a leave to provide care and support to a family member who has a serious medical condition where there is a significant risk of death occurring within a period of 26 weeks.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA, 2000).

Application

This policy applies to all employees.

Definitions

Family Member is defined as:

- a) The employee's spouse (includes common law and same sex partner)
- b) A parent, step-parent or foster parent of the employee
- c) A child, step-child or foster child of the employee or the employee's spouse.
- d) A brother or sister of the employee.
- e) A grandparent of the employee or of the employee's spouse.
- f) A grandchild of the employee or of the employee's spouse.
- g) The father-in-law or mother-in-law of the employee.
- h) A brother-in-law or sister-in-law of the employee.
- i) A son-in-law or daughter-in-law of the employee or of the employee's spouse.
- j) An uncle or aunt of the employee or of the employee's spouse.
- k) The nephew or niece of the employee or of the employee's spouse.
- l) The spouse of the employee's grandchild, uncle, aunt, nephew or niece.
- m) A foster parent of the employee's spouse.
- n) A person who considers the employee to be like a family member.

Note: In items "d" to "h" a reference to a relationship includes the corresponding "step" relationship.

Provide Care and Support - Providing psychological or emotional support, arranging for care by a third party provider or directly providing or participating in the care of the family member.

Week - is defined for Family Medical Leave purposes as a period of 7 consecutive days beginning on a Sunday and ending on a Saturday. Week is defined in this way to correspond with the beginning and end of the week set for Employment Insurance (EI) entitlement purposes.

Conditions

Requirement for Medical Certificate

An employee is entitled to a leave of absence without pay of up to 8 weeks to provide care or support to a family member, if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or a shorter period.

Duration of Leave

When the health practitioner issues a certificate, an employee may take the Family Medical Leave within the 26-week period specified in the medical certificate. For example an employee

may begin the leave as soon as the certificate is issued or may choose to wait to start the leave, as long as the leave does not extend beyond the designated end of the 26-week period.

The employee may remain on a leave for 8 weeks or the last day of the week in which the family member dies.

The 8 weeks of a Family Medical Leave do not have to be taken consecutively but an employee may only take a leave in periods of entire Weeks.

Sharing the Leave

If two or more employees (employed by the same or different organizations) take this leave to provide care and support for a specific family member, the 8 weeks of Family Medical Leave must be shared between them. For example if one spouse takes 6 weeks to care for their child, the other spouse would be able to take only 2 weeks of Family Medical Leave.

Extension of Leave

If employees request an extension beyond the 8 weeks leave, they must submit a written request to their Department/Division Head or designate who will decide if this extension can be granted. If the request is approved, the extended leave can be covered by vacation, voluntary leave, leave without pay etc.

Subsequent Leaves

If an employee takes a leave and the family member does not pass away within 26 weeks, the employee may take another leave at a later time and requires another medical certificate for that purpose.

Employment Insurance Benefits

All employees are entitled to take a Family Medical Leave. Those employees who qualify can also access Compassionate Care Employment Insurance (EI) benefits for up to 6 weeks.

The federal government has developed a "Compassionate Care Benefits Attestation" form that is required for those persons applying for the Employment Insurance Compassionate Care Benefit under the "like a family member" category. The form needs to be signed by the gravely ill person or their legal representative, confirming that the caregiver is "like a family member". In situations where the employee is applying for Family Medical Leave to care for a person who considers the employee to be like a family member, Department/Division Head or designate can request this document from an employee to confirm the employee's eligibility, regardless of whether the employee is applying for the Employment Insurance Compassionate Care Benefit.

For more information on eligibility requirements for employment insurance benefits please refer to the Employment Insurance (EI) Compassionate Care Benefits website.

Implementation

Notifying Department/Division Head or Designate

Employees who wish to take Family Medical Leave must advise their Department/Division Head or designate, or Human Resources before taking the leave. If prior notice is not possible because of the urgency of the situation, employees should inform their Department/Division Head or designate, or Human Resources as soon as possible.

Employees must submit their requests in writing, stating:

- the date that they want to start their leave and the date when they expect to return to work;
- the amount of leave requested and the scheduling e.g. 8 weeks together; 4 weeks taken in weekly segments; and

- whether the employee is the only family member taking the leave and if sharing the leave with another family member how many weeks the employee is taking i.e. less than 8 weeks.

The employee will notify their Department/Division Head or designate, or Human Resources in writing of their request for this unpaid leave and Human Resources will notify Payroll services accordingly.

If employees are not sure when they will be returning to work, they should contact their Department/Division Head or designate, or Human Resources at a later date to advise of their return to work. If there is a change in the return to work date, Department/Division Head or designate, or Human Resources must e-mail the new return to work date to Payroll as soon as they receive the information from employees.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.

Employees who are collecting EI benefits must submit confirmation that their leaves have been approved by Employment Insurance by sending the original EI pay stubs to Payroll as soon as they receive them and continue to provide the pay stubs as they are received.

Department/Division Head or designate, or Human Resources may ask an employee for a copy of the certificate as appropriate, for instance, in the situation where employees are not entitled to EI benefits because they do not have sufficient insurable hours. These employees must provide a certificate to their Department/Division Head or designate, or Human Resources, from a qualified health practitioner stating that the employee's family member has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or a shorter period. This certificate should be attached to the form submitted to Payroll services. The certificate can either be a copy of the certificate used for EI purposes (available from the EI website) or a note from the health practitioner with the relevant information.



Frozen Sick Bank Policy				
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	Employee	1	of	2

Policy Statement

Exhibition Place acknowledges that there are a number of employees who have a frozen sick bank.

Application

This policy applies to employees who were enrolled in a sick bank plan as of February 28, 2008 and have their banks frozen.

Definitions

Frozen Sick Bank – bank of frozen sick days that may be accessed for salary top-up purposes

Sick Pay Gratuity – payment of Frozen Sick Bank upon termination (without cause) or retirement

Conditions

Frozen Sick Bank – Sick Pay Gratuity

Employees who had over 10 years of service as of March 1, 2008 may be entitled to a sick pay gratuity upon termination or retirement. The payment will be made based on the following:

- Number of frozen days in their bank as at termination / retirement date
- Service as of March 1, 2008
- Salary at the time of termination / retirement date. For employees who are on LTD at termination or retirement, payment will be based on the employee’s salary at the time the LTD came into effect.

Upon termination or retirement, an employee will receive an amount equal to ½ the cumulative sick pay credits up to a limit of 6 calendar months, depending on years of service as follows:

- 10 or more but less than 15 years of service – maximum payment of 3 months’ salary
- 15 or more but less than 20 years of service – maximum payment of 4 months’ salary
- 20 or more but less than 25 years of service – maximum payment of 5 months’ salary
- 25 or more years of service – maximum payment of 6 months’ salary

Frozen Sick Bank – Salary Continuation

All eligible employees may use their frozen sick bank days as vacation time rather than taking it as a lump sum payment upon termination or retirement, to the existing maximum of 6 months. An employee using frozen sick days as vacation time for salary continuation purposes will continue to receive their active Health, Dental, Group Life and Accidental Death & Dismemberment coverage.

Frozen Sick Bank – Top-up Salary Protection

Credits in the frozen sick bank may be used to top-up salary protection from 75% to 100%. If an employee exhausts the 26 weeks provided for in the STD plan and are not in receipt of LTD benefits, they may access their frozen sick days. If an employee is approved for an LTD benefit, they may still choose to utilize their frozen sick bank instead of accessing the LTD coverage. It will however be deemed that the employee is off on a LTD benefit with their salary being completely offset by their frozen sick bank coverage. All terms, conditions, requirements and timeframes will apply from the LTD approval date.

Implementation

Employees who wish to access their frozen sick bank for salary top-up, sick pay gratuity or salary continuation purposes must submit their requests in writing, stating:

- For salary top-up purposes, the date that they want to start using their frozen sick bank
- For sick pay gratuity purposes, the date they want the payment made and the format in which the payment is to be made. For example, paid directly to employee or transfer to an RRSP
- For salary continuation purposes, the date they want to commence salary continuation and their proposed retirement date.

The frozen sick pay gratuity will be based on the employee's regular rate of pay at the time of termination (without cause) or retirement unless the employee has been in an acting assignment for more than 1 year. In the event the employee has been in an acting assignment for more than 1 year at the time of termination (without cause) or retirement then the frozen sick pay gratuity will be based on the employee's alternate rate.



Holiday Entitlement Policy				
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	Employee	1	of	2

Policy Statement

Exhibition Place provides employees with designated days as paid holidays throughout the year and 2 flexible paid float holidays.

Application

This policy applies only to Permanent and Full-Time Renewable Contract Employees and except where stated otherwise, to Term Contract Employees.

Definitions

Employer Designated Holidays - As designated by the Exhibition Place Board.

Float Days – 2 flexible paid float holidays in each calendar year.

Full-Time Renewable Contract Employee - An employee hired to work full-time hours in a position is not part of the permanent staff complement for Exhibition Place.

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Public Holidays – As designated under *the Employment Standards Act, 2000*.

Term Contract Employee – An employee hired to work full-time hours for a specified fixed term.

Conditions

Public Holidays: Employees are entitled to the following Public Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day (December 26)

Employer Designated Holidays: Employees are entitled to the following Employer Designated Holidays:

- Easter Monday
- Civic Holiday
- Remembrance Day (when Remembrance Day falls on a weekday i.e. Monday to Friday)

When any of the above Public/Employer Designated Holidays fall on a Saturday or Sunday, (except Remembrance Day), Exhibition Place will determine an alternate day.

Float Days: Only Permanent and Full-Time Renewable Contract Employees are entitled to 2 flexible paid Float Days per calendar year but Term Contract Employees are not entitled to any Float Days.

Implementation

A Public/Employer Designated Holiday that occurs during an employee's vacation is considered a holiday and not a vacation day.

A Public/Employer Designated Holiday that occurs during an employee's period of illness is considered a holiday and not a sick day.

Employees who are required to work on a Public / Employer Designated Holiday will be paid in accordance with the Lieu Time / Overtime Policy.

Employees must seek approval of their Department/Division Head or designate approval when scheduling their Float Days in the Absence Database.

Prior to an employee working a Public or Employer Designated Holiday, an employee needs authorization from their Department/Division Head or designate, prior to being worked and it must be reported in the Absence Database.

Human Rights & Anti-Harassment/Discrimination Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	9

Policy Statement

Under the *Ontario Human Rights Code* (OHRC), every person has a right to equal treatment in the provision of services and facilities, occupation of accommodation, contracts and in employment. Under the *Occupational Health and Safety Act* (OHSA), all employers are required to have a policy, program, information and instruction regarding workplace harassment and the employer is obligated to develop and maintain the workplace harassment program in consultation with the joint health and safety consultant.

Exhibition Place is respectful and committed to equitable service delivery and employment practices. The goal of this policy is to recognize the dignity and worth of every person (service recipient or employee) and to create a climate of understanding and mutual respect.

Exhibition Place condemns harassment, denigration, discriminatory actions and the promotion of hatred. Exhibition Place will not tolerate, ignore, or condone discrimination or harassment and is committed to promoting respectful conduct, tolerance and diversity at all times. All employees are responsible for respecting the dignity and rights of their co-workers and the public they serve. This policy provides a range of dispute resolution options for employees who believe that they may have experienced discrimination and/or harassment.

Application

1. General Application

This policy applies to all employees, volunteers and to all aspects of the employment relationship, who must abide by this policy, the OHRC, the OHSA, and any other relevant policy and legislation.

Members of the public, service recipients, visitors to and users of facilities/public space and individuals conducting business with, for or with support from Exhibition Place, are expected to adhere to this policy. This includes refraining from discriminating and/or harassing employees and persons acting on behalf of Exhibition Place. If such discrimination and/or harassment occur, Exhibition Place will take action to ensure a harassment/discrimination-free workplace, facility and service provision, including barring a harasser from its facilities, limiting services, discontinuing business and/or revoking contracts with consultants or contractors.

Members of the Exhibition Place Board and their communications with employees and members of the public are subject to this policy and also the Code of Conduct for Members of the Exhibition Place Board.

2.0 Social Areas & Prohibited Grounds

2.1 Services and Facilities - Every person has a right to equal treatment with respect to services and facilities, without discrimination or harassment because of one or more of the following prohibited grounds:

- Age, Ancestry, Colour, Citizenship, Creed, Disability, Ethnic Origin, Family Status, Gender Expression, Gender Identity, Level of Literacy, Marital Status, Place of Origin, Political Affiliation, Pregnancy, Race, Sex (including pregnancy, breast feeding) and Sexual Orientation.

2.2 Occupation of Accommodation - Every person has a right to equal access with respect to the occupancy of owned accommodation, without discrimination because of one or more of the following prohibited grounds:

- Age, Ancestry, Colour, Citizenship, Creed, Disability, Ethnic Origin, Family Status, Gender Expression, Gender Identity, Level of Literacy, Marital Status, Place of Origin, Political

Affiliation, Race, Pregnancy, Receipt of Public Assistance, Sex (including pregnancy, breast feeding) and Sexual Orientation.

2.3 Contracts - Every person having legal capacity has a right to contract on equal terms without discrimination because of one or more of the following prohibited grounds:

- Age, Ancestry, Colour, Citizenship, Creed, Disability, Ethnic Origin, Family Status, Gender Expression, Gender Identity, Level of Literacy, Marital Status, Place of Origin, Political Affiliation, Pregnancy, Race, Sex (including pregnancy, breast feeding) and Sexual Orientation.

All contracts and agreements or permits for programs and services delivered by a third-party individual or organization that has been contracted under the Purchasing By-law or using facilities, will be advised of the *Declaration of Compliance with Anti-Discrimination Legislation & Policy* and be subject to consequences for non-compliance.

2.4 Employment - Every person has a right to equal treatment in employment without discrimination or harassment because of one or more of the following prohibited grounds:

- Age, Ancestry, Colour, Citizenship, Creed, Disability, Ethnic Origin, Family Status, Gender Expression, Gender Identity, Level of Literacy, Marital Status, Membership in a Union or Staff Association, Place of Origin, Race, Political Affiliation, Pregnancy, Record of Offences, Sex (including pregnancy, breast feeding), Sexual Orientation, and Workplace Harassment.

3.0 Roles & Responsibilities

Upholding human rights principles and obligations is a shared responsibility. All management staff have the following general responsibilities with respect to human rights:

- modelling respectful behaviour; setting and enforcing standards of appropriate workplace conduct; and remaining alert to incidents of discrimination and harassment that may be occurring in the workplace;
- not engaging in behaviour that would constitute discrimination or harassment under the policy;
- knowing this policy and any complaint resolution options;
- posting this policy in the workplace;
- educating employees to ensure they know what constitutes harassment and discrimination; that neither will be tolerated; and what their rights and responsibilities are under the policy;
- taking all necessary steps to deal with allegations/incidents of discrimination and harassment in a timely fashion while maintaining as much confidentiality as possible (even if a direct complaint has not been made);
- implementing remedies where there are findings of discrimination or harassment; and
- reporting all complaints of harassment and/or discrimination to Human Resources.

3.1 Executive Management Team

- providing leadership in creating and maintaining discrimination-free, harassment-free, and respectful workplaces;
- ensuring that the services we provide are free from barriers and that processes are in place to provide accommodation as required under the OHRC and the (AODA);
- receiving formal investigation reports and making final decisions (in consultation, as required, with the City's - Human Rights Office, Employee & Labour Relations and Legal Services staff) about the disposition of a complaint;
- communicating final decisions about the disposition of a formal complaint in writing to the parties;
- ensuring resource availability and effective implementation of complaint settlements, remedies and corrective actions; and
- ensuring that staff are held accountable for their responsibilities under the policy and have the appropriate knowledge and skills to meet their obligations.

3.2 Human Resources & Occupational Health & Safety Consultant

- removing barriers in employment policies and practices that may have the effect of discriminating against groups/individuals who are protected under the OHRC and AODA;
- supporting management in addressing issues of discrimination and harassment and in processing accommodation requests;

- organizing training for management and employees on this policy and related legislative obligations and providing the CEO with information/data on annual participation by employees in human rights training;
- administering good faith, appropriate complaint exploration/resolution processes when allegations regarding the policy are raised; and,
- cooperating with investigations.

3.3 Directors, Managers and Supervisors

- cooperating with Human Resources in the administration of good faith, appropriate complaint exploration/resolution processes when allegations regarding the policy are raised;
- documenting details of concern, actions taken, outcomes or remedies implemented;
- monitoring situations where discrimination or harassment occurred to ensure the harassment or discrimination has stopped and does not reoccur;
- responding to and taking appropriate action to resolve/remedy complaints of workplace harassment;
- addressing employee incivility;
- ensuring the signed copy of the Declaration of Compliance with Anti-Harassment / Discrimination Legislation and policy, and/or its stated intent is included in all contracts, service agreements, letters of understanding and permits;
- facilitating harassment and/or discrimination complaint dispute resolution related to contracted services where appropriate; and
- addressing service delivery contract breaches related to harassment and/or discrimination in consultation with the Office of CEO or City Legal services, as required.

3.4 Employees

- being familiar with their rights and responsibilities under this policy;
- ensuring behaviour is respectful related to all employment activities;
- not engaging in behaviour that would constitute discrimination or harassment towards members of the public, co-workers, and management;
- immediately reporting incidents of harassment, discrimination, reprisal experienced and/or witnessed in accordance with the complaint procedures developed;
- documenting details of harassment and discrimination that are experienced or witnessed;
- co-operating in good faith in interventions and investigations to resolve human rights harassment issues; and
- maintaining confidentiality related to human rights investigations.

Definitions

Allegation - An allegation is an unproven assertion or statement based on a person's perspective that the policy has been violated.

Boni Fide Occupational Requirement - Section 15 of the *Canadian Human Rights Act* (CHRA) provides that there are exceptions to the discriminatory practices. It is not a discriminatory practice if there is a good faith justification for the denial or differential treatment based on a bona fide occupational requirement.

Code Harassment - Defined in the OHRC and means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome based on one or more of the prohibited grounds listed in the OHRC, that a person knows or ought to know would be unwelcome, offensive, embarrassing or hurtful.

Examples of Code harassment based on a prohibited ground include, but are not limited to:

- slurs or derogatory remarks;
- threats;
- inappropriate jokes, innuendos, name-calling, teasing;
- insulting gestures;
- practical jokes which result in embarrassment;
- displaying pin-ups, pornography, racist, homophobic or other offensive materials;

- use of electronic communications such as the internet and e-mail to harass;
- actions that invade privacy;
- spreading rumours that damage one's reputation;
- refusing to work with another;
- condescending or patronizing behaviour;
- abuse of authority which undermines performance or threatens careers;
- unwelcome touching, physical assault or sexual assault.

There is no legal obligation for an individual to tell a harasser to stop. The fact that a person does not explicitly object to harassing behaviour, or appears to be going along with it does not mean that the behaviour is not harassing or that it has been consented to.

Complainant - The person alleging that discrimination or harassment occurred. There can be more than one complainant in a human rights complaint.

Discrimination - Is any practice or behaviour, whether intentional or not, which has a negative impact on an individual or group because of membership in a group protected in the OHRC (e.g., disability, sex, race, sexual orientation, etc.) or circumstances unrelated to the person's abilities or the employment or service issue in question. Discrimination may arise as a result of direct differential treatment or it may result from the unequal effect of treating individuals and groups in the same way. Either way, if the effect on the individual is to withhold or limit full, equal and meaningful access to goods, services, facilities, employment, housing accommodation or contracts available to other members of society, it is discrimination.

Duty to Accommodate - The legal obligation to take steps to eliminate disadvantage caused by systemic, attitudinal or physical barriers that unfairly exclude individuals or groups protected under the OHRC. It also includes an obligation to meet the special needs of individuals and groups protected by the Code unless meeting such needs would create undue hardship. Failure to accommodate a person short of undue hardship is a form of discrimination (for service provision accommodation obligations, refer to the AODA; in the area of employment, refer to the Employment Accommodation Policy).

Employee - For the purpose of this policy, the term employee includes: employees, job applicants and individuals performing services directly on Exhibition Place's behalf whether with or without compensation or benefit, excluding individuals providing services by way of service provision/third party contracts.

Equal Treatment - Equal treatment is treatment that brings about an equality of results and that may, in some instances, require different treatment.

Harassment - Provisions regarding harassment are included in both the OHRC, referred to as "Code Harassment" and the OHSR, referred to as "Workplace (non-Code) Harassment". It is a form of discrimination if it is Code Harassment. Harassment may result from one incident or a series of incidents. Harassment can occur between co-workers, between management and employees, between employees and Exhibition Place Board Members, between employees and vendors, between employees and recipients of services, between employees and members of the public, and between Exhibition Place Board Members and members of the public.

Poisoned Work Environment - A poisoned work environment is a form of indirect Code based harassment/discrimination. It occurs when comments or actions ridicule or demean a person or group creating real or perceived inequalities in the workplace. Pornography, pin-ups, offensive cartoons, insulting slurs or jokes, and malicious gossip (even when they are not directed towards a specific employee or group of employees) have been found to "poison the work environment" for employees.

Prohibited (Protected) Grounds - The list of grounds for which a person or group is protected under the OHRC. Under the OHRC, case law and this policy, there are protections where there is a perception that one of the prohibited grounds applies or where someone is treated differently because of an association or relationship with a person identified by one of the above grounds.

Racial Harassment - Racial harassment is harassment on the ground of race. It may also be associated with the grounds of colour, ancestry, where a person was born, a person's religious belief, ethnic background, citizenship or even a person's language. Racial harassment/discrimination can include:

- racial slurs or jokes;
- ridicule, insults or different treatment because of your racial identity;
- posting/e-mailing cartoons or pictures that degrade persons of a particular racial group; and
- name-calling because of a person's race, colour, citizenship, place of origin, ancestry, ethnic background or creed.

Reasonable Person Test - This is an objective standard to measure whether a comment or conduct is discrimination or harassment. It considers what a reasonable person's reaction would have been under similar circumstances and in a similar environment. It considers the recipient's perspective and not stereotyped notions of acceptable behaviour. This standard is used to assess human rights complaints under this policy.

Respondent - The person who is alleged to be responsible for the discrimination or harassment. There can be more than one respondent in a human rights complaint.

Sexual Harassment - Sexual harassment is harassment on the ground of sex.

This includes:

- a sexual advance or solicitation from anyone if the person knows or ought to know the advance is unwelcome - especially if the advance is from a person in a position to give or deny a benefit, to engage in a reprisal, or if a threat of reprisal is made if the advance is rejected;
- sexually suggestive or obscene remarks or gestures;
- leering (suggestive staring) at a person's body;
- unwelcome physical contact;
- having to work in a sexualized environment (bragging about sexual prowess, or discussions about sexual activities);
- circulation of posting of sexist jokes or cartoons, display of pin-up calendars or other objectifying images;
- negative stereotypical comments based on gender, sex or sexual orientation;
- gender related comments about an individual's physical characteristics or mannerisms and/or behaviours that reinforce traditional heterosexual gender norms; and
- exercising power over another person, making them feel unwelcome or putting them 'in their place' – motivated by sexual interest.

Workplace - The workplace includes all locations where business or social activities of the workplace are conducted. This policy may apply to incidents that happen away from work (e.g., inappropriate phone calls, e-mails or visits to an employee's home, incidents at luncheons, after work socials).

Workplace Harassment - Is harassment that is not related to a prohibited ground identified in the OHRC. Workplace harassment, defined in the OHSAA means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace harassment often involves a course or grouping of behaviours. However a single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute workplace harassment.

Examples of workplace harassment include a pattern of:

- frequent angry shouting/yelling or blow-ups;
- regular use of profanity and abusive language;
- verbal or e-mail threats (not including threats to exercise physical force which are covered by the workplace violence policy), intimidation;
- targeting individual(s) in humiliating practical jokes;
- excluding, shunning, impeding work performance;
- spreading gossip, rumors, negative blogging, cyber-bullying;
- retaliation, bullying, sabotaging;
- unsubstantiated criticism, unreasonable demands;
- frequent insults and/or name calling;
- public humiliation;
- communication that is demeaning, insulting, humiliating, mocking;
- intent to harm; and
- a single, serious incident that has a lasting, harmful impact.

Workplace harassment does not include:

- legitimate performance/probation management;
- appropriate exercise and delegation of managerial authority;
- operational directives;
- a disagreement or misunderstanding;
- conflict between co-workers;
- work related change of location, co-workers, job assignment;
- appropriate discipline;
- less than optimal management;
- a single comment or action unless it is serious and has a lasting harmful effect;
- rudeness unless it is extreme and repetitive;
- conditions in the workplace that generate stress (technological change, impending layoff, a new boss, friction with other employees, workload, etc.) and;
- attendance management.

This policy is not intended to interfere with normal social interaction between employees.

This policy is not intended to interfere with constructive feedback regarding performance or operational directives provided to employees by their supervisors or managers.

Conditions

N/A

Implementation

Complaints under this policy may be brought by employees, users of the facilities and those who contract directly with the Exhibition Place. Procedures have been established so that complaints of harassment and/or discrimination can be resolved internally and are intended as an alternate dispute resolution process.

Parties have a legal right to pursue harassment and/or discrimination concerns under a variety of complaint avenues; for example, one can pursue an informal or formal complaint process under the policy; an application to the Human Rights Tribunal of Ontario; an application to the Ontario Labour Relations Board, a civil suit or a criminal complaint, and, unionized employees can grieve pursuant to the terms of their collective agreement.

1. Confidentiality

All persons involved with a harassment/discrimination complaint, including complainants, respondents, support persons, witnesses, management and/or union/association representatives are expected to treat the matter as confidential. Parties to a complaint must not

advise anyone in the workplace or otherwise connected to the workplace and/or service provision about the investigation, any involvement in the investigation and/or the contents of an investigation interview and/or report. Parties are not to ask individuals if they have participated in an investigation process or discuss any details about any investigation interviews. Employees may be disciplined if confidentiality is breached by communicating with any person other than their union representative, health care practitioner or another legal authority at any time before, during or after an investigation or resolution of a harassment/discrimination complaint. Persons involved with a harassment / discrimination complaint may be required to sign a confidentiality agreement. Managers and supervisors are required to keep information as confidential as possible when addressing human rights concerns and are also subject to discipline for breaches of confidentiality.

Subject to the requirements of procedural fairness of the investigation/resolution process, Human Resources will preserve confidentiality as much as possible, or as legally required or permitted. Human Resources will seek advice from City Legal if there is any question related to release of confidential information.

2. Complaint Source

Complaints about a contravention of the policy will be accepted from any source that provides reasonable grounds upon which to initiate an intervention. Complaint sources may include the individual who was the subject of the action complained about, an involved person or group, a witness or other third parties. All persons who believe that they have experienced or witnessed harassment and/or discrimination should keep detailed notes about the issue(s).

3. Time Limits

The time limit for the filing complaints under this policy is 1 year from the date of the last incident of alleged discrimination or harassment.

4. Notification of Complaint

In most cases, respondents will be informed of the complaint as soon as practicable. In certain circumstances, the respondent may not be advised of the complaint against them. Such circumstances include where the complaint does not warrant exploration, where the complaint is outside the policy mandate or where an issue can be resolved with a remedy such as training.

5. Complaint Records

Any record of a complaint will be handled confidentially and stored in a secure location separate from employee personnel files. Records of a complaint will only be placed on an employee's personnel file when they have been found to breach this policy and disciplinary action is taken. This record of discipline is subject to the provisions of any applicable collective agreement.

6. Informal Resolution

Several options to resolve harassment and discrimination concerns are available for complainants. Informal approaches can foster prompt resolution and prevent escalation; particularly when concerns are raised promptly. These are opportunities for parties to resolve a dispute, ensure the workplace is free from harassment and discrimination and address broader issues that caused or contributed to the dispute.

7. Formal Complaints and Investigations

If the informal approaches are not effective or appropriate to resolve a situation, or the complaint is of a serious or systemic nature, a formal complaint and investigation may be necessary.

8. Investigations

Investigations both formal and informal conducted by staff will include a comprehensive and impartial review of all relevant information and state if broader issues contributed to the

complaint. The investigator has the authority to speak with anyone, examine and copy any documents, records, files and enter any work locations which are relevant to the complaint.

9. Completion of Investigation

Proceedings under this policy will be completed within 6 months of the initiation of a formal investigation. Exceptions may be made in extenuating circumstances.

The results of investigations will be communicated to complainants, including findings and whether corrective action was taken. However, the specifics of any disciplinary action taken against individual employees will remain confidential.

10. Reprisals

This policy strictly prohibits any retaliation, either direct or indirect, against an individual for: exercising their rights under the policy, initiating a complaint in good faith, investigating a complaint, being a decision maker in a complaint, participating as a witness in an investigation, being a respondent to a complaint, having been associated with, or representing a complainant, witness or respondent. Appropriate discipline for a policy violation (or other workplace misconduct) is not considered a reprisal.

11. Disciplinary Action

Any employee who engages in discrimination or harassment, reprisals, or breaches confidentiality before, during, or after an investigation or resolution may be subject to appropriate disciplinary action up to and including termination of employment. Staff who are in a supervisory position and fail to take action when they become aware of or are advised of alleged discrimination and/or harassment may also be subject to disciplinary action. Disciplinary action may also be taken if a complaint is found to be vexatious, made in bad faith and/or an abuse of process. Consequences for policy violations may include but are not limited to: an apology, counselling, education and training, a verbal or written reprimand, suspension with or without pay, a transfer or termination of employment. In determining appropriate consequences, factors including, but not limited to, the following will be taken into account: the nature of the violation, the severity, whether the individual has previously violated this policy and/or whether there is relevant discipline on file.

12. Workplace Harassment (employees only)

Directors, Managers and Supervisors are responsible for intervening and addressing concerns/complaints of workplace harassment and incivility. Employees should raise their workplace harassment concerns to their superior. If the concern/complaint involves the employee's superior, the employee may raise the concern with that person's superior. Human Resource staff can advise parties where there are concerns about real or perceived conflict, fairness, etc., in exploring concerns. Consult Human Resources for details.

13. Refusal to Intervene

Human Resources, in consultation with the CEO and City Legal, has discretion to refuse to intervene or investigate or may discontinue an investigation where:

- a) A complaint is made anonymously;
- b) The complaint is outside the time limit;
- c) The complaint is trivial, frivolous, vexatious or made in bad faith/an abuse of process; or having regard to all the circumstances further investigation of the matter (or intervention) is unnecessary. Trivial complaints involve allegations that are of such a minor nature that proceeding with an intervention is not in the public interest. A frivolous complaint contains allegations that are not a breach of this policy. A complaint is vexatious when the complaint has been the subject of a decision by an alternate complaint process that considered the human rights allegations, a reasonable offer to remedy the complaint was rejected by the complainant and/or the complaint was filed to annoy, embarrass or harass the respondent. Complaints are an abuse of process/made in bad faith when an

adequate remedy already exists or the complainant is engaging in improper action - fraud, deception, intentional misrepresentation - or is motivated to file out of malice or vindictiveness;

- d) As this complaints procedure is a mechanism for alternative dispute resolution, an investigation may be terminated if either party to the complaint retains legal counsel; and
- e) Residents and service recipients may be required to exhaust any other avenues of appeal which are reasonably available prior to making a complaint under this policy.

14. Complaints Involving General Managers and Senior Management

For complaints made to Human Resources by or about the direct personal behaviour of the General Managers and Directors, Human Resources may assist in drafting the complaint.

- a) Human Resources will assess the merits of the complaint in consultation with the CEO to determine whether to retain an external consultant.
- b) The scope of the external consultant's authority to investigate and/or attempt to settle the complaint, to speak with anyone, examine any documents and enter any work location relevant to the complaint for the purposes of investigation or settlement will be set out in the terms of the contract.
- c) Final decisions about complaints involving senior management will be made by the CEO in consultation with others, (e.g., Human Resources, City Legal), as necessary. The CEO will review the final report and any comments received before making any decision on the matter. The CEO, in consultation with City Legal may approve, change or reject any proposed terms of settlement or recommended corrective action.

15. Complaints Involving Third Party Contractors

Complaints of harassment and/or discrimination related to third party contracted services may be made to management and/or to the Department/Division Head or designate responsible for the contracted service. All contracted services are required to have internal harassment and/or discrimination dispute resolution processes, consistent with the Exhibition Place's process and as mandated by provincial legislation.

16. Complaints Involving Staff of Human Resources

Complaints of discrimination and/or harassment made by or regarding the direct personal behaviour of Human Resources staff may be handled by a qualified external consultant at the discretion of the CEO.

17. Complaints Involving the CEO

A complaint of discrimination and/or harassment regarding the direct personal behaviour of the CEO must be in writing and signed by complainant and made to the Chair of the Exhibition Place Board. Once notified, the Chair of the Exhibition Place Board will lead the investigation with the assistance of City or external legal counsel or advisors and report the results to the Exhibition Place Board.

Guidelines

For further details, refer to the Human Rights & Anti-Harassment/Discrimination Guidelines.



Indemnification of Employee Legal Expenses Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place establishes and defines guidelines that address indemnification of legal expenses.

Application

This policy applies to non-union Permanent Employees.

Definitions

Acquitted - shall be taken to be the same as “dismissal” of the charge(s) or complaint(s) and may, in appropriate circumstances, include the withdrawal of the relevant charge(s) or complaint(s).

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Conditions

N/A

Implementation

1. Where a Permanent Employee is charged with an offence under the *Criminal Code*, the *Highway Traffic Act* or other statute(s) or is charged or has a complaint laid against the employee which may result in discipline by their professional regulatory organization arising out of an act done in the performance of their duties:
 - (a) the employee shall, in the first instance, be responsible for their own defence including the retaining of legal counsel or paralegal;
 - (b) if the employee is acquitted and his/her legal costs do not exceed \$25,000, the CEO, in consultation with the City Solicitor, shall be authorized to reimburse the employee for such costs, following receipt of all required documentation related to the reimbursement amount; and
 - (c) where an employee is acquitted and their legal costs exceed \$25,000, the matter shall be referred to the Exhibition Place Board for consideration.

2. Where a civil action or proceeding, which is not covered by Exhibition Place’s insurance policy, is brought against an employee, which in the opinion of the CEO, following consultation with the City Solicitor, arises out of acts or omissions done or made by such employee in their capacity as an employee of Exhibition Place, the CEO, in consultation with the City Solicitor, may pay damages or costs awarded against such employee or legal expenses incurred by him/her as may be determined by the Exhibition Place Board. Whenever a civil action or other proceeding is brought against an employee, the employee is to advise the CEO immediately with respect to such action or proceeding.

3. The CEO is authorized to reimburse funds to cover the legal expenses of employees in matters covered by item 1 and 2 above to a maximum of \$25,000 if, in the opinion of the City Solicitor, reimbursement of funds is warranted upon consideration of all the circumstances. In the event that the initial reimbursement is exhausted before the matter is concluded, any further financing shall be referred to the Exhibition Place Board for consideration.

Clarity Note - item 3 above shall not be read so as to preclude the reimbursement of funds by the CEO in circumstances where no charge has been laid and where independent legal advice is necessary.

4. Where an employee reasonably believes that, by virtue of their capacity as an employee of Exhibition Place, they have been defamed by a third party, the City Solicitor shall consider the merits of the matter and make a recommendation to the CEO to reimburse the costs of the initial stages of the litigation to a maximum of \$25,000. In the event that the initial reimbursement is exhausted before the matter is concluded, any further financing of the litigation shall be referred to the Exhibition Place Board for consideration. In the event a damage award is made in favour of the employee, the employee shall reimburse Exhibition Place for any monies reimbursed to him/her up to a maximum of the amount of the award.
5. In the event the Exhibition Place Board reimburses an employee, under this policy, for any legal expenses, damages or costs, the employee shall be compensated at their regular rate of pay for the time lost from their regular working schedule as a result of being required to attend court or appear before their professional regulatory organization.
6. Where the employee is provided with insurance to cover their legal expenses by reason of their membership in a professional regulatory organization or association, the employee must exhaust those rights first before being eligible for reimbursement for their legal expenses pursuant to this policy.
7. Where an employee is eligible for reimbursement of legal expenses, the employee shall be reimbursed in accordance with the "Cost Grids" set out below and in accordance with Part II (Disbursements) of Tariff A to the Rules of Civil Procedure, as amended (hereinafter collectively referred to as the "Tariff"). The CEO, on the advice of the City Solicitor, shall review the Cost Grids in the Tariff from time to time. Notwithstanding the Tariff, the City Solicitor shall assess the reasonableness of the bill in accordance with the provisions of this policy. Employees who retain a lawyer shall be provided with a letter setting out the Tariff and stating that the Exhibition Place Board reserves the right to assess the bill for its reasonableness. In exceptional circumstances, upon the recommendation of the Solicitor, the Exhibition Place Board may reimburse for rates in excess of those set out in the Tariff. The letter will also include the telephone number of the Lawyer Referral Service offered by the Law Society of Upper Canada.

Table 1
Costs Grid
(Criminal or Civil Matters)

Description	Cost
Law Clerks	Up to \$60 per hour
Student-at-Law	Up to \$80 per hour
Lawyer (less than 10 years)	Up to \$225 per hour
Lawyer (10 or more years but less than 20 years)	Up to \$300 per hour
Lawyer (20 years and over)	Up to \$350 per hour



Information & Technology Acceptable Use Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	6

Policy Statement

Exhibition Place establishes the accountability, responsibility and service excellence expectations surrounding the use of Information and Technology Resources (I&T Resources). A breach of this policy may result in an exposure to Exhibition Place’s information and should that materialize, could result in a legal and/or administrative risk to Exhibition Place.

Application

This policy applies to “authorized users” including “remote access users” as defined. Individual Department/Division Head or designate may create additional operational needs documents to meet specific business objectives provided that; this policy is a minimum standard and any operational needs documents do not nullify any portion of this policy; and the CFO/Corp Sec is consulted as part of the Department/Divisional approval process.

Definitions

Authorized Users - Individuals who have been given permission to use the information and technology resources as defined and includes Remote Access Users as defined.

Data Transfer - The movement of information or data from one information technology resource to another regardless of the method of transfer.

I&T Management Team (ITMT) - Consists of the CFO/Corp Sec and Manager of IT/Telecom. In the absence of the CFO/Corp Sec, authority will be delegated.

Information and Technology Resources (I&T Resources) - Include, but are not limited to: desktop computers, monitors, printers, notebooks, tablet computers, handheld computers, scanners; computer peripherals such as: CDRW drives, DVDRW drives, zip drives, digital projectors; peripherals such as: storage devices and power supplies; personal digital assistants (PDA’s); network devices; software such as: Corporate software, off-the-shelf software packages, software covered by enterprise license agreements and volume license agreements (including maintenance and support); data created using any of the I&T Resources; Internet access; e-mail; telephones and voice mail; facsimile machines (if connected to the computer network); photocopiers (if connected to the computer network); and mobile devices.

Internet Designated Sites - Internet sites to be used for business and determined by the ITMT.

Internet Designated Usage - Those employees determined by the ITMT that will have access to the designated Internet sites wherein such sites will only be used for business purposes and will be accessible only by these designated Authorized Users. An up-to-date listing of designated users will be managed by the CFO/Corp Sec and any requests for Internet Designated Usage must be submitted in writing with an explanation to the CFO/Corp Sec.

Municipal Freedom of Information and Protection Privacy Act and Personal Health Information Act - Will be referred to as the *Acts*.

Mobile Devices - Are portable computing devices that allow you to store, organize, access and transmit information. Mobile devices include, but are limited to: cell phones, land-line phones, notebooks, PDAs, tablet computers, and handheld computers. Mobile Devices are I&T Resources.

Peripherals - Are a computer device, such as a CD ROM, USB storage device or printer that is not part of the essential computer. Peripherals are I&T Resources.

Personal Information (and personal health information) - Means recorded information about an identifiable individual. For a more detailed definition, refer to the *Acts*.

Remote Access Users - Are Authorized Users who have permission, by way of an authorized form with an explanation from the CFO/Corp Sec, and access is provided to the employee to the internal network from a remote location outside of the normal environment regardless of the connectivity method.

Systems Monitoring - means aggregate, broad-based, or statistical data collection and review in relation to simple or multiple Users for systems analysis, planning, security, and performance purposes, or to assess, maintain, upgrade, or ensure the ongoing availability, reliability, security, confidentiality, and integrity of the I&T Resources. Data collected for these purposes may include records of Internet access, including sites visited and time spent, downloads, and uploads, as well as the flow, origin, and destination of inbound and outbound e-mail. This data collection may occur routinely and regularly, or may be part of a specific audit or review activity.

Unauthorized - Refers to an I&T Resource that has not been provided or an action that is not permitted by the terms of this policy.

User Monitoring - Means recording, accessing, and reviewing or analyzing a User's activity on, or use of, the I&T Resources, and may include review of data files, e-mails, and information sent from, received by, or stored on the I&T Resources, including data, files, e-mails, and information deleted by a User but backed up by the network system.

Conditions

I&T Resources are to be used solely for Exhibition Place business purposes.

Authorized Users should use a "common-sense" approach when using I&T Resources. All Authorized Users are expected to carefully consider the actions they take prior to using I&T Resources and should contact the CFO/Corp Sec for advice and clarification.

Implementation

1.0 **General** – Authorized Users must comply with this policy. All Authorized Users are responsible for their use of the I&T Resources during business and non-business hours.

1.1 **Work Related Requirements** – All I&T Resources are to be used for business purposes except where otherwise stated in this policy and all such use shall be in accordance with the *Acts*.

- Some work requirements may, on the surface, be in conflict with the policy. In such instances the Authorized User will obtain written authorization from the ITMT, prior to carrying out these work requirements.
- Authorized Users must produce, when requested by the ITMT, any I&T Resource for required maintenance or inventory.

1.2 **Prohibited and Unacceptable Uses** – Uses of I&T Resources that are prohibited and unacceptable include, but not limited to the following:

- (a) Downloading, uploading, storing, sending, distributing, or displaying messages, files or data, the contents, titles, filenames, or headings of which are unrelated to business, including by not limited to messages, graphics files or other data that:
 - are obscene, lewd, lascivious, or pornographic;
 - are intended to harass, intimidate, threaten, embarrass, humiliate or degrade another employee or co-worker;
 - target an individual, or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading or discriminating against the

- targeted individual or group of individuals on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status or disability; and
- contain defamatory references or depictions of other individuals.
- (b) Sending any messages or data in a manner which violates the copyright, patent, trade secret or other intellectual property laws of Canada or any individual province.
 - (c) Sending chain letters or messages, whether or not the letters or messages solicit money or goods and services.
 - (d) Unauthorized copying, destruction, deletion, distortion, removal, concealment, modification or encryption of messages, client information, files or other data on any of I&T Resources.
 - (e) Unauthorized or inappropriate sending, posting or otherwise disclosing personal and or confidential or proprietary information/data of any nature of either Exhibition Place or another person or business entity with which the Exhibition Place conducts business.
 - (f) Accessing or attempting to access another Authorized User's computer account, e-mail or voice mail messages, file or other data without the express consent of the Authorized User or without the express direction of an authorized senior manager, except as provided for in Section 2 of this policy.
 - (g) Installation of any unauthorized and/or unlicensed software on any I&T Resources, including: games, shareware, freeware, screen savers (only those that can be obtained from the network system is permitted), file sharing software and instant messaging.
 - (h) Use of the I&T Resources to make unauthorized, unlicensed and/or illegal copies of any software.
 - (i) Use of the I&T Resources which is in violation of any applicable federal, provincial or local law including, but limited to, the use of such I&T Resources for hacking, cracking, bugging, virus distribution, or accessing and/or tampering with government or private data without authorization.
 - (j) Use of the I&T Resources in any manner that violates any codes of professional conduct to which employees may be subject to.
 - (k) Installing software or any I&T Resources that are not owned or provided by Exhibition Place unless the ITMT authority has permitted such installation.
 - (l) Connecting personal equipment to the network without the prior written authorization of the ITMT.
 - (m) Adding any peripheral, internal or external, unless prior written authorization is obtained from the ITMT.
 - (n) Unauthorized repairing or attempting to repair any owned information and technology resource.

The above is not an exhaustive list of all prohibited uses. All Authorized Users are expected to carefully consider professional judgment and the actions they take prior to using I&T Resources and should contact the ITMT for advice and clarification.

1.3 **Personal Use (Limited & Occasional)**

Limited and occasional personal use of all I&T Resources is defined as follows. The usage:

- Is conducted during non-working hours including lunch time or breaks;
- Does not detract from an Authorized User's work responsibilities or job performance;
- Does not impair the normal functioning of an information and technology resource or interfere with another Authorized User's use of the I&T Resources;
- Does not result in the Exhibition Place incurring an expense for such personal use;
- Is not an activity that may result in personal gain (e.g. derive income from a secondary source); and
- Is in strict compliance with the terms of this policy and other policies.

1.4 **Data and Records** – All information created, acquired, or maintained using resources including electronic messages and records are deemed to be corporate business records, property of Exhibition Place and subject to the requirements of the *Acts*.

Exhibition Place is not responsible or liable nor will it incur any expense with regards to protecting or backing up of personal files. This includes, but is not limited to: personal files that have been improperly accessed, copied, shared or lost while stored in the I&T resources.

- All corporate business records are governed by retention schedules
- Authorized Users must save corporate business records on the network server, or use the “archive” function in the e-mail system to retain business-related messages. See: E-Mail Policy
- USB storage devices, CD burners, DVD burners must be used in accordance with applicable legislation/by-laws and only with permission from your immediate supervisor.

2.0 **Protection of Information and Technology Resources**

2.1 **Security** – authorized users must access information assets and technologies in a manner consistent with the information security principles of confidentiality, integrity and availability.

2.2 **Confidentiality** – data is disclosed to authorized individuals and systems on a need-to-know basis.

2.3 **Integrity** – data is accessed or modified by authorized individuals in line with their job responsibilities on a need-to-know basis.

2.4 **Availability** – data is made available for use by authorized individuals and systems. For example, users are prohibited from bypassing information protection controls by using software that creates security-related loopholes. Authorized Users must contact the ITMT should they suspect that their system has been compromised.

2.5 **Virus Protection**

Authorized Users:

- are prohibited from knowingly running, installing or sending files or messages that contain programs designed to disrupt other systems, damage or place excessive load on a computer or network. Examples: computer viruses, worms or password cracking programs;
- must exercise caution and take reasonable care when receiving e-mail messages that contain attachments, regardless of their origin, to guard against the introduction of viruses;
- must refrain from forwarding messages regarding virus warnings to other users but may forward them to the ITMT to investigate; and
- All instances of virus infection or suspected infection must be reported to the ITMT.

2.6 **Remote Access**

Authorized Users:

- must not leave a remote information and technology resource unattended or exposed while logged on to the network without taking the appropriate security precautions such as workstation lockdown;
- are responsible for the privacy, confidentiality and integrity of corporate business records downloaded through their account, and must regularly delete the corporate business records downloaded to I&T Resources not owned or provided by Exhibition Place; and
- must make every effort to ensure files they transfer or upload to the network are virus free.

2.7 **Protecting the Information Technology Resource from Illegal Access**

Authorized Users:

- must ensure that each password used to log-on to computers, telephones, mobile devices, applications, or databases remains confidential, is changed at intervals set in accordance with the requirements of the system in question, and is not left in plain sight where it can be found (e.g. taped to PC, under a keyboard). If any password is disclosed, it must be immediately changed;

- leaving their equipment unattended must log off, use screen saver passwords and/or lock the equipment, except if a resource is shared; and
- sharing a computer must log off completely and may not activate password-protected screensavers or hardware password locks.

Note- Refer to the IT support staff for instructions on how to enable/change passwords.

2.8 Information Storage-Backup

Authorized Users:

- must store all corporate information on the network server(s) to ensure proper backup; and
- are strongly discouraged from storing corporate data on removable media such as floppy disks, CDs, USB storage devices, etc.

Personal messages, files or data must be deleted and must not be kept online or archived.

3.0 Privacy Considerations and User Monitoring

3.1 General Principles

- Users should have no absolute expectation of privacy for any use of the I&T Resources, whether for business purposes.
- Exhibition Place has an unfettered right to conduct Systems Monitoring at will and in its sole discretion.
- Exhibition Place will conduct User Monitoring in accordance with this policy.

3.2 Technology-Related Privacy Limitations, including Systems Monitoring

- Users are reminded that the privacy, confidentiality and integrity of e-mail and internet communication is not protected and cannot be guaranteed, due to the inherent characteristics of these uses. For more information, and guidance on best practices in use, Users are referred to the E-Mail Policy;
- Users are reminded that records, logs, and collects and analyzes data and information on I&T Resource use, for purposes related to system planning, analysis, expansion, upgrade, and maintenance, and to ensure the security, confidentiality, integrity, and availability of the I&T Resources. These activities do not fall within the definition of "User Monitoring" in this policy, but rather, within the definition of "Systems Monitoring" set out above. Exhibition Place retains absolute discretion to perform such Systems Monitoring as it requires at any time; and
- Users should also be aware that User data and files on the I&T Resources are regularly backed up and stored, and are recoverable, even if the original files, documents, e-mails, or data have been deleted by the User.

3.3 User Monitoring

Exhibition Place reserves the right, but does not have a duty, to perform User Monitoring, as set out below:

- User Monitoring may be undertaken in accordance with the process outlined below, if there is a reasonable belief that the I&T Resources are being used or may have been used inappropriately, in violation of this policy or of the law, or in any other fashion incompatible with the Authorized User's employment and access to the I&T Resources. The reasonable belief may arise from internal or external complaint, from the results of Systems Monitoring, from personal observation, or from credible information received.
- Where a reasonable belief arises that User Monitoring is required for the reasons set out above, the User's Senior Manager will report the situation to the CFO/Corp Sec, including details of the basis for the reasonable belief. The CFO/Corp Sec will review the matter and, if he/she agrees with the supervisor's recommendation for User Monitoring, will bring the matter to CEO, who may consult with the Solicitor. If all parties consulted agree that User Monitoring is appropriate under the circumstances, the CFO/Corp Sec will direct and supervise the User Monitoring, and present the results to the referring parties for decision.

- The User Monitoring process set out above does not preclude recourse to external authorities, such as the Police, where merited
- User Monitoring may also be conducted to protect its interests, comply with legal requirements, defend itself in proceedings, or for legitimate business, corporate, or human resources purposes including as a result of the absence of an employee. The process followed these instances will be crafted, in consultation with the CEO, who may also consult with the Solicitor, based on the circumstances.
- User Monitoring for personal curiosity or not in accordance with the processes set out above, is prohibited.

4.0 **Compliance**

In advance of using an Information and Technology Resource, Authorized Users should request a clarification through the ITMT if they have any concerns regarding compliance.

5.0 **Consequences of Breach of Policy**

Failure to comply with this policy may result in disciplinary action up to and including dismissal.

6.0 **Roles & Responsibilities:**

6.1 **All Authorized Users are responsible for:**

- Reading, understanding and complying with the Information & Technology Acceptable Use Policy.
- Requesting clarification through their Senior Manager if they have any concerns regarding compliance.
- Using I&T Resources responsibly and appropriately.

6.2 **CFO/Corp Sec is responsible for:**

- On consultation of the City Solicitor, directing and supervising user monitoring and presenting the results to the referring parties for decision.
- Reviewing suspected policy violations with the reporting members of the Senior Management Team.

6.3 **Senior Management Team is responsible for:**

- Ensuring Authorized Users have read the Information & Technology Acceptable Use Policy.
- Being the first point of contact for Authorized Users to seek clarification of this policy.
- Authorizing Users to access information and technology resources.
- In consultation with the ITMT, authorizing exceptions to this policy for work related requirements.
- Reporting suspected policy violations to the CFO/Corp Sec, including the details of the basis for the reasonable belief.

6.4 **Information & Technology Manager, as directed by the CFO/Corp Sec, is responsible for:**

- Configuring remote access to the network.
- Configuring designated usage of the internet.
- Performing system monitoring.

6.5 **Information & Technology Authorized Staff is responsible for:**

- Supporting the day-to-day operations such as data transfer, data backup and the installation and configuration of hardware and software.

6.6 **Representative re Corporate Access & Privacy is responsible for:**

- Providing advice and direction regarding the legal rights of access to information and privacy protection contained in the *Acts*.



Job Sharing Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides an opportunity for employees in the same job classification to job share as an option for the employees to have a more flexible work schedule or as an option leading to retirement provided the job sharing does not negatively affect Exhibition Place operations.

Application

This policy applies only to Permanent Employees.

Definitions

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Conditions

All Permanent Employees will be eligible for consideration under this job sharing policy provided that both employees occupy the same job classification with the same job duties and together both employees have the skills and abilities to meet the operational needs of the organization.

Implementation

- Participation for job sharing will only be considered if there are 2 interested employees with the same job classification, job description and job skills and abilities.
- Employees must together indicate their interest in writing addressed to their Department / Division Head or designate and the Department / Division Head or designate will consider the request in consultation with Human Resources.
- The Department/Division Head or designate must send written approval, deferral or denial of the request to the employee. If the request is deferred or denied, the Department/Division Head or designate must explain the reasons to the employee.
- Participating employee’s status under the OMERS Act will be changed from full time to other than continuous full time (OTCFT) and employees will be moved from the bi-weekly payroll to a weekly payroll processing with a requirement to submit weekly time sheet.
- Participating employees will be paid a percentage vacation pay on each payroll based on earnings and therefore will not be eligible to accumulate vacation time. Any vacation time earned prior to the commencement of the job share arrangement will be available to the employee for their use.
- Employees who job share must, prior to commencement of the job sharing assignment, elect or not elect to participate in the Exhibition Place benefit plans and if they elect to participate then the employee is required to pay a pro-rated costs for the Extended Health Care, Dental, Group Life, Accidental Death and Dismemberment and Long Term Disability Insurance premiums are based on the hours worked in the preceding eight (8) pay periods Outlined in the chart below is an example of how the proration of benefit costs will be applied depending on hours worked by an employee. Cost details will be calculated when a job sharing plan is developed for specific employees. Exhibition Place will initially pay for 100% of the cost of benefits and invoice the employee its pro-rata share of the cost on a monthly basis in arrears which will be recovered through payroll deductions.

35 Hours per Week Classification	
Hours Worked	Premiums paid by Exhibition Place
0 – 111 hours	0%
112 – 167 hours	20%
168 – 223 hours	40%
224 – 335 hours	55%
336 – 447 hours	75%
448 + hours	100%

- Employees will be eligible for one Float Day annually.
- Employees will be eligible for Statutory Holidays depending on the number of hours worked in the preceding 4 week period.
- Employees who are sharing one job must ensure coverage of all work assignments to meet the operational needs of Exhibition Place and in accordance with the required approvals under the Absence Database.
- The terms of the job share plan must be documented and agreed to by all parties which terms can only be changed by mutual consent.
- If either employee decides to terminate the job sharing assignment for any reason then both employees must resume their full-time positions. Other than in emergency situations, employees in a job sharing assignment must commit to providing 6 months notice of their decision to terminate.
- Participating employees will share one office / work station.
- Participating employees will receive an Annual Performance Review and be eligible for payments of Performance Financial Rewards on a pro-rata basis to the hours worked in any year ending December 31st.
- Participating employees will not be eligible for Lieu Time or Overtime.



Jury Duty/Witness Service Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place provides paid leave of absence for employees who are called to serve as jurors or witnesses in civil or criminal cases.

Application

This policy applies to non-union employees.

Definitions

N/A

Conditions

Employees must provide the summons or subpoena to their Department/Division Head or designate, before attending court.

Employees must provide their Department/Division Head or designate with a certificate showing the period of jury/witness service.

Implementation

Salary & Benefits

Employees are paid their regular pay provided they submit any compensation received for jury or witness service to their Department/Division Head or designate, unless this compensation is paid for days they are not scheduled to work.

Compensation received by the employee for travelling expenses and meal allowance does not have to be returned to the Exhibition Place.

All benefits continue during the leave.

An employee's service is not affected by the leave. An employee's vacation entitlement and pension credit do not change.



Leave Without Pay Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place allows employees to take an extended period of leave for personal reasons provided it does not negatively affect Exhibition Place operations.

Application

This policy applies to non-union employees, who have completed their probationary period, and are eligible for leave without pay.

Definitions

Leave without Pay - An authorized leave for up to 1 year without pay or benefits

Conditions

Employees may apply for a leave period of up to 1 year.

An employee must make any request for leave to their Department/Division Head or designate to give lead time to plan for the employee's extended absence. The minimum time should be 1 month in advance of the proposed start date for the leave.

Employees may apply for a leave without pay at any time of the year.

The leave of absence must be approved by their Department/Division Head or designate. When the employee receives a request, the Department/Division Head or designate may:

- approve the request;
- approve the request but defer the leave; or
- deny the request.

The Department/Division Head or designate must send written approval, deferral or denial of the request to the employee. If the request is deferred or denied, the Department/Division Head or designate must explain the reasons to the employee and indicate whether the employee's request can be granted at some future date.

The Department/Division Head or designate should evaluate applications on the basis of consistent criteria to ensure employees are treated in a fair and equitable manner. In a situation where a number of employees within the same Department/Division or section apply for leave at the same time the Department/Division Head or designate may need more information to prioritize requests and should consult with Human Resources.

The terms of the plan leave are documented and agreed to by both parties, when a leave is approved. This can be changed only by mutual consent.

Return from leave

An employee returning from leave without pay will return to their former position or a suitable alternate position, if available.

While an employee is on leave a position may be filled with acting or temporary staff, or left vacant.

Implementation

Guidelines for Assessing Competing Requests for Leaves

On some occasions, two or more employees may request leaves at the same time. If it is not possible to accommodate all applicants, an attempt should be made to negotiate some satisfactory alternative schedule with the parties involved. If no satisfactory resolution can be obtained, the following criteria may be taken into account when making the decision.

Priority should be given to employees requesting a leave under the following circumstances:

- an employee plans to use the leave as a means of easing the transition to full retirement;
- a leave is being requested on "compassionate" grounds, for example to provide care to an ill family member;
- an employee has been appointed to a leadership position with a professional or volunteer organization, and requires a leave in order to take the position; and
- a leave has been requested for a specific time-dated activity that cannot easily be postponed (e.g. attendance at a course of studies).

The Department/Division Head or designate may also wish to take the following factors into account when determining priority among competing requests:

- a leave date has been requested to co-ordinate with that of other family members; and
- a leave date has been requested to provide for a specifically seasonal activity.

If it is not possible to resolve the situation given these factors, it is recommended that an objective criterion such as date of application be used to determine priority.

Benefits

A leave without pay is at no cost to the Exhibition Place. An employee has the option of discontinuing benefits or maintaining all benefits coverage at their own expense. An election form must be completed prior to the commencement of the leave and the employee must pay the benefit premiums before the leave begins.

OMERS Pension

A leave without pay is a break in service. If an employee wants to maintain pension service credits they must pay both the employee's and Exhibition Place's pension contributions for the duration of the leave. An election form will be forwarded to the employee following the completion of the leave.

Vacation

Vacation is reduced for the period of the leave taken, on a pro-rated basis. For example, if an employee is on leave for 6 months they do not earn any vacation during the period on leave but earns vacation for the balance of that year. The period of leave is not counted towards service requirements for calculating increases in vacation entitlements.

Canada Pension Plan & Employment Insurance

On a leave without pay an employee does not contribute to the Canada Pension Plan or employment insurance and the leave period is not counted as insurable employment. If this is of concern to an employee they should check the implications of their particular situation by contacting their local Employment Insurance Commission office.



Lieu Time/Overtime Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place recognizes the time worked by employees in excess of their normal work day or week.

Application

This policy applies to non-union employees.

Definitions

Employer Designated Holidays - As designated by the Exhibition Place Board.

Public Holidays – As designated under *the Employment Standards Act, 2000*.

Conditions

Approval Requirements

Lieu time / overtime pay cannot be claimed for any period of less than 30 minutes in a workday.

All lieu time / overtime hours must be authorized by the Department/Division Head or designate, prior to being worked and reported in the Absence Database.

Prior to an employee working a Public or Employer Designated Holiday, an employee needs authorization from their Department/Division Head or designate, and it must be reported in the Absence Database.

Maximum Allowances

The maximum lieu time that may be earned or taken in time-off in any 1 year (January 1st to December 31st) is 105 hours for a 35-hour week; 112.5 hours for a 37.5-hour week.

There is no maximum on the time earned and / or overtime hours paid for Public & Employer Designated Holidays.

Scheduling Lieu Time

Lieu time may be taken in time off when it is mutually agreeable by the employee and their Department/Division Head or designate

Lieu time and time earned for working Public or Employer Designated Holidays in the previous calendar year must be scheduled and used by April 30th of the next calendar year. The CEO must approve carry over provisions of lieu time beyond April 30th of the calendar year.

Termination or Retirements

Department/Division Head or designate should encourage staff to use lieu time entitlements. If lieu time or time earned for working on Public or Employer Designated Holidays cannot be used prior to termination or retirement, Exhibition Place will be responsible for paying the balance of lieu time and time earned for Public or Employer Designated Holidays upon termination or retirement of an employee.

Implementation

1. Employees in Exhibition Place Grades 1 to 7

These employees are eligible for overtime pay or lieu time at the rate of time and one-half. In the event an employee in this category works a Public or Employer Designated Holiday, they will receive their regular day's pay and lieu time or overtime at time and a half.

2. Employees in Exhibition Place Grades 8 through to 16

These employees are not eligible for overtime pay; however, lieu time will be granted on a straight time basis.

In the event an employee in this salary grade works a Public Holiday, they will receive their regular days' pay and any Public Holiday at time and a half. For an Employer Designated Holiday, an employee in this salary grade will receive their regular days' pay and an alternate day off.

3. Employees in Exhibition Place Grade 17

These employees are not eligible for overtime pay or lieu time.

However, in the event an employee in this salary grade works a Public Holiday, they will receive their regular days' pay and any Public Holiday at time and a half. For an Employer Designated Holiday, an employee in this salary grade will receive their regular days' pay and an alternate day off.



Military Leave for Reservist Employees Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place supports employees who are reservists and allows them to take a leave of absence to fulfill their reservist duties.

This leave will be administered in accordance with the *Employment Standards Act, 2000* (ESA 2000)

Application

This policy applies to all employees

Conditions

Employees who are reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations, recovery from natural disasters such as flood relief, military aid following ice storms, and aircraft crash recovery) are entitled to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation

In order to be eligible for reservist leave, you must have been employed by Exhibition Place for at least 6 consecutive months.

Implementation

Employees applying for leave must provide their Department / Division Head or designate with reasonable written notice of the day on which the leave will begin and end.

Employees on reservist leave are entitled to be reinstated to the same position if it still exists or to a comparable position if it does not.

Lengths of service or seniority credits, where applicable, continue to accumulate during the leave.

The employer is not required to continue any benefit plans during a Reservist Leave.



Organ Donor Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place supports employees who are organ donors and allows them to take up to 13 weeks of unpaid leave.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA, 2000).

Application

This policy applies to all employees

Definitions

Qualified Health Practitioner - A qualified physician, registered nurse or psychologist, licensed to practice in Ontario.

Week - is defined for Family Medical Leave purposes as a period of 7 consecutive days beginning on a Sunday and ending on a Saturday. Week is defined in this way to correspond with the beginning and end of the week set for Employment Insurance (EI) entitlement purposes.

Conditions

The employee must have been employed by Exhibition Place for at least 13 weeks and must be donating all or part of one of the following organs to another person:

- Kidney
- Liver
- Lung
- Pancreas
- Small Bowel

The employee must give notice of their intent to take an organ donor leave with as much advance notice as possible.

Implementation

Generally, organ donor leave begins on the date of the surgery. It may begin earlier as specified by a legally qualified practitioner. The employee may also extend the leave if a legally qualified practitioner issues a certificate stating that the employee is not able to perform the duties of their position due to the organ donation. The maximum amount of time allowed for organ donor leave is 26 weeks in total.

Salary

Salary increases that an employee would be eligible for had they been actively working during the leave will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay for the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.



Parental Leave Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides parental leaves to eligible employees.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA, 2000).

Application

This policy applies to all employees.

Definitions

Parent - Employment standards legislation defines a parent as:

- a natural or adoptive parent; and
- a person who is in a relationship of some permanence with the natural or adoptive mother or father of the child and intends to treat the child as his or her own.

Pregnancy Leave – Is a legislative leave available to the natural birth mother.

Conditions

The leave is provided to care for a child who has come into the care, custody or control of a parent for the first time.

Any employee who has taken Pregnancy Leave is entitled to 35 weeks of parental leave.

A father or any other parent as defined in this policy is entitled to a maximum of 37 weeks of parental leave.

A natural mother must begin her parental leave when her Pregnancy Leave ends, i.e. after 17 weeks or after the child first comes into her custody, care or control.

A father, or any other parent as defined in this policy, must begin their parental leave no later than 52 weeks after the birth or after the child first comes into their custody, care or control.

Employees are encouraged to provide as much notice as possible before taking parental leave. They should give their Department/Division Head or designate written notice at least 2 weeks before the start of the leave.

Employees must give their Department/Division Head or designate written notice of when they plan to end the leave and if they wish to change the return date to an earlier or later time.

An employee returning from parental leave will return to their former position or a comparable position.

Any employee, who decides not to return to work after parental leave, must give their Department/Division Head or designate at least 4 weeks' notice of their intention to terminate employment.

ESA, 2000 allows for the possibility of both parents taking parental leave and this may result in a situation where a natural father or an adoptive parent continues their leave 53 weeks after the child is born or is placed with adoptive parents. However, the Government of Canada

employment insurance parental benefits are available only within the 52 weeks following the child's birth or within 52 weeks of the child being placed with adoptive parents.

Implementation

Payment during Parental Leave

All employees who are eligible for parental benefits may collect benefits for up to 35 weeks of parental leave. Employment insurance is paid to one parent or the other or can be split between both parents.

In addition, Exhibition Place pays a top-up to non-unionized eligible employees equal to the difference between the employment insurance benefit, plus any other earnings, and 75% of an employee's regular pay for up to 35 weeks of the parental leave. Employees must provide proof of the employment insurance payment to Payroll services or the Department/Division Head or designate.

All employees who had a 2 week waiting period for top-up for pregnancy leave continue to receive top-up for parental leave without a further waiting period. Other employees (e.g. fathers or adoptive parents) will receive parental leave top-up after a 2 week waiting period.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.



Police Reference Check Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place supports a high performing, skilled, diverse and engaged workforce to serve the grounds, its tenants, events and visitors. In order to select the best candidates for employment with the Exhibition Place a number of screening tools, including employment reference checks, are required as part of the hiring process. Police Reference Checks may also be necessary for some employment or volunteer positions in Exhibition Place.

Application

This policy applies to all employees, volunteers, and job applicants applying to positions, which have been designated as having a requirement for a police reference check as a condition of employment or volunteer placement.

The requirement for a Police Reference Check does not apply to existing employees in a designated position, or in a position which becomes designated at a later date, unless there is a legislative requirement to conduct a criminal record check on employees in that position.

Definitions

Criminal Record Check - A summary of an individual's criminal charges and their dispositions, including convictions and discharges, as stored in the RCMP National Repository of Criminal Records.

Designated Positions - Employment positions or volunteer placements which have been identified and advertised as requiring a police reference check at the time of hire or placement.

Police Reference Check - A process which verifies whether an individual has a criminal record in Canada, and provides relevant details from police service databases. A Policy Reference Check is either a Criminal Record Check or a Vulnerable Sector Police Reference Check.

Vulnerable Persons – Persons who, because of their age, disability or other circumstance, either temporarily or permanently, are in a position of dependence on others, or are at a greater risk than the general population of being harmed by persons in a position of authority or trust.

Conditions

The CEO or designate shall determine which positions at Exhibition Place shall be designated as having a requirement for a Police Reference Check.

No individual shall commence employment or volunteer duties in a designated position until an original copy of their Police Reference Check has been reviewed and approved by the Department/Division Head or designate.

A Police Reference Check shall be deemed acceptable for the purpose of this policy if it was issued within 6 months of being presented for review. Any candidate who is unable to provide a current original copy of their Police Reference Check at the time of hiring shall be given a conditional offer of employment pending the receipt and review of their Police Reference Check. Failure to provide the Police Reference Check in a timely manner shall automatically rescind the conditional offer of employment.

If a candidate for employment provides a copy of a Police Reference Check with criminal record findings, a review of the specifics of the situation will take place. The Department/Division Head or designate shall consult with Human Resources and, when necessary City Legal Services, to

determine if the specific content of the criminal record is relevant to the designated position and if the conditional offer of employment should be revoked.

This confidential review shall take place in accordance with the Ontario Human Rights Code and the *Municipal Freedom of Information and Protection of Privacy Act*.

Employees who were initially hired with a requirement for a Police Reference Check shall immediately notify their Department/Division Head or designate of any change that would negatively affect their original criminal record. Failure to do so shall be considered grounds for disciplinary action, up to and including dismissal. An existing employee being hired or moved into a designated position may be required to provide a copy of a current Police Reference Check for review. This requirement shall be identified on the job posting.

Implementation

The original copy of the Police Reference Check must be returned to the applicant and a copy will be securely filed by Human Resources.

The Department/Division Head with Human Resources that require a Police Reference Check as a condition of employment or volunteer placement are responsible for developing a standard and consistent process for reviewing these documents. This process shall be documented and approved in advance by the CEO.



Political Activity Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	4

Policy Statement

The City recognizes the right of City and Agency employees to participate in political activity balanced against the City's legitimate interest in having a public service that both is and appears to be impartial. All public servants have the fundamental right to vote and attend all-candidates meetings.

The political activity By-law provisions set out restrictions on the use of City or Agency resources while engaging in political activity and while at work; and establish requirements for City and Agency employees when they seek appointment or election to public office. These provisions also set out limitations for some public servants.

The political activity provisions address the need for a balance between an employees' right to engage in political activity and the requirement for the public service to be politically impartial.

All City and Agency employees are entitled to vote and attend all-candidate meetings and engage in political activity subject to the political activity provisions.

Application

This policy applies to all employees.

Definitions

Political Activity includes:

- supporting or opposing a political party and/or candidate before or during an election;
- seeking nomination or being a candidate in an election;
- seeking appointment to a municipal council or school board; or
- canvassing or campaigning on a Toronto municipal referendum question.

Political activity is applicable to municipal, school board, provincial and federal elections and Toronto municipal referendum questions.

Conditions

Prohibited Political Activities

A City or Agency employee will not:

- Use City or Agency resources, including facilities, equipment or supplies while engaging in political activity.
- Engage in political activity during working hours.
- Engage in political activity while wearing City or Agency uniform.
- Wear clothing or buttons that advertise any candidate, political party or referendum issue while at work or while wearing a City or Agency uniform.
- Use his or her title or position within the City or Agency in a way that would lead a member of the public to infer that the City or Agency is endorsing a candidate, political party or a particular response to a referendum question.

Implementation

1. Designated Positions

The following City and Agency positions are "Designated Employees" and have limitations on the political activity they may engage in:

- City Manager
- City Solicitor
- Deputy City Managers

- City Clerk and staff that support the City Clerk to administer a Toronto election
- Division Heads
- Agency Heads of Large and Small Agencies¹
- Designated Directors and Similar Positions
- Employees who routinely provide governance and procedural advice directly to City Council, Agency Boards and their Committees or in the operation of the Office of the Mayor and Members' Offices;
- Employees responsible to enforce Article II, Election Signs of Toronto Municipal Code Chapter 693, Signs;
- Employees who prosecute City by-laws or Provincial statutes; and
- City and Agency employees that support the City Clerk in the administration of a Toronto election or referendum question.

The City Manager, Deputy City Managers, City Solicitor, City Clerk and Elections staff may not engage in political activity in any election.

Division Heads and Heads of Large Agencies are permitted to run for elected office, seek appointment to a municipal council or school board, be a member of a political party, and contribute to a candidate (except in a Toronto municipal election). These positions are restricted from campaigning or canvassing for a political party or candidate before or during municipal, provincial and federal elections or related to a Toronto referendum question.

Heads of Small Agencies, Designated Directors and Similar Positions, employees who routinely provide governance and procedural advice directly to City Council, Agency Boards and their Committees or in the operation of the Office of the Mayor and Members' Offices, employees responsible for enforcing Article II, Election Signs of Toronto Municipal Code Chapter 693, Signs, and employees who prosecute City by-laws or Provincial statutes are restricted from campaigning or canvassing to support or oppose a candidate before or during a Toronto municipal election or campaigning or canvassing on a Toronto referendum question.

City and Agency employees that support the City Clerk in the administration of a Toronto election or referendum question may not engage in political activity in the Toronto election that they are working.

2. **Employees Not Designated**

Where City and Agency employees not identified as 'Designated Employees' in section 5 are uncertain of whether intended political activity may impair or be perceived to impair their ability to perform their duties in a politically impartial manner, they are required to disclose such political activity and seek guidance from their immediate supervisor, manager or Ethics Executive.

Seeking Election or Appointment to Political Office

City or Agency employees may seek election or appointment to political office, subject to the requirements set out below.

(i) **City or Agency Employees Seeking Election to Toronto City Council**

A City or Agency employee is eligible to be a candidate for and to be elected as a member of Toronto City Council. In accordance with the *Municipal Elections Act, 1996*, a City or Agency employee:

¹ Large agencies include Exhibition Place, Toronto Parking Authority, Toronto Public Health, Toronto Transit Commission, and Toronto Zoo. Small Agencies include the Arena Boards, AOCCs, Heritage Toronto, Sony Centre for the Performing Arts, St. Lawrence Centre for the Performing Arts, Toronto Atmospheric Fund, Toronto Centre for the Arts, and Yonge-Dundas Square.

- Must take an unpaid leave of absence to become a candidate for Toronto City Council. The leave will begin on the day the employee files his or her nomination papers and will end on voting day.
- Must provide written notice, in advance, of his or her intentions to take unpaid leave pursuant to City or Agency procedures.
- Is entitled to be paid out any vacation pay or overtime pay owing during the period of the unpaid leave of absence.

If the City or Agency employee who takes a leave of absence is not elected, the leave will not be counted in determining the length of his or her service for any purpose and the service before and after the leave shall be deemed to be continuous for all purposes.

(ii) **City or Agency Employees Seeking Appointment to Toronto City Council**

A City or Agency employee is eligible to seek appointment to and be appointed as a member of Toronto City Council. Any City or Agency employee seeking appointment must:

- Take an unpaid leave of absence. The leave will begin on the day the employee files his or her declaration of qualification and consent papers with the City Clerk and will end when City Council determines who will be appointed.
- Provide written notice, as soon as reasonably possible, of his or her intentions to take unpaid leave to seek appointment pursuant to City or Agency procedures.

If the City or Agency employee is elected or appointed to Toronto City Council, he or she will be deemed to have resigned from employment with the City or Agency immediately before making the declaration of office referred to in section 186 of the *City of Toronto Act, 2006*.

(iii) **City or Agency Employees Seeking Election or Appointment to Other Municipal Councils or School Boards**

A City or Agency employee is eligible to be a candidate for and to be elected as a member of any municipal council or school board or seek appointment to and to be appointed as a member of any municipal council or school board.

To become a candidate or seek appointment, a City or Agency employee may take an unpaid leave of absence. If the employee intends to take unpaid leave, he or she must provide written notice to request an unpaid leave pursuant to City or Agency procedures.

If a City or Agency employee is elected or appointed to another municipal council or school board, the employee is not required to resign, but is subject to the *Conflict of Interest* policy, other applicable employment policies and performance expectations.

(iv) **City or Agency Employees Seeking Election to Provincial and Federal Office**

A City or Agency employee is eligible to be a candidate for and to be elected as a member of Provincial legislature or Federal parliament. To become a candidate, a City or Agency employee must take an unpaid leave of absence and provide written notice to request an unpaid leave pursuant to City or Agency procedures.

If a City or Agency employee is elected to provincial or federal office, they shall be deemed to have resigned from employment with the City or Agency.

3. Use of Corporate Resources

A City or Agency employee who is on a leave of absence while seeking election or appointment to any elected office cannot use any City or Agency resources during that time or act in a manner that could reasonably give rise to a presumption that they are using City or Agency resources during the leave period. All access to City or Agency resources,

including security, parking, voice-mail, and computer access will be temporarily disabled during the employee's leave.

4. Employee Time to Vote

The City and its Agencies will ensure that every employee who is qualified to vote will have three consecutive hours available to vote while the polls are open on Election Day.

5. Seeking Guidance and Advice

If a City or Agency employee is unsure about the appropriateness of his or her participation in political activity, they should consult with their immediate supervisor/manager or their Ethics Executive.

6. Failure to Comply with the Policy

A City or Agency employee who fails to comply with the political activity provisions may be subject to disciplinary action up to and including dismissal.

7. Related Policy

City of Toronto Policy on Use of City Resources during an Election (adopted by City Council February 20, 2013).

2013. EX28.1 - Use of City Agency and Corporation Resources During an Election
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2013.EX28.1>



Pregnancy Leave & Accommodation for Pregnant Employees Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides pregnancy leaves to eligible employees.

This leave shall be administered in accordance with the *Employment Standards Act, 2000* (ESA, 2000).

Application

This policy applies to all employees.

Definitions

Parent - Employment standards legislation defines a parent as:

- a natural or adoptive parent; and
- a person who is in a relationship of some permanence with the natural or adoptive mother or father of the child and intends to treat the child as his or her own.

Pregnancy Leave – Is a legislative leave available to the natural birth mother.

Conditions

An eligible employee is entitled to 17 weeks of pregnancy leave.

The leave may start up to 17 weeks before an employee's expected date of delivery.

An employee must provide at least 2 weeks' written notice before the start of the leave. The notice period is waived in the event of pregnancy complications or premature birth, however written notice is still required.

An employee must provide at least 4 weeks' notice before returning to work from pregnancy leave.

An employee returning from pregnancy leave will return to their former position or a comparable position.

Implementation

Exhibition Place accommodates the needs of pregnant employees who are unable to perform all their duties because of pregnancy. This accommodation may include adjusting employees' job responsibilities or finding alternate work. The needs of each employee are assessed on an individual basis.

If an employee asks to be reassigned to alternate work because they are unable to perform their duties as a result of pregnancy or if an employee's doctor recommends reassignment because there may be a risk in continuing to perform a particular type of work, every effort will be made to reassign the employee to a position of similar responsibility. An employee who is reassigned continues to be paid at their current rate.

Employees who are absent from work because of pregnancy-related complications may use their short-term disability plan to cover the period of absence upon receipt of substantiating medical documentation.

Payment during Pregnancy Leave

An employee receives no pay for the first two weeks of the pregnancy leave.

Employees who are eligible for pregnancy leave benefits may collect benefits for up to 15 of the 17 weeks of pregnancy leave. For 15 weeks, Exhibition Place will pay a top-up equal to the difference between the employment insurance benefit, plus any other earnings, and 75% of an employee's regular pay. Employees must provide proof of employment insurance payment to Payroll services.

Salary

Salary increases will be applied in accordance with the Annual Performance Review Guidelines.

Benefits

Basic benefits coverage (health, dental, group life insurance, STD and LTD) will continue during this leave and Exhibition Place will continue to pay the premiums.

Employees are responsible for any premiums that they would normally pay for benefits that are not covered by the basic plan, for example optional life insurance.

Vacation

Employees will continue to earn vacation for the duration of the leave.

Pension

If employees want to maintain pension service credits they must pay their pension contributions for the duration of the leave. Exhibition Place will match these contributions.



Professional Development Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place is a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service to the public.

Exhibition Place is committed to ensuring that employees have opportunities to upgrade their knowledge and skills so they can perform their jobs effectively.

In support of this objective, Exhibition Place provides various types of assistance to employees who wish to improve their competencies. All requests must be work related and consistent with the employee's career plans as discussed with their Department/Division Head or designate. Prior to participation in any of the following, authorization must be obtained from the employee's Department/Division Head or designate.

Application

This policy applies to Permanent and Full-Time Renewable Contract Employees.

Definitions

Courses /Programs – Courses offered by provincially recognized institutions are generally greater than 5 days in duration and the costs are referred to as 'tuition'. Employees must attend and / or participate in courses on non-work time.

Full-Time Renewable Contract Employee – An employee hired to work full-time hours in a position that is not part of the permanent staff complement for Exhibition Place.

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Tuition – A sum of money charged for teaching or instruction by a post-secondary institution.

Conditions

The request for reimbursement of courses/programs fees must be initiated by the employee.

Employees must attend tuition based programs outside of normal working hours unless the employee has requested a leave of absence and that request has been approved.

The course(s) requested must be work-related and consistent with the employee's career plans as discussed with their Department/Division Head or designate.

Courses must be delivered by a bona fide educational institution, agency or proprietor of continuous learning services. Courses that are eligible include, but are not limited to, post-secondary education through community colleges and universities (undergraduate and graduate level programs), accreditations related to trades and vocations, and professional designations and certifications.

Classroom and e-learning programs through distance learning and correspondence courses are acceptable.

Tuition reimbursement is limited to 80% of the total cost of tuition, student fees, course materials, books, and examination fees. Parking fees and other incidentals will not be reimbursed.

Tuition assistance reimbursement is limited to a maximum of \$1,500.00 (Canadian) per calendar year (January 1st – December 31st) per employee. The actual amount any one individual may receive will be based on the available budget, business priorities, the principle of equitable access to available funds, and anticipated demand.

Requests for tuition reimbursement must be approved by the Department/Division Head or designate and presented to the CEO for approval.

Implementation

Standard application forms must be completed and submitted for approval to the Department/Division Head or designate. The form requires employees to include a description of how the professional development contributes to their knowledge, competence, and/or career development plans. The form must be signed by the Department/Division Head or designate to ensure that: (1) funds are available; and (2) the request reflects the employee's performance development goals.

In order to be reimbursed, employees must receive approval before pursuing any course/program. To be reimbursed for tuition, employees are required to submit through their normal disbursement process, proof of attendance, a receipt for payment of tuition, student fees, course materials, books, examination fees, and evidence of successful completion, i.e., passing grade of the course. The institution/agency/proprietor providing the course determines a passing grade.

An employee's yearly eligibility amount is credited based on the calendar year in which the employee is reimbursed. For example, a course that starts in the fall of one year and stretches to the spring of the next will count as reimbursement credited for the year in which the disbursement is processed.

Exception

Under special circumstances, requests can be made for exceptions to one or more of the conditions outlined in order to participate in corporate programs or based on a bona fide occupational or corporate requirement.

Requests for exceptions with full justification will be endorsed by each respective Department/Division Head or designate and presented to the CEO for approval.



Protection of Privacy Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

This policy establishes clear accountability statements, including roles and responsibilities, for the protection of personal information collected, used, disclosed and disposed of by Exhibition Place.

Application

This policy applies to all employees, and contract staff hired by Exhibition Place. This policy applies to all personal information managed by Exhibition Place and is not limited by the scope of any individual statute or regulation.

Definitions

Collection - The collection of personal information from or about the individual to whom the information relates including unintended or unprompted receipt.

Disclosure - The release of personal information by any method (e.g., sharing information by any means such as verbally, sending an email, posting online) to anybody or person.

Disposition - The action taken with regards to personal information including destruction, transfer to another entity, or permanent preservation.

Personal Information - Personal information is recorded information about an identifiable individual ". Refer to section 2 (1) of MFIPPA for additional information.

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm

Privacy Breach - The improper or unauthorized creation, collection, use, disclosure, retention or disposition of personal information.

Privacy Impact Assessment (PIA) - The PIA is a process for identifying, assessing and mitigating privacy risks. Exhibition Place will develop and maintain privacy impact assessments for all new or modified programs and activities that involve the use of personal information for an administrative or operational purpose.

Use - The purpose(s) for which the information was obtained or compiled.

Compliance - All staff, volunteers, and contract staff hired by Exhibition Place are responsible for complying with this Policy.

Conditions

Exhibition Place will:

1. Ensure all employees share responsibility for the protection of personal information privacy and compliance with the roles and responsibilities identified in this policy;
2. Establish and communicate a set of privacy standards and guidelines to improve the protection of personal information by identifying, investigating, assessing, monitoring and mitigating personal information privacy risks involving the collection, use, disclosure and disposal of personal information at Exhibition Place.
3. Apply this policy and related policies and practices in the collection, use, disclosure, and disposal of personal information;

4. Clearly communicate to the public how personal information is collected, used, disclosed and disposed of;
5. Make privacy training mandatory, commensurate with their job responsibilities, for all employees and contract staff hired by Exhibition Place; and
6. Establish a learning plan to improve employee privacy awareness commensurate with the complexity and sensitivity of the information to which they have access.

Organizational Outcomes:

It is expected that by complying with this policy the Employees will:

1. Increase trust and confidence in Exhibition Place;
2. Ensure statutory and regulatory compliance with and effective application of privacy legislation;
3. Establish rules and procedures for managing privacy investigations and other privacy matters; and
4. Communicate and identify roles and responsibilities for employees, volunteers and contracted staff related to the management of personal information.

Implementation

Roles and Responsibilities

1. The CFO & Corporate Secretary will provide oversight of and compliance with this Policy by all and will:
 - Administer and communicate this policy broadly to all staff;
 - Integrate protection of personal privacy requirements into the development, implementation, evaluation, and reporting activities of divisional programs and services within their cluster; and
 - Promote a culture and business practices that ensure Exhibition Place information is shared and accessible to the greatest extent possible, while respecting security and privacy requirements of personal information and other confidentiality obligations.
2. The CFO & Corporate Secretary and Records & Archives Manager/Access Coordinator will:
 - Develop and implement policies, programs and services for management and protection of personal information;
 - Review Exhibition Place practices for the collection, use, disclosure and disposition of personal information;
 - Consult with the Executive Team to meet privacy requirements as identified in this policy, applicable legislation, privacy standards and procedures;
 - Establish privacy standards, guidelines and procedures to support this policy and framework;
 - Coordinate the response to complaints regarding the misuse of personal information;
 - Investigate reports of privacy breaches and communicate findings to complainant; and
 - Execute recommendations identified in any assessment reports.
3. The Records & Archives Manager/Access Coordinator, IT/Telecom Manager, and Human Resources Consultant will:
 - Build privacy and data protection into the design specifications and architecture of information and communications systems and technologies at the beginning in order to facilitate compliance with privacy and data protection principles;
 - Create personal information privacy and security standards for technologies that will ensure adequate safeguards and compliance for those technologies or technological processes that collect, use, disclose or retain personal information;

- Conduct privacy risk assessments (including Privacy Impact Assessments) on all technological systems involving the collection or use of personal information prior to implementation or deployment; and
 - Execute recommendations identified in assessment reports.
4. The Human Resources Consultants will:
- Establish an employee training and education plan, including the development of e-learning modules, to improve privacy awareness at Exhibition Place; and
 - Build privacy awareness and training into all new staff orientation programs.
5. The Records & Archives Manager/Access Coordinator will:
- Receive formal privacy investigation reports and in partnership with the Executive Team make final decisions about the disposition of a complaint; and
 - Develop and implement processes whereby individuals can view information held about them and learn what Exhibition Place uses it for. These processes will also facilitate individuals needing to correct or update their information.
 - Work with Executive Team to ensure contractors comply with this policy and that privacy rules and concerns are referenced in all procurement documents.
6. All Employees will:
- Manage personal information that is part of a business record in accordance with the Board's Records Management Policy and the requirements identified in this policy;
 - Take privacy awareness and training for the appropriate handling of personal information to understand their responsibilities to protect privacy in executing their operational duties;
 - Be responsible for the privacy of Exhibition Place business information regardless of whether the technology used to manage the information is personally owned or Board owned;
 - Be aware of their privacy responsibilities noted in the Board's Information & Technology Acceptable Use Policy;
 - Be aware of their privacy responsibilities noted in the Board's Security Video Surveillance Policy;
 - Follow specific procedures established for disclosing personal information to a law enforcement agency in Canada; and
 - Comply with applicable legislation that governs the collection, use, disclosure and disposition of the personal information under their control.



Recognition for Service Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	1

Policy Statement

Exhibition Place recognizes employees achieving “milestone” years of service with Exhibition Place.

Application

This policy applies to all employees.

Definitions

N/A

Conditions

For the purpose of calculating service, an employee must work a minimum of 900 regular work hours in one calendar year, in order to qualify for one year of service.

Implementation

1. Employees upon achieving “milestone” years of service will be recognized as follows:
 - a) 10 years of service – \$100.00 (net of taxes)
 - b) 15 years of service – \$150.00 (net of taxes)
 - c) 20 years of service - \$200.00 (net of taxes)
 - d) 25 years of service – \$250.00 (net of taxes)
 - e) 30 years of service – \$300.00 (net of taxes)



Short-Term Disability Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place provides a Short-Term Disability benefit plan which provides for protection against financial loss to employees who are absent from work due to short-term illnesses or non-compensable injuries for up to 6 months. This plan is a supplement to the long-term disability plan which provides protection against long-term disability claims.

Application

This policy applies to Permanent and Full-Time Renewable Contract Employees.

Definitions

Benefit Eligibility Date – Is the first date the employee is entitled to participate in the short-term disability plan.

Full-Time Renewable Contract Employee – An employee hired to work full-time hours in a position that is not part of the permanent staff complement for Exhibition Place.

Permanent Employee – An employee hired for a full-time permanent position within the approved permanent staff complement for Exhibition Place.

Conditions

Permanent Employees will be eligible to participate in the short-term disability plan from their first day of permanent employment however employees must be in the plan for a period of 6 months before being eligible to claim sick pay.

Full-Time Renewable Contract Employees will be eligible to participate in the short-term disability plan after the completion of 6 months of continuous service. However employees must be in the plan for a period of 6 months before being eligible to claim sick pay.

Implementation

Employees will receive compensation at 100% of salary for the first 20 days they are absent starting the first day of the employee’s absence and for the next 110 days of absence, employees will receive compensation at 75% of salary.

If in any one calendar year (January 1st to December 31st), an employee has more than 3 absences due to short-term illnesses or non-compensable injuries, then on the 4th and any subsequent new absence time reported in the same calendar year, the employee is paid from the 2nd day of the absence. If the employee is hospitalized as an in-patient then that particular absence shall not count as an occurrence.

If not used in any one calendar year, the employee can carryover a one-time capped credit of up to 15 of the 20 days compensated at 100% of salary from one year to the next. These carryover days can then be converted (at a 2 for 1 ratio, for a total of 30 top-up credits), by the employee, to top up the compensation they receive during an absence in the subsequent year when they would otherwise be compensated at 75% of salary after 20 days.

On January 1st of each calendar year, active employees are credited with the annual short term disability benefit bank of 130 days. If an employee on January 1st is absence due to a short-term illness, then an employee must return to work on a full-time basis for a 2 week period before the employee is credited with the annual short term disability benefit bank of 130 days.

Charges against sick leave are restricted to one-half or full working day intervals.

In some cases, Exhibition Place may require a doctor's note for the sick time requested.

Employees must post in the Absence Database their absence due to short-term illnesses or non-compensable injuries immediately upon their return to work.

Salary increase will be applied in accordance with the Annual Performance Review Guidelines.

Guidelines

Please refer to the Short Term Disability Guidelines for further information on the implementation of this policy.



Uniform & Dress Code Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place is committed to Delivering Great Experiences Every Day for our external and internal clients. All employees are expected to portray a professional, well-groomed appearance at work and treat their uniforms with respect. All employees should be clothed and groomed in a manner that contributes to a positive impression, while maintaining the safety standards as outlined in the Health & Safety Manual.

Application

This policy applies to all employees.

Definitions

N/A

Conditions

N/A

Implementation

The Department/Division Head or designate will discuss the uniform and dress code policy with new employees at the time of hire. Managers, Supervisors, Coordinators, and Forepersons are responsible for monitoring and reinforcing the Uniform and Dress Code Policy.

Uniform & Dress Code Procedure

General Dress Code

1. Exhibition Place photo identification badges are to be worn by all employees at all times in a visible location either on a lanyard or attached with a clasp. Employees who have been issued metal Exhibition Place name badges can wear these in place of the photo ID when appropriate.
2. Clothing of all employees should be clean and presentable at all times. Employees are responsible for laundering and maintaining their uniforms.
3. Employees who are issued a uniform, and/or protective clothing or equipment, shall maintain them in a clean and presentable condition. Substitution of uniform items is not permitted.
4. CSA/ANSI approved hardhat and CSA/ANSI approved “Green and Omega Patch” safety footwear must be worn in specific locations identified on the project i.e. Personnel Protective Equipment (hard hats and safety footwear) are mandatory for all show move ins and show move outs.) *Note: Exhibition Place will reimburse employees for the purchase of Green patch footwear only.*
5. Uniforms must be worn while on duty and maybe worn when traveling between an employee’s residence and the workplace.
6. Casual apparel, i.e. business casual is permitted at the discretion of management (by building, by date), however, a professional image should always be maintained. In determining the guidelines for business casual, the following are examples of items that are not acceptable at any time - halter tops, tank tops, low cut tops either front or back, shorts, pants with very low rise, tights / leggings, sweatshirts, sweatpants, hoodies, work-out apparel, crocs, flip flops and running shoes.

In addition, clothing or accessories that demonstrate a personal point of view or that have illicit, profane, suggestive, biased, sexually related, alcohol related or tobacco related text graphics or logos are not permitted. Jeans, if approved for wear in a department, must be clean and in good repair.

7. Personal hygiene must be maintained.
8. Exhibition Place reserves the right to ask any improperly dressed employee to go home, change clothing and return to work with loss of pay for time absent from work, if applicable.
9. All employees must conform to the uniform regulations of their departments and wear their designated uniforms.

Scented Products

Use of scented products in an indoor environment can have a serious impact on health. Scented products such as cosmetics, fragrances, hair sprays, deodorants, shampoos, lotions, body gels, laundry detergents and fabric softeners have become increasingly prevalent in modern life. These products can contain, in low concentrations, from ten to several hundred different types of chemicals at high concentrations.

Exhibition Place is required to take every precaution reasonable in the circumstances for the protection of worker health and safety. Similarly, employees are obligated to take measures to protect themselves and their co-workers. These duties are recognized and reinforced in the Occupational Health and Safety Manual. Exhibition Place also has a duty, under the *Human Rights Code*, to accommodate disability. This requirement is recognized and reinforced in the Accommodation Policy.



Use of Exhibition Place Resources During an Election Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	4

Policy Statement

Exhibition Place continues to establish a consistent approach and direction to employees on how resources can and cannot be used during municipal, school board, provincial and federal election campaigns, or campaigns on question on a ballot.

Application

This policy applies to all employees.

Definitions

Campaigning – An activity by or on behalf of a candidate, political party or question on a ballot meant to elicit support during the election period. Campaigning does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registrant and without the solicitation of votes.

Campaign Materials – Any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

Candidate – Any person who has filed and not withdrawn a nomination for an elected office at the municipal, school board, provincial or federal level in an election or by-election.

City - The City of Toronto;

Contribution – As defined in the *Municipal Elections Act, 1996*, as amended, means “money, goods and services given to and accepted by or on behalf of a person for his or her election campaign”.

Exhibition Place Resources – Includes but is not limited to employees, events, facilities, funds, information and infrastructure. These are further defined as follows:

- ***Employees*** – Include ALL employees (union and non-union employees)
- ***Events*** – Events organized by Exhibition Place, including events that may be jointly organized with community organizations and/or with external sponsors.
- ***Facilities*** – Any facility within the grounds of Exhibition Place, and owed by the City of Toronto. Facilities do not include public right-of-ways such as, park-land areas, sidewalks, roads and boulevards, and laneways.
- ***Funds*** – Funding support through the annual operating or capital budgets.
- ***Information*** – Any information in the custody and control of Exhibition Place, including databases that may be the repository of names, contact information, business records, financial information or other identifiers compiled and used by employees to conduct business.
- ***Infrastructure*** – Any physical or technological systems that support the operation of programs and services, including but not limited to fleet vehicles, computer network, telecommunications and Microsoft Exchange e-mail system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

Election – An election or by-election at the municipal, school board, provincial and federal level of government, or the submission of a question or by-law to the electors.

Election Period – The official campaign period of an election:

- For a municipal or school board election, the election period commences on the first Monday of January of an election year and ends on voting day;
- For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day;
- For a question on the ballot, the period commences the day City Council passes a by-law to put a question to the electorate, and ends on voting day; and
- For a by-election, the period commences when the by-election is called and ends on voting day.

Elected Official – An individual elected to the House of Commons, the Legislative Assembly of Ontario, Toronto City Council, or a School Board.

Glad-Handing – Attending an event as a private individual and interacting with other event attendees without displaying signage or disseminating material which identifies the individual as a candidate and without encouraging votes for a candidate, a political party, or a position on a question on a ballot.

Media Event – An event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote a candidate, a political party or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases and/or media kits and/or the display of signage and/or other materials to promote a candidate or a position on a question on a ballot.

Media Scrum – An unplanned encounter between a candidate, a registrant, their staff and/or a member or members of the media.

New/Social Media – Online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.

Political Party – Political parties for provincial and federal elections are those registered with the Ontario *Election Finances Act* or in the registry of parties referred to in section 374 of the *Canada Elections Act*. Political party for municipal, school board or question on a ballot means an organization whose fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election, or to promote the acceptance of a certain position on a question on a ballot.

Question on a Ballot – Any question or by-law submitted to the electors by Council, a School Board, an elected local board, or the Minister of Municipal Affairs and Housing under the *Municipal Elections Act, 1996*.

Registrant – An individual, corporation or trade union described in paragraphs 1 to 3 of subsection 70(3) who has registered with the clerk regarding a question on a ballot under the *Municipal Elections Act, 1996*.

Supporter – A supporter of a yes or no response to a question on a ballot but not incurring expenses like a registrant.

Voting Day – The day on which the final vote is to be taken in an election. Terms which are defined above are shown in the body of the policy.

Conditions

Principles

Exhibition Place must balance the need for freedom of expression and assembly of candidates and its legal responsibility to not provide an unfair advantage to any candidate, political party, registrant or a supporter of a question on a ballot during an election. Exhibition Place cannot make a contribution (including money, goods and services) to any candidate, political party, registrant or a supporter of a question on a ballot during an election.

Exhibition Place resources cannot be used to promote one candidate, political party, registrant or a supporter of a question on a ballot during an election over another candidate, political party, registrant, or a supporter of a question on a ballot during an election.

This policy is intended to enable continued public and media access to candidates or registrants for information and interviews. The policy distinguishes between unplanned media scrums or chance public encounters by candidates and the media, whether in person or online, and actual planned media events or rallies.

Background

Employees may be approached by some candidates to use Exhibition Place resources for the purposes of campaigning. A clear policy is required to guide the action of employees and help determine which requests can be accommodated and which should be denied.

The following legislative provisions bear highlighting as they relate to this policy:

The *Municipal Elections Act, 1996, s. 70 (4)*, states that municipalities, or its local boards, cannot make a contribution to a candidate or registrant in municipal election campaigns. The *Election Finances Act* and the *Canada Elections Act* impose similar restrictions for provincial and federal election campaigns.

Implementation

Activities Allowable during an Election

1. Candidate, political party, registrant or a supporter of a question on a ballot during an election are permitted to distribute campaign materials on public right-of-way including parkland areas, sidewalks, roads, laneways and boulevards.
2. Candidate, political party, registrant or a supporter of a question on a ballot during an election are permitted to attend Exhibition Place Events, in either their capacity as elected representatives or as private citizens to glad-hand with attendees and visitors, but may not solicit votes for themselves, a political party, registrant or a supporter of a question on a ballot. No election signs may be posted and no campaign materials may be disseminated at Exhibition Place events.
3. Elected officials are permitted to attend events held at Exhibition Place and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities.
4. Employees may work on a campaign or support a candidate outside of their work hours, as long as they abide by the Exhibition Place policy titled "Employee Participation in Municipal Election Campaigns" which defines permitted campaign activity. The policy also prohibits certain employees from participating in any campaign activity.

Activities Not Allowable during an Election

1. Exhibition Place resources may not be used to support, endorse or otherwise provide an unfair advantage to any candidate, political party, registrant or a supporter of a question on a ballot during an election.

2. Employees may not campaign or actively work in support of a municipal, school board, provincial or federal candidate, political party, registrant or a supporter of a question on a ballot during an election during working hours unless they are on a leave of absence without pay, approved lieu time, float day or vacation leave.
3. Exhibition Place facilities and infrastructure cannot be used for any election related purposes by candidate, political party, registrant or a supporter of a question on a ballot during an election, including for the display of any campaign-related signs in windows or on the facilities, as well as for any other form of campaigning on the facilities.
4. No permits, licenses, leases, or any other agreement for the use of Exhibition Place facilities, will be issued for the use or promotion of a particular candidate, political party, registrant or a supporter of a question on a ballot during an election
5. Any Candidate, political party, registrant or a supporter of a question on ballot during an election shall not distribute any campaign materials within the Exhibition Place facilities or its events, except on public right-of ways, thoroughfares.
6. Communications materials, whether for internal or public distribution, must not:
 - (a) Profile (name or photograph), make reference to and/or identify any individual as a candidate in any election or a registrant in a question on a ballot; and
 - (b) Advocate for or against a particular candidate, political party, registrant or a supporter of a question on a ballot during an election. Communications materials include but are not limited to: media releases, media advisories, invitations for special events, flyers, posters, banners, brochures and newsletters.
7. Exhibition Place Websites or domain names must not include any campaign materials, make reference to and/or identify any individual as a candidate, political party, registrant or a supporter of a question on a ballot during an election, or profile any slogan or symbol associated with a candidate, political party, registrant or a supporter of a question on a ballot during an election.
8. New/Social media sites, blogs, and other new media created and managed by employees must not make reference to and/or identify any individual as a candidate, political party, registrant or a supporter of a question on a ballot during an election.
9. Photographic or video materials which have been or may be created by employees or with Exhibition Place resources must not be used in any campaign materials.
10. The Exhibition Place logo must not be used in any campaign materials.
11. Infrastructure cannot be used for any election purposes.
12. Employees will not perform any service, offer any advice or provide any information solely for the use of one candidate, political party, registrant or a supporter of a question on a ballot during an election under section 39.1 of the *Municipal Elections Act, 1996*.



Vacation Entitlement & Carry-Over Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place recognizes that employees need rest and recreation and encourages them to take their annual vacation entitlement in the year that it is earned. Vacation carry-over will only be allowed under extenuating circumstances.

Application

This policy applies to eligible non-union employees.

Definitions

N/A

Conditions

Vacation entitlement is as follows:

Employees in pay grades 15, 16 17

- 4 weeks for employees who have completed 1 year of service;
- 5 weeks for employees who have completed 17 years of service; and
- 6 weeks for employees who have completed 23 years of service

Employees in pay grades 1 to 14

- 3 weeks for employees who have completed 1 year of service;
- 4 weeks for employees who have completed 9 years of service;
- 5 weeks for employees who have completed 17 years of service; and
- 6 weeks for employees who have completed 23 years of service.

Employees should normally take vacation in the year that they earn it. A maximum of 1 year's vacation entitlement may be carried over.

Department/Division Head or designate is responsible for the preparation of service area vacation schedules and may specify periods when vacations may not be scheduled because of operational requirements. Every effort shall be made to grant annual vacations on the dates requested by employees.

The employee's vacation entitlement earned under the old policy as at December 31, 2016 will be retained by the employee on a go forward basis, however, any additional days or entitlement will only be granted in accordance with the new policy dated January 1, 2017.

Implementation

Vacation credits accrue based on an employee's annual entitlement. For example, an employee entitled to 3 weeks' vacation annually will accumulate 1.25 vacation days per month of benefit eligibility. The month of hire is counted provided an employee commences full time employment prior to the 15th of the month. The last month worked is also counted provided the termination / retirement date falls after the 15th of the month.

An employee in their first year of benefit eligibility is eligible to take vacation days equivalent to the number accrued at the time of the requested absence. Vacation credits may not be used before being earned and may only be taken in half day or full day intervals.

Employees must submit requests for vacation through the Absence Database and all vacation requests must be approved prior to the employee taking the vacation time by their Department/Division Head or designate.

Employees are expected to schedule their vacations as far in advance as possible.

Postponement of Vacation

Employees who are on scheduled vacations may postpone those vacations in the following circumstances:

- They become ill or are injured and require treatment in hospital (either in-patient or out-patient procedures); or
- They are required to appear in court for jury duty or witness service.

If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored.

Employees must submit reasonable proof to Human Resources in order to receive approval for the postponement of the vacation and /or the restoration of vacation.

Carry-Over

The Department/Division Head or designate is responsible for managing vacation schedules to ensure employees use their vacation before year-end. Vacation time approved for carry-over must be used in the year into which they were carried in to.

The Department/Division Head or designate, on behalf of their employee, must submit the request for vacation carry-over to the CEO for approval.

In the event an employee is in receipt of short-term disability pay and is applying for or waiting for approval of a long-term disability benefit, or on maternity and/or parental leave, excess vacation will be carried-over automatically, no further approval is required.

Termination

- Upon termination or retirement, the employee will be paid out the balance of any unused accrued vacation days.
- If an employee has been in an acting assignment for more than 1 year at the time of termination or retirement then the balance of unused accrued vacation days will be paid based on the alternate rate.
- If an employee has been in an Acting Assignment for less than 1 year then any unused vacation time accrued prior to the Acting Assignment will be paid out at the employee's base rate and unused vacation time earned while in an Acting Assignment will be paid at the alternate rate.



Workplace Rules & Conduct Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	2

Policy Statement

Exhibition Place ensures that all employees adhere to specified work rules regarding their conduct.

Application

This policy applies to all employees.

Definitions

N/A

Conditions

N/A

Implementation

1. Employees shall take all reasonable precautions and shall conduct themselves in such manner to ensure their own safety and the safety of fellow employees.
2. Every employee must take the necessary precautions to ensure that all Exhibition Place property is treated with safety and care.
3. All workplace injuries and incidents involving damage to customer or Exhibition Place owned property and equipment must be reported by an employee to their supervisor immediately. Employees must provide all relevant information and complete any necessary forms or documentation on a timely basis after the accident.
4. Employees are not permitted to remove or use for personal reasons any piece of Exhibition Place property or equipment without the express written consent of the General Manager, Director or CEO. The foregoing includes any items or material left in Exhibition Place buildings or on the premises by a show or event. Contravention of this rule may be considered as an act of theft and will be dealt with accordingly.
5. Only authorized personnel shall operate machinery and powered equipment and shall do so having regard for all safety precautions / procedures.
6. All employees must comply with fire and safety regulations.
7. All employees operating an Exhibition Place owned vehicle must be in possession of a valid driver's license. Exhibition Place owned vehicles are to be used for Exhibition Place business only. Conveyance of unauthorized passengers is prohibited.
8. Smoking is not permitted in any Exhibition Place building or vehicle.
9. Any device or article of clothing issued to an employee by Exhibition Place must be used or worn in the performance of duties.
10. 'Green patch' safety footwear must be worn in designated areas.
11. Alcohol or prohibited non-prescribed drugs are not allowed on Exhibition Place property. Employees found consuming, in possession of, or under the influence of alcohol or prohibited non-prescribed drugs, will be subject to discipline.

12. Employees are expected to be at their work location at all times. Should an employee desire to leave the work area, permission must be obtained from their immediate supervisor.
13. Employees are solely responsible for recording their own time record. Falsification of time records, the recording of another employee's time or similar alteration or tampering with records is prohibited and will result in discipline up to and including discharge.
14. All employees are expected to disclose to their supervisor any business, commercial or financial interests which might conceivably be construed as an actual or potential conflict of interest with their official duties.
15. An employee, who is issued a uniform and / or protective clothing or piece of equipment, shall maintain it in a clean and presentable condition. Substitution of uniform items is not permitted. Uniforms must be worn while on duty and maybe worn when travelling between an employee's residence and workplace.
16. Employees are required to report for duty on a regular basis and all absences must be reported to the immediate supervisor prior to the commencement of duty or within one half hour after the scheduled starting time. As well, employees are required to report the reason, length of absence and to submit all required forms in a prompt manner.

Disregard or violation of any of the above work rules and regulations may subject the individual to the disciplinary process up to and including discharge.



Workplace Violence Policy				
Effective Date	Policy Type	Page		
	Employee	1	of	3

Policy Statement

Exhibition Place works with its employees to provide a safe work environment. Exhibition Place will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances.

The policy is intended to:

1. Maintain a work environment free from workplace violence
2. Provide a definition of workplace violence
3. Identify the responsibilities of the workplace parties to maintain a workplace free of actual, attempted or threatened violence
4. Establish measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur

Establish measures and procedures for employees to report incidents of workplace violence and for Exhibition Place to investigate and deal with incidents or complaints immediately

Application

This policy applies to all employees.

Definitions

Violence includes:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) the exercise of physical force by a person against another person, in a workplace, that causes or could cause physical injury to the worker;
- c) an attempt to exercise physical force against a worker that could cause physical injury to the worker; and
- d) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Reprisal is defined as any act of retaliation, either direct or indirect.

Conditions

This policy prohibits Reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.

All employees are responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.

The Human Rights and Anti-Harassment/Discrimination Policy should be consulted regarding issues of personal harassment and harassment related to discrimination and inequitable work practices (e.g., behaviours that demean, embarrass, or humiliate and are known or would be expected to be unwelcome).

Implementation

Executive Management will:

- a) Take reasonable preventative measures to protect employees and others in workplaces from workplace violence.
- b) Ensure that a process for centralized tracking and review of workplace violence incidents is established and implemented.
- c) Ensure that workplace violence risk assessments are completed, reviewed, revised when needed and reported.
- d) Post this policy in a conspicuous location in each workplace.
- e) Establish and maintain a process for reporting and responding to incidents of violence.
- f) Ensure that the process for reporting and responding to incidents of violence is communicated, maintained and followed.
- g) Ensure that this policy is reviewed at least annually.

Directors, Managers and Supervisors will:

- a) Understand and uphold the principles of this policy.
- b) Communicate this policy and its procedures to all employees.
- c) Conduct workplace violence risk assessments to determine whether the nature of the workplace, the type of work or conditions of work may place employees at risk of violence.
- d) Consult with Health & Safety Representative, assigned Human Resources, and where appropriate, Security, in conducting risk assessments, and develop practical measures and procedures to control identified risks.
- e) Take all reasonable and practical measures to minimize or eliminate risks identified through the risk assessment process, workplace inspections, or the occurrence of a workplace violence incident.
- f) Review risk assessments at least annually, as well as when there are changes to the nature of the workplace, the type of work or the conditions of work. Revise the assessment, as needed.
- g) Conduct further risk assessments when an increase in the number or severity of workplace violence incidents is noted to ensure that appropriate measures are in place to minimize or eliminate risks.
- h) Communicate the results of workplace violence risk assessments and measures to minimize or eliminate risks to staff.
- i) Provide results of risk assessments (initial and updated) to joint health and safety committees.
- j) Respond promptly when an employee reports being subjected to, witnessing, having knowledge of workplace violence or having reason to believe that workplace violence may occur and take appropriate action.
- k) Address immediately all incidents of workplace violence, and not condone or permit any behaviour contrary to this policy. Exceptions to this must be clearly defined in the divisional procedures, describing specific behaviours that are unacceptable (e.g., unacceptable behaviours among a specific client group such as young children or clients with developmental, cognitive, or psychiatric disabilities). This exception must be communicated to staff but must not condone behaviours contrary to this policy.
- l) Ensure that all known incidents of workplace violence are investigated. To the extent appropriate based on the nature of each incident and the actual or potential threat it posed to worker safety:
 - consult with other appropriate internal/external parties;
 - take all reasonable and practical measures to minimize or address risks identified by the incident; and
 - document the incident, its investigation, and corrective action taken.
- m) Ensure workers are made aware of their rights to:
 - have workplace violence incidents investigated when they are reported;
 - report incidents of physical assault or threats of physical assault to the police; and

- support from management when reporting incidents of physical assault or threats of physical assault to the police (e.g. time for interactions with the police and making accessible to the police information in the employer's possession with respect to the incident).
- n) Take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence.
- o) Take every precaution reasonable in the circumstances for worker protection if they become aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace.
- p) Review annually, in conjunction with review of risk assessments, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to divisional procedures, as required.
- q) Provide information to workers, including appropriate personal information, related to a risk of workplace violence from a person with a history of violent behaviour.
- r) Provide workers with information and instruction appropriate for the worker on Exhibition Place's workplace violence policy and program.

Human Resources & Occupational Health & Safety Consultant will:

- a) Assist management to implement this policy, develop procedures, and initiate the annual review of the policy and procedures.
- b) Review the Workplace Violence Risk Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- c) Review all reports forwarded to the JHSC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- d) Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.).
- e) Recommend corrective measures for the improvement of the health and safety of workers.
- f) Respond to employee concerns related to workplace violence and communicate these to management.
- g) Participate in the review of the policy and guidelines for continuous improvement.
- h) In addition, JHSC/OHS Representative may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.
- i) Review annually the effectiveness of the policy and make changes as required by consulting with management staff and employee representatives.

All Employees will:

- a) Maintain a safe work environment, whenever possible.
- b) Not engage in or ignore violent, threatening, intimidating or other disruptive behaviours.
- c) Report promptly and provide details to their supervisor on any incident where the employee is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur.