

## EXHIBITION PLACE

October 16, 2006

To: The Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: **Revised Human Resources Policy Manual**

**Purpose:**

To seek the Board's approval of the new Human Resources Manual and Policies for Board management and excluded staff.

**Financial Implications and Impact Statement:**

The changes to the Human Resources Manual has no financial impact.

**Recommendation:**

**It is recommended that the Board approve the policies as presented.**

**Background:**

The Board's policy manual last underwent a total revision in 1995 and again, in part, in 1998. Many of the policies contained clauses and recommended actions that have since been changed due to amended legislation and in most cases reflect the policies of the City of Toronto.

**Discussion:**

As a separate employer in its own right and as a local board of the City, it is important that the Exhibition Place HR policies and procedures be accurate, complete and up to date. Human Resource staff initiated a project to update all existing policies and procedures and further to review those of the City that applied to Exhibition Place. A small sub-committee of employees representing the three main programs on the grounds reviewed the revised policies and to offer suggestions regarding clarity of thought and application to the "average" employee.

Attached as Appendix "A" is the entire manual of new or updated Policies and Procedures that set out all the benefits that the Board provides to employees and the terms and conditions which form the basis of employment relationship with the Board.

Conclusion:

This report recommends approval and where applicable, implementation of the new policies for management, excluded staff and where not covered by Collective Agreement(s) all unionized employees.

Contact:

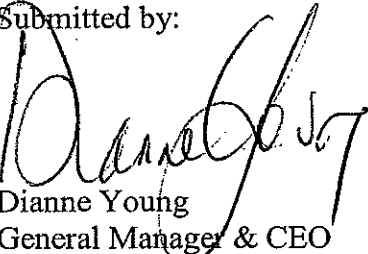
Sandy Douglas, Director of Human Resources

Telephone: 416-263-3612

Fax: 416-263-3690

E-mail: [Sdouglas@explace.on.ca](mailto:Sdouglas@explace.on.ca)

Submitted by:

A handwritten signature in black ink, appearing to read 'Dianne Young', is written over the printed name and title.

Dianne Young

General Manager & CEO

time to time. For the purpose of this clause, "Our Toronto Waterfront", "Making Waves", the "Central Waterfront Secondary Plan" and the TWRC "Business Plan" are referred to collectively as the "Waterfront Revitalization Plan". The Board shall make a reasonable effort to provide the RAWF with written notice no less than one (1) year in advance of any developments pursuant to the Waterfront Revitalization Plan of which the Board has itself received notice and which will have a direct, substantial and adverse impact on the Premises and the business operations of the RAWF in the Premises in accordance with the proposed Lease;

- yjs
- (k) The RAWF acknowledges that the Front Street Extension project will be proceeding and will have an impact on the Exhibition Place grounds and that the RAWF shall not be entitled to any compensation with respect to any disruption caused by this project;
  - (l) The RAWF acknowledges that if the Harbourfront LRT Extension project proceeds it will have an impact on the Exhibition Place grounds and that the RAWF shall not be entitled to any compensation with respect to any disruption caused by this project or any relocation of its outdoor animal pen-areas.

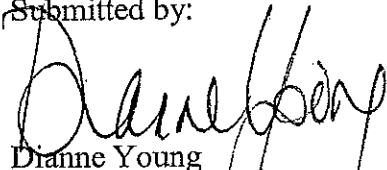
Conclusion:

This report recommends entering into a lease with the RAWF for a period of three years, to expire on December 31, 2009 on the terms and conditions set out and such other terms required by the City Solicitor.

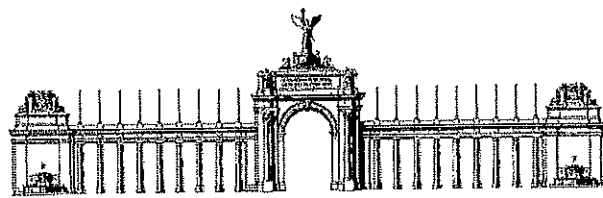
Contact:

Dianne Young, GM & CEO  
Telephone: (416) 263-3611  
Fax: (416) 263-3690  
Email: [dyoung@explace.on.ca](mailto:dyoung@explace.on.ca)

Submitted by:

  
Dianne Young  
General Manager & CEO

# **HUMAN RESOURCES POLICY MANUAL**



Exhibition Place

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## Exhibition Place

### Alcohol and Substance Abuse

**FORMERLY  
CALLED:** As above

DATE OF ISSUANCE		

SUPERCEDES POLICY		
Nov.	21	2000

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Exhibition Place is committed to ensuring 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 positions of leadership and example 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.

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

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 misuse of prescribed or over the counter medication.

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 misuse of prescribed or over the counter medication, 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 misuse of prescribed or over the counter medication, 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 continue to be available to staff on a voluntary basis through Toronto Corporate and Human Resources Employee Assistance Services. Employees with alcohol, substance abuse, illegal drug use or misuse of prescribed or over the counter medication problems are encouraged to use such services.

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

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**





Attendance Management	
FORMERLY CALLED:	As above

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Exhibition Place recognizes the need for a harmonized Attendance Management review process in order to monitor attendance and to provide a consistent approach in addressing absenteeism. This policy addresses the management of culpable and non-culpable absenteeism.

Every employee has an obligation to perform their duties on a regular and predictable basis. To assist employees in this regard, Exhibition Place is committed to:

1. promoting a healthy workplace
2. providing guidance and training to management staff who are responsible for dealing with attendance issues
3. assisting employees in minimizing absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.

There are three types of absence:

1. Innocent or Non-Culpable: Absence from work due to illness, ill dependent or non-occupational injury.
2. Culpable or Blameworthy: Absence from work due to factors within the employee's control. Such factors include failure to notify, absences without leave and abuse of leave and may be grounds for discipline, up to and including termination.
3. 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.

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

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Benefit Eligibility	
FORMERLY CALLED:	Benefit Eligibility and Entitlement

DATE OF ISSUANCE		
		2005

SUPERCEDES POLICY		
July	28	1995

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All permanent employees are entitled to participate in Exhibition Place's Benefit Program. This program includes extended health care, dental coverage, life insurance, accidental death and dismemberment and long-term disability plans. Coverage is effective immediately upon commencement of employment with Exhibition Place and all premiums are 100% paid for by the employer. Optional life insurance is available to eligible employees at their expense.

In the event that spouses, common law partners and same sex partners are both employed by Exhibition Place and eligible for enrolment into the benefit programs, enrolment will be offered to both employees.

#### **Contract Employees – Full time**

Contract employees in this category (expected to work a minimum of 35 hours per week) will be entitled to participate in the Exhibition Place's Benefit Program after 6 months employment.

#### **Contract Employees – As Required**

Contract employees in this category (who work on an as-required basis) may be entitled to participate in Exhibition Place's "co-pay" benefit program. The criteria for eligibility are based on the number of hours worked in the preceding two calendar years and are as follows:

HOURS WORKED	EMPLOYEE PAYS	EMPLOYER PAYS
900 – 1200	75%	25%
1201 – 1750	60%	40%

#### **Unionized Employees**

Employees who are members of a recognized Union which has a collective agreement with Exhibition Place, are entitled to receive benefits as prescribed in their respective collective agreements.

#### **Temporary, Seasonal and Casual Status Employees**

Temporary, Seasonal and Casual status employees are not eligible for benefits.

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place



Benefit Program	
FORMERLY CALLED:	Health Care Benefits

DATE OF ISSUANCE		

SUPERCEDES POLICY		
July	28	1995

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Exhibition Place offers an extensive employee benefit program that helps you and your family pay for a wide range of expenses not covered by OHIP.

All permanent employees who elect to participate in the benefit programs are eligible for program coverage upon commencement of permanent employment with Exhibition Place. As part of their total remuneration package, contract staff, at the discretion of management, may participate in all or part of the benefit program.

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

- Health Care
- Dental Care
- Long Term Disability
- Accidental Death and Dismemberment
- Life Insurance

In addition to the above employees may elect to participate in the following self-funded plans:

- Optional Life Insurance
- Spousal / Child Optional Life Insurance

The coverage(s) provided in the various plans are detailed in the brochures provided by the respective insurance carrier(s).

Under some circumstances, Exhibition Place may not pay benefit premiums. Such circumstances are evaluated on a case-by-case basis and may include such things as voluntary unpaid leaves of absence and / or legislated leaves.

Coverage terminates on the last day of employment, upon resignation or termination for cause. For benefit coverage upon retirement, please refer to the Retirement policy.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

### Bereavement Leave

<b>FORMERLY CALLED:</b>	As above
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SUPERCEDES POLICY		
Various		

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Exhibition Place provides non-unionized employees with a paid leave of absence of four days upon the death and funeral of the following family member(s):

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

Under normal circumstances, bereavement leave must be taken within seven 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.

Employees must inform their managers of the requirement of this leave and may be required to provide supporting documentation if requested.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

### Childcare / Eldercare Leave

<b>FORMERLY CALLED:</b>	As above
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Various		

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Employees may request a leave of absence to care for their children and elderly relatives for up to one year. This policy may also be applied to spouses.

Employees must submit a written request to their Director / General Manager or designate and provide as much notice as possible. Exhibition Place recognizes that in extenuating circumstances an employee may request this leave at very short notice.

Childcare or eldercare leaves are subject to the approval of the Director / General Manager, GM/CEO or designate.

An employee can request childcare leave as an extension of parental leave.

Requests for an extension beyond one year must be made in writing and are subject to the approval of the GM/CEO or designate.

An employee returning from childcare or eldercare leave will return to their former position or a suitable alternate position if available.

### Salary & Benefits

This is a leave without pay and no cost to Exhibition Place. An employee has the option of discontinuing benefits or maintaining benefits coverage (in its entirety) at their own expense.

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 employee does not earn service or vacation during the leave.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Computer / Telephone Usage	
FORMERLY CALLED:	1/ Electronic Messaging 2/ Cell Phone Usage

DATE OF ISSUANCE		

SUPERCEDES POLICY		
Various		

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Where necessary, an employee will be provided with a computer / telephony account. These accounts will allow the employee to communicate and to access various software programs, network resources, electronic messaging and the Internet.

All employees who have a computer / telephony account are required to govern their computer and telephony usage accordingly:

Telephony: The standard "suite" of programs and any work-related specialty programs will be allocated to employees as the requirements of their job dictates. This includes landlines, wireless devices and transmission access codes.

Software Programs: The standard "suite" of programs and any work-related specialty programs will be loaded onto the computer by Exhibition Place's IT Technicians. Employees are NOT to download and / or save any programs either from disc or from the Internet to the Board's computers.

Network Access: Based on work requirements, each computer account will be formatted with the necessary tools and "drive" accesses for the efficient performance of their duties.

Electronic Messaging: Distribution lists are provided to efficiently distribute work-related information. The distribution of personal, political, religious, or commercial e-mail is **NOT** considered to be an appropriate use of an e-mail account. Other examples of inappropriate usage are the forwarding of chain letters, material deemed "offensive", or the sending of unsolicited commercial information (e-mail SPAM).

Internet Usage: Users are responsible for abiding by Exhibition Place policies and legal / legislative acts pertaining to Human Rights and Harassment when using Exhibition Place property to access (either sending or receiving) the Internet.

Examples of unethical and / or unlawful use of computer / telephony applications include but are not limited to the following:

- initiating or forwarding chain email;
- writing and / or sending harassing communications of any kind;
- writing and / or sending any communications whose contents are obscene or defamatory;
- using email for commercial purposes; and
- misrepresentation of oneself or Exhibition Place.

Exhibition Place requires the responsible use of computer applications and asks all of its employees to restrict their activities to actions that will improve the efficiency of operations and improve the quality of business decisions.



## Exhibition Place

### **Computer / Telephone Usage**

The incidental, occasional and non-commercial personal use of computer applications is permitted during breaks, lunch hours and before and after working hours.

It is recognized that people have reasonable expectations of privacy regarding the electronic mail messages they send or receive.

All computer / telephony equipment including: software, hardware, applications, peripheral equipment and programs remain the sole property of The Board of Governors of Exhibition Place. In order for Exhibition Place to meet its' legal and legislative obligations, Exhibition Place reserves the right without notice to the employee to monitor, access and investigate any computer / telephony equipment, program or activity.

The appropriate program will pay telephony bills. Employees are responsible to reimburse Exhibition Place for all personal charges.

Telephony equipment no longer required for operational purposes must be returned to the issuing program that will ensure that the unit is deactivated.

The General Manager & CEO or designate or the Director of Human Resources must provide IT / Telecommunications employees with written authorization to access and disclose the contents of an employee's computer applications.

Any violation of this policy may be deemed as grounds for disciplinary action up to and including discharge.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Conflict of Interest / Code of Conduct

FORMERLY  
CALLED:

1/ Conflict of Interest  
2/ Code of Conduct

DATE OF ISSUANCE

SUPERCEDES POLICY

Various

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All employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing all of their duties for the organization. Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of Exhibition Place.

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of Exhibition Place. It includes using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends or business associates.

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that Exhibition Place pays them to do. The exceptions to this are promotional gifts or those of nominal value (less than \$25.00) e.g., coffee mug or letter opener with the company's logo or the occasional lunch.

Employees may not engage in any outside work or business activity:

- a) that conflict with their duties as Exhibition Place employees;
- b) which use their knowledge of confidential plans, projects or information about holdings of Exhibition Place;
- c) that will, or is likely to, negatively influence or affect them in carrying out their duties as Exhibition Place employees.

Employees may not use, or permit the use of, items of Exhibition Place property, facilities, equipment, vehicles, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by the Board of Governors of Exhibition Place or the General Manager & CEO.

Employees may not disclose confidential or privileged information about the property, or affairs of the organization, or use confidential information to advance personal or others' interests. Employees may not divulge confidential or privileged information about Exhibition Place employees without those employees' written authorization.

Note on confidential information: The rule against giving out confidential information does not apply to an employee who alleges wrongdoing on the part of the Board or its members, officers,





## Exhibition Place

### **Conflict of Interest / Code of Conduct**

employees, agents or contractors - as long as the disclosure of such information is not frivolous, vexatious or slanderous - and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is known as whistle-blowing.

Employees who knowingly have financial interests in an Exhibition Place contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the organization in such transactions.

Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for executives, managers and employees who give professional advice or assistance, or who work on program policies or budgets. These sections also refer to employees in confidential positions working with the above-mentioned staff.

Staff described in the paragraph above may not appear before the Board of Governors of Exhibition Place or a Board committee on behalf of a private citizen other than themselves, their spouse / partner, parents, children, where the employee is either paid, or is involved in any way in the issue / policy.

Staff who hold positions described above may not seek or accept appointment to the Board or its committees (except in the capacity of a Board employee) and require permission from the General Manager & CEO or designate before accepting appointments to other municipal, provincial or federal commissions boards and committees. Staff who hold positions as board members on community agencies that deal with issues related to their work with Exhibition Place should inform their Director, General Manager or designate of their appointments. When agency issues arise that place them in actual or potential conflict with Exhibition Place policy or procedures, they should declare a conflict of interest.

Expectations on dealing with lobbyists are described in the policy entitled "Conflict of Interest – Lobbyists".

If employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Board employees, they must report this conflict to their General Manager/Director or designate in writing.

When an employee reports a conflict of interest to their Director, General Manager or designate in writing, a copy is forwarded to the General Manager & CEO. If an employee alleges wrongdoing on the part of Exhibition Place it's Board members, officers, employees, agents or contractors, they should report this in writing directly to the General Manager & CEO.

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

Managers and supervisors must make the policy available to all employees and must discuss the entire policy with their employees and highlight any of the rules that have particular relevance,



## Exhibition Place

### **Conflict of Interest / Code of Conduct**

given the nature of the employees' work. Managers and supervisors who need assistance interpreting rules and how they apply to specific situations must talk to their Director, General Manager or designate. Serious consequences may result from the contravention of this policy. Employees should check with management if they need assistance in interpreting whether a situation they have experienced or are confronting puts them in a conflict of interest situation.

#### **Sample Questions and Answers**

The specific rules and examples that follow do not exhaust the possibilities for conflict of interest, but they do identify obvious situations covered by the policy. The accompanying questions and answers are merely illustrations to help explain the rules.

#### **Special Treatment**

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family their friends or business associates.

*Sample question:* "A close friend asked me to issue them a parking permit. I could issue a parking permit because I have access to them but won't do that. Everyone has to follow the standard procedure for permit applications. Am I right?"

*Answer:* Yes you are right. Bending the rules to favour a family member or friend would be a conflict of interest.

#### **Receiving Fees or Gifts**

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that Exhibition Place pays them to do. The exceptions to this are promotional gifts or those of nominal value (less than \$25.00) e.g., coffee mug or letter opener with the company's logo or the occasional lunch.

*Question:* "What should I do if a client gives me a gift or some money to thank me for doing a good job?"

*Answer:* If an Exhibition Place employee receives a gift of more than a nominal amount or promotional value (e.g., over \$25 in value) they shall return it to the sender with a polite written acknowledgement of the return and citing Exhibition Place's Conflict of Interest policy.

All reasonable attempts shall be made to return the gift; however, any gifts that are not returned should be reported to the General Manager & CEO. In these limited cases, staff should dispose of this gift for charitable purposes. For example, the organization shall hold a draw for the gift and all proceeds from the draw may be used for a ground's wide event approved by the General Manager & CEO.



# Exhibition Place

## Conflict of Interest / Code of Conduct

### Meals

Employees should be encouraged to conduct the business of Exhibition Place during business hours in the office. There are circumstances where Exhibition Place employees conduct business over lunch or dinner with colleagues in other organizations. In these circumstances employees should not accept complimentary meals from any person or organization that has a business interest with Exhibition Place and should pay their own expenses and discuss reimbursement with their managers.

*Question:* I am an Exhibition Place manager and periodically have lunch with managers from private firms with whom Exhibition Place does business. There have been no concerns expressed about this long established practice to date. Are my colleagues and I now being asked to discontinue this practice?

*Answer:* You are not being asked to discontinue any practice that would bear public scrutiny. However, Exhibition Place employees should pay their own lunch expenses to avoid any possible perception of conflict of interest. You should discuss the reimbursement of these expenses with your Director, General Manager or General Manager & CEO.

### Attendance at Events

#### *Process for reporting*

Employees should not attend cultural, social, charitable, political, recreational or sporting events at the expense of a person who has a business relationship with Exhibition Place. However, there may be some exceptions in certain circumstances. If a person, who has a business relationship with Exhibition Place, invites an Exhibition Place employee to attend an event and the employee believes it would be beneficial to Exhibition Place, to attend that event, the employee shall submit a written request to their Director, General Manager or designate. The Director, General Manager or designate shall decide whether or not attendance would be beneficial for corporate purposes. (For example, it may be appropriate to send representatives from Exhibition Place to a Board of Trade event or a charitable event).

If the Director, General Manager or designate determines that attendance would be beneficial for Exhibition Place and approves attendance on that basis, Exhibition Place pays for the cost of the ticket or entry fee to this event.

If a company that is doing business with Exhibition Place invites an Exhibition Place employee to an event at the company's expense and a) the company representative who invited the employee is not attending the event or b) it is clear that business will not be carried out at this event, the employee should refuse the invitation with reference to the Conflict of Interest policy.

#### *Questions and Answers*

*Question:* I coordinate the organization's annual golf tournament. In the past it has been Exhibition Place's practice to ask companies to sponsor a hole or subsidize food and beverage costs. Each company that donates is invited to send a couple of its employees to the tournament. These tournaments have raised substantial amounts for charity. Should we continue to hold these tournaments or are there concerns about conflict of interest?



## Conflict of Interest / Code of Conduct

### Exhibition Place

*Answer:* In the future if the organization sponsors a golf tournament, the department and employees who attend must pay the total cost of the tournament. Employees who attend the tournament must do so on their/ own time. If the department decides that the cost of such tournaments would not meet its objectives, i.e. raising money for charity, it should discontinue such events.

#### **Outside Work or Business Activities**

Employees may not engage in any outside work or business activity:

- a) that conflict with their duties as Exhibition Place employees;
- b) which use their knowledge of confidential plans, projects or information about holdings of the corporation; and
- c) that will, or is likely to, negatively influence or affect them in carrying out their duties as Exhibition Place employees.

*Question:* "I am a journeyman electrician and I have been asked by an accredited institution to teach a course on residential wiring. I will be paid a fee for this course. Am I permitted to teach the course?"

*Answer:* Yes, as long as you are not teaching individuals that you would normally be teaching as part of your job and do not wear an Exhibition Place uniform when teaching the course.

#### **Using Exhibition Place Property**

Employees may not use, or permit the use of, items of Exhibition Place property, facilities, equipment, supplies or other resources for activities not associated with their work. The General Manager & CEO or the Board of Governors of Exhibition Place must expressly approve any exceptions to this.

*Question:* "Sometimes I'm allowed to take one of my department's pick-up trucks home overnight so I can go directly to my work site in the morning. Would it be all right for me to use the truck to help a friend move to a new apartment?"

*Answer:* No, it would not be acceptable to use an Exhibition Place vehicle for that kind of thing.

*Question:* "I do a lot of charity and volunteer work. Can I use my position and access to Exhibition Place property to assist those charities in their fund raising or other activities?"

*Answer:* No. Your volunteer work is important to the community and while Exhibition Place supports volunteerism, use of Exhibition Place property is not appropriate.

#### **Confidential Information**

Employees may not disclose confidential or privileged information about the property, or affairs of the organization, or use confidential information to advance personal or others' interests.

Employees cannot divulge confidential or privileged information about Exhibition Place's employees without those employees' written authorization.



## Exhibition Place

### Conflict of Interest / Code of Conduct

*Question:* A supplier calls and states that he intends to submit a bid to supply lamps to your department. He asks if you could tell him who your current supplier is and how much you pay for the lamps. Can I disclose this information?

*Answer:* Yes, you may disclose whom the current supplier is and what you currently pay as the prices are made public when the bids are opened.

Note on confidential information: The rule against giving out confidential information does not apply to an employee who alleges wrongdoing on the part of Exhibition Place or its Council members, officers, employees, agents or contractors - as long as the disclosure of such information is not frivolous, vexatious or slanderous - and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is known as whistle-blowing.

#### **Financial Interest**

Employees who knowingly have financial interests in an Exhibition Place contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the organization in such transactions.

*Question:* "I have financial interest in a company that is proposing a contractual arrangement with Exhibition Place. Would that prevent me, an Exhibition Place employee, from serving as an advisor to the Board of Governors of Exhibition Place on the evaluation of the contract?"

*Answer:* Yes, that's right. You should declare your conflict of interest and Exhibition Place would probably assign somebody else to replace you on that particular project.

#### **Requirement to Report Conflict of Interest**

If employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as city employees, they must report this conflict to their Director, General Manager or designate in writing.

*Question:* "My dad owns the ABC Drywall Company. I work for Exhibition Place and sometimes issue outside drywall contracts to bidders that include the ABC Drywall Company. Does that mean I should inform my Director, General Manager or designate about the situation?"

*Answer:* Yes, you should inform your Director, General Manager or designate in writing about your potential conflict in cases where the ABC Drywall Company is bidding.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Code of Interest / Code of Conduct - Lobbyist

FORMERLY  
CALLED:

Conflict of Interest Appendix 2

### DATE OF ISSUANCE

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### SUPERCEDES POLICY

Nov.	20	2000
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Lobbying is usually defined as direct or indirect efforts to solicit support and influence government decisions on behalf of another party or an organization, often away from public scrutiny. Lobbying activity is to be distinguished from routine advice seeking by members of the public, or contacts by members or employees of government conducting official business. Lobbying is also distinguishable from matters that are the subject of committee deputation, or other processes that are a matter of public record where individuals are named and their interest and organizational affiliation identified. The term lobbyist includes the following:

(a) "consultant lobbyist" means a person who, for payment, lobbies on behalf of a client and includes, but is not limited to, government relations consultants, lawyers, accountants, or other professional advisors who provide lobbying services for their clients;

(b) "corporate in-house lobbyist" means an employee of a corporation that carries on commercial activities for financial gain and who lobbies as a significant part of their duties;

(c) "organization in-house lobbyist" means an employee of a non-profit organization, when one or more employees lobby public office holders and where the accumulated lobbying activity of all such employees would constitute a significant part of the duties of one employee; and

(d) "volunteer lobbyist" means a person who lobbies without payment on behalf of an individual, corporation, or organization.

Employees shall be vigilant in their duty to serve public interests when faced with lobbying activity. Employees can use the following as a guide to assist in identifying whether they are being lobbied:

(a) During the past year, has the contact person attempted to influence you personally, for example, in any administrative action that would have benefited them or their employer financially?

(b) Does the contact person do business or seek to do business with Exhibition Place?

(c) Is the contact person seeking to influence outcomes on a matter currently pending before Exhibition Place?

(d) Is the contact person a provincially or federally registered lobbyist employer or a client of a registered lobbyist?

(e) Is the contact person a provincially or federally registered lobbyist or lobbying firm?

(f) Does the contact person fall within the definitions provided above?

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place



**Exhibition Place**

## Contest Participation

**FORMERLY  
CALLED:**

**Contest**

### DATE OF ISSUANCE

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### SUPERCEDES POLICY

July	28	1995
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All employees of Exhibition Place, the Canadian National Exhibition Association and their family members are NOT eligible to enter or compete in any contest or prize draw offered by Exhibition Place, the Canadian National Exhibition Association or their sponsors.

Family members include:

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

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Discipline	
FORMERLY CALLED:	1/ Discipline 2/ Dismissal

DATE OF ISSUANCE		

SUPERCEDES POLICY		
Various		

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Situations may arise which require disciplinary action to be taken by Management. These instances sometimes develop over periods of time, thus giving management time to decide upon an appropriate course of action to counsel the employee and to make every effort to satisfactorily resolve the situation with the least amount of corrective action. In other situations, depending on the severity, the infraction may warrant discipline at any level up to and including dismissal without the application of prior corrective disciplinary steps being taken.

Having regard for all mitigating factors, Management should give employees the opportunity and methodology of correcting unacceptable behaviour. For consistency and liability reasons, Human Resource staff must be consulted prior to any level of disciplinary action being taken.

The following progressive steps will normally be followed when corrective discipline is required:

1. Verbal Warning - advise the employee that their behaviour is unacceptable and that continuation may lead to more severe disciplinary action.
2. Written Warning - indicate that further discipline may result from further inappropriate behaviour.
3. One to Three Day Suspension - indicate that more severe disciplinary action will be taken if the employee continues to fail to follow instructions to correct inappropriate behaviour.
4. Three to Five-Day Suspension / Final Warning - discharge will result from the next offence warranting a disciplinary response.
5. Discharge - termination of employment, benefits and if applicable, seniority rights.

In the application of this policy:

1. Employees must be given the opportunity to explain their actions.
2. All discipline must be preceded by a thorough and unbiased investigation.
3. All notes and original documentation are to be kept in the employee's HR file.
4. All suspensions are without pay.

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place





## Exhibition Place

### Dress Code

**FORMERLY  
CALLED:**

New

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Various		

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The dress code is generally flexible and Exhibition Place would like it to remain so. However, good judgment in your attire should always prevail. Employees are expected to dress in a manner appropriate to a business environment and compatible with our organization's image. If you are uncertain about appropriate attire, contact your Manager, Director or General Manager for clarification.

Employees who are required to wear uniforms must wear them at all times. Such employees are responsible for the proper cleaning and maintenance of their uniforms unless otherwise advised. It is imperative from the view of excellent client relationships that all staff attire themselves appropriately whether in a provided uniform or otherwise.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Employee Participation in Municipal Election Campaigns

FORMERLY  
CALLED:

As above

### DATE OF ISSUANCE

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### SUPERCEDES POLICY

Sept.	26	2000
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Employees must ensure that any involvement in a municipal election campaign does not adversely affect their ability to perform their duties as employees of Exhibition Place.

This policy applies to all Exhibition Place employees and addresses the need for employees to not only appear but also actually be, impartial.

No employee may canvass or work in support of a municipal candidate during working hours. Working hours does not include vacation/lieu time or time on leaves of absence.

The following staff should not take part in municipal campaign activities:

- General Manager & CEO and General Managers;
- Directors, Corporate Secretary and other staff in positions of influence regarding programs and services who have direct contact with Members of Council or the Board of Governors of Exhibition Place; and

Employees in the above mentioned restricted groups are not prohibited from voting or attending all candidates meetings. All other employees are not restricted from engaging in campaign activities outside working hours.

Employees who are working on behalf of a municipal candidate may not use any of the Exhibition Place's resources (e.g., office equipment, supplies, etc.) for campaigning activities at any time before, during or after the election. No employee shall wear any insignia or other identifying Exhibition Place clothing while campaigning for a municipal candidate or use their title or position with Exhibition Place in a way that would lead a member of the public to infer that Exhibition Place is endorsing the candidate. No employee shall wear clothing or buttons that advertise any candidate at work.

If employees are unsure about the appropriateness of their participation in election activities they should consult Human Resources for clarification.

### References

City of Toronto 'Employee Participation in Municipal Election Campaigns' policy, August, 2000.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Employment Equity

FORMERLY  
CALLED:

As above

### DATE OF ISSUANCE

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### SUPERCEDES POLICY

July	28	1995
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Exhibition Place is committed to a policy of full equality in employment recognizing its obligations and responsibilities as an employer, and leader in the community. Exhibition Place recognizes that the citizens of the City of Toronto are best served by a public service that fairly reflects the diversity of the community it serves.

Exhibition Place will:

- hire and promote on the basis of merit and potential;
- compensate fairly according to the Board's compensation plan; and
- create a climate where diversity is valued and the dignity of each individual is respected.

Employment equity means having equitable representation in the workforce, and employment practices based on fairness, merit and individual ability.

Specifically Exhibition Place will:

- provide equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment;
- focus on the principles of merit and potential as the key criteria for hiring and promotion, and make the best use of the talents of all employees and applicants;
- educate and inform its employees about the basic rights of all individuals; the nature of discrimination, the requirements of legislation and the ongoing implementation of the employment equity program;
- work with its employees and unions to develop strategies to promote employment equity;
- develop special programs and make workplace accommodations as required, to assist in achieving employment equity goals.

### References

Employment Equity Act

Ontario Human Rights Code

Toronto's Employment Equity Policy

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

### Employment of Relatives, Former Employees & Elected Officials

<b>FORMERLY CALLED:</b>	As above
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SUPERCEDES POLICY		
Various		

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Employment of Relatives: Relatives will not be placed into positions where they would be supervised by, or subordinate to, one another. They may work in the same or immediate work area, or work under the same direct supervisor, unless there is a bona fide justification for prohibiting the placement.

A relative includes, but is not limited:

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

Employees who become related to one another during the course of employment may continue to work for Exhibition Place, however, Management must consider alternative placements where related employees fall into any of the situations described above.

Employment of Former Employees: Applications received from former employees will be evaluated against the same criteria as those received from all other individuals. Former employees may then be rehired provided they are within the terms & conditions of their termination of employment.

Employment of Former Employees and Elected Officials as Consultants: Former employees and elected or appointed officials of the City or any of its' agencies, boards and commissions may be hired to work as consultants, provided there has been a two year waiting period immediately following the last date of employment or appointment.

If the services of a former employee or elected official or appointee are required prior to the end of the two year waiting period, a report providing full justification and all pertinent cost details must be submitted to the Board of Governors of Exhibition Place for approval. This type of request would normally be limited to situations where it is crucial to maintain the continuity of a special project and / or services.

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place



## Exhibition Place

### Employment Status Definitions

FORMERLY  
CALLED:

New

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#### SUPERCEDES POLICY

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The purpose of this policy is to provide definitions of all employment positions based on status.

Probationary Status: All permanent employees who have been employed by Exhibition Place for less than six months are considered to be on probationary status. This period may be extended at Management's discretion.

Permanent Status: Characterized by continuous full-time employment in a permanent position and satisfactory completion of the six month probationary period. Employees may be paid on either a salary or hourly basis and are eligible for Exhibition Place benefits.

Contract Status: Contract employees are individuals who have a personal services agreement with Exhibition Place to perform specific duties for a specified period of time. Contract employees are to be paid in accordance with the contractual terms of their agreement.

Seasonal Status: Seasonal employees are those employees hired under the Exhibition Place Seasonal Pay Plan for a specific period of time. Seasonal employees are paid by the hour or weekly and are not eligible for benefits other than those provided by applicable legislation.

Unionized Status: Unionized status employees are those employees that work in a specific area and perform specific duties and are members of a bargaining unit with which Exhibition Place has a collective agreement. A unionized employee is not eligible for Exhibition Place benefits. The terms and conditions of employment are outlined in the respective collective agreements.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



FORMERLY CALLED:	New
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Fitness Facility	
FORMERLY CALLED:	Use of Fitness Facility

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Exhibition Place has established for the benefit of their employees, tenants and their employees, a Fitness Facility in General Services Building, Exhibition Place. Any person wishing to utilize the facility must follow the guidelines as set out below.

The requirements for use of the Fitness Facility, are as follows:

- Any persons wishing to use the fitness training room must sign a liability waiver form releasing The Board of Governors of Exhibition Place of any liability as a result of injury, loss or damage of property. A signed original must be forwarded to Human Resources.
- Security will assume strict access control of the area and will monitor the facility from time to time. All keys to the facility will be kept in the Security Control Room, General Services Building. Those persons who have signed the waiver will be permitted to sign out the appropriate key. Upon completion of the use of the facility the individual who signed out the key will return it to the Security Control Room immediately.
- The access point to the facility will be through Security Services.
- When using the facility all vehicles are to be parked in a parking spot and not on a roadway or walkway.
- The use of the stereo during business hours must be kept at an acceptable level.

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place



## Exhibition Place

### Fraud and Other Similar Irregularities

<b>FORMERLY CALLED:</b>	As above
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Exhibition Place is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub contractors, agents, intermediaries or its own employees, to gain by deceit, financial or other benefits.

This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

#### Definitions

Fraud and other similar irregularities includes, but is not limited to:

1. Forgery or alteration of cheques, drafts, promissory notes and securities.
2. Any misappropriation of funds, securities, supplies or any other asset.
3. Any irregularity in the handling or reporting of money transactions.
4. Misappropriation of furniture, fixtures and equipment.
5. Seeking or accepting anything of material value from vendors, consultants or contractors doing business with Exhibition Place in violation of Exhibition Place's Conflict of Interest policy.
6. Unauthorized use or misuse of Exhibition Place property, equipment, materials or records.
7. Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Exhibition Place-owned software.
8. Any claim for reimbursement of expenses that are not made for the exclusive benefit of Exhibition Place.
9. Any similar or related irregularity.

#### General Policy and Responsibilities

1. It is the Exhibition Place's intent to fully investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with Exhibition Place of any party who might be or becomes involved in or becomes / is the subject of such investigation.
2. Senior Management is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
3. The City Auditor, in consultation with the City Solicitor, has the primary responsibility for the investigation of all activity as defined in this policy.





## Exhibition Place

### **Fraud and Other Similar Irregularities**

4. The City Auditor will notify the Chair of the Board of Governors of Exhibition Place of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation to the extent practical. Throughout the investigation these officials should be informed of pertinent investigative findings.
5. In all circumstances, where there are reasonable grounds to indicate that a fraud may have occurred, the City Auditor, subject to the advice of the City Solicitor, will contact the Toronto Police Service.
6. Upon conclusion of the investigation, the results will be reported to the Chair of the Board of Governors of Exhibition Place and City Council, if necessary.
7. Senior Management will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Exhibition Place's losses from the offender, or other appropriate source(s).

### **Procedures**

#### **1. All Employees**

Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify their supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the General Manager & CEO and the City Auditor. The employee shall not discuss the matter with anyone other than their supervisor, the General Manager & CEO, the City Auditor and Toronto Police Services. Employees who knowingly make false allegations will be subject to discipline up to and including dismissal.

#### **2. Managers**

Upon notification from an employee of suspected fraud, or if the Manager has reason to suspect that a fraud has occurred, the Manager shall immediately notify their Director and the General Manager & CEO and the City Auditor. The General Manager & CEO shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the person to whom the fraud was reported, the City Auditor, and Toronto Police Services.

#### **3. Directors**

Upon notification from any employee or Manager of suspected fraud, or if the Senior Manager has reason to suspect that a fraud has occurred, the Director shall immediately contact the General Manager & CEO and the City Auditor. The Director shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the General Manager & CEO, the City Auditor, City Solicitor and Toronto Police Services.



## Exhibition Place

### Fraud and Other Similar Irregularities

#### 4. General Manager & CEO

Upon notification of discovery of a suspected fraud, or if the General Manager & CEO has reason to suspect that a fraud has occurred, the General Manager & CEO will immediately contact the City Auditor. The General Manager & CEO shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the City Auditor, City Solicitor and Toronto Police Services.

Upon notification or discovery of a suspected fraud, the Auditor General, City of Toronto will promptly investigate the fraud. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Auditor General, City of Toronto, in consultation with the City Solicitor, will contact Toronto Police Service.

#### 5. Contacts / Protocols

After an initial review and a determination that the suspected fraud warrants additional investigation, the Auditor General, City of Toronto will notify the General Manager & CEO, the Chair of the Board of Governors of Exhibition Place and the City Solicitor of the allegations. The City Auditor shall coordinate the investigation with the appropriate law enforcement officials.

#### 6. Security of Evidence

Once a suspected fraud is reported, the City Auditor, in consultation with the City Solicitor, shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the City Auditor obtains the records to begin the audit investigation.

#### 7. Confidentiality

All participants in a fraud investigation shall keep the details and results of the investigation confidential. However, the City Auditor, in consultation with the Freedom of Information Coordinator for Exhibition Place and the Toronto Police Service, may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.

#### 8. Personnel Actions

If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken by the appropriate level of management, in consultation with the Human Resources, the General Manager & CEO and the City Solicitor, in conformance with Exhibition Place's Human Resources policies and procedures.



## Exhibition Place

### **Fraud and Other Similar Irregularities**

Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of the essential particulars of the allegations following the conclusion of the audit investigation and prior to final disciplinary action being taken. Where notice is given, the person against whom allegations are being made may submit a written explanation to the General Manager & CEO no later than seven calendar days after the notice is received. This requirement is subject to any Collective Agreement provisions respecting the rights of employees during disciplinary proceedings.

#### **9. Whistle-Blower Protection**

No employer or person acting on behalf of an employee shall:

- dismiss or threaten to dismiss an employee;
- discipline or suspend or threaten to discipline or suspend an employee;
- impose any penalty upon an employee; or
- intimidate or coerce an employee.

Because the employee has acted in accordance with the requirements of the policy. The violation of this section will result in discipline up to and including dismissal.

#### **10. Media Issues**

If the media becomes aware of an audit investigation, Senior Management and any other person contacted by the media shall refer the media to the General Manager & CEO. The alleged fraud and audit investigation shall not be discussed with the media other than through the General Manager & CEO or the City Auditor.

#### **11. Documentation**

At the conclusion of the investigation, the City Auditor will document the results in a confidential memorandum report to the Chair of the Board of Governors of Exhibition Place with a copy to the General Manager & CEO. If the report concludes that the allegations are founded, the report will be forwarded to Toronto Police Services.

The City Auditor will also be required to make recommendations to the General Manager & CEO which will assist in the prevention of future similar occurrences.



## **Fraud and Other Similar Irregularities**

### **12. Completion of Investigation**

Upon completion of the investigation including all legal and personnel actions, any records, documents and other evidentiary material will be returned by the City Auditor to Exhibition Place.

### **13. Reporting to External Auditors**

The City Auditor will report to the external auditors of the City all information relating to investigations.

**Approved by:           The Board of Governors of Exhibition Place  
                                  at its meeting of March 1, 2002**

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Hours of Work	
FORMERLY CALLED:	As above

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SUPERCEDES POLICY		
Feb.	23	2001

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It is the policy of Exhibition Place to have reasonable and regular hours of work that will ensure the effective and efficient operation of Exhibition Place.

Unless employees are specifically scheduled by their Manager, Director or General Manager or scheduled due to specific operating requirements, the standard hours of work will be maintained between the hours of 8:00 a.m. and 5:00 p.m.

**Permanent Salaried Staff**

Monday to Friday - 35 hours/week – Hours to be arranged and agreed to between Director / Manager and employee(s) (example 8:00 am to 4 pm, 8:30 am to 4:30 pm, or 9 am to 5 pm).

**Permanent Hourly Staff**

Monday to Friday - 37.5 hours/week . 8:00 a.m. to 4:00 p.m.

**Security Officers and Maintenance Operators**  
Subject to scheduling

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Job Posting	
FORMERLY CALLED:	Internal / External Recruitment

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Exhibition Place provides employees, regardless of status, the opportunity to equitably compete for positions that Management deems necessary to post.

The staffing process for appointed positions is outlined in the respective by-laws of the Board of Governors of Exhibition Place & Canadian National Exhibition Association.

A separate process is in place for the posting of Executive Management positions.

The job posting process for bargaining unit positions is outlined in their respective collective agreements.

Human Resources is responsible for the preparation of job postings that are distributed to all staff via Exhibition Place's electronic mail system. Staff are asked to provide copies to those employees who do not have inter-office electronic mail. Vacant positions will be advertised for up to seven calendar days.

All positions may be advertised through the internal job posting system and external recruitment process, simultaneously, at the discretion of a department head and / or Human Resources.

All applications for vacancies are to be forwarded to Human Resources by the closing date specified on the job posting.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Leave of Absence	
FORMERLY CALLED:	1/ Leave of Absence With Pay 2/ Leaves of Absence Without Pay

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In addition to Exhibition Place's Legislated Leaves policy, Exhibition Place may, at an employee's request, grant leaves of absence, without pay for personal reasons. This policy is subject to the terms and conditions of Collective Agreements and / or personal service contracts.

A leave of absence without pay is an approved leave of absence from work without pay or benefit coverage.

### Responsibility and Approval

An employee's Director or General Manager may approve a personal leave of absence, without pay, for up to five days in length in a calendar year. The employee must submit a written request for any such leave. Human Resources must be advised of any such leave.

The General Manager & CEO may, depending upon the nature, timing and circumstances, grant an employee a leave of absence without pay. Requests for such leaves must be forwarded to the Director of Human Resources for review prior to consideration and approval by the General Manager & CEO.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Pla**



## Exhibition Place

### Legislated Leaves

<b>FORMERLY CALLED:</b>	Various
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Each type of leave of absence is subject to specific conditions as set out and amended from time to time by Provincial Legislation. Whereas these leaves are also impacted by Exhibition Place's policies and procedures, please contact your Human Resources representative for assistance in clarification and the application of all relevant procedures. Some examples are:

**Canadian Citizenship Court**

**Emergency Leave**

**Family Medical Leave**

**Jury Duty or Court Service**

**Parental Leave**

**Pregnancy Leave**

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**





Lieu Time / Overtime	
FORMERLY CALLED:	1/ Lieu Time 2/ Overtime

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Various		

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Exhibition Place recognizes the time worked by employees in excess of their normal work day or week in one of two ways:

**Employees in salary grades nine through nineteen and for those in salary grades seven and eight who supervise year-round employees:**

Employees as outlined above are not eligible for overtime pay; however, lieu time will be granted on a straight time basis. In the event an employee in this category works a statutory holiday, management will schedule an alternate day off.

**Employees in salary grades one through six and for those in salary grades seven and eight who do not supervise year-round employees:**

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 statutory holiday, they receive their regular days pay and lieu time or overtime at time and one half.

**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 employee's Manager, Director, General Manager prior to being worked.

Lieu time / overtime pay must be reported on the Lieu Time / Overtime Earned form for the pay period in which it was accumulated and must be submitted to Human Resources.

**Maximum Allowances**

The maximum lieu time that may be taken in time-off is 105 hours for a 35-hour week, 112.5 hours for a 37.5 hour week and 120 hours for a 40-hour week.

There is no maximum on the overtime hours paid.

**Scheduling Lieu time**

Lieu time may be taken in time off when it is mutually agreeable to the employee and their Manager, Director, General Manager.

Lieu time must be scheduled and used by April 30<sup>th</sup> of the next calendar year. The General Manager & CEO must approve carry over provision of lieu time beyond April 30th of the following year.



## **Exhibition Place**

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### **Lieu Time / Overtime**

#### **Termination or Retirements**

Managers, Directors, General Managers should encourage staff to use lieu time entitlements. If lieu time cannot be used prior to termination or retirement, Exhibition Place will be responsible for paying the lieu time balance upon termination or retirement.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

### Media Contact

**FORMERLY  
CALLED:**

As above

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For purposes of media contact in relation to making statements, giving interviews or providing Exhibition Place information, the following protocols are to be observed by all employees.

The General Manager & CEO and / or the Chair of the Board of Governors of Exhibition Place or designate are solely responsible with respect to Exhibition Place matters.

In matters dealing with the Canadian National Exhibition (CNE), the General Manager and / or President of the Board of Directors of the CNEA or designate will make statements.

For purposes of promoting events during the period of the CNE and / or on-going events at Exhibition Place, staff as part of their assigned duties may arrange media advertising.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



DATE OF ISSUANCE		

Military Service	
FORMERLY CALLED:	New

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Exhibition Place supports employees who are actively engaged in the Canadian Forces whether it be in the Reserves or in active duty overseas.

In addition to their regular vacation, an employee who is a member of the Armed Forces Reserves will be granted a leave of absence with pay for:

- Up to two weeks in a calendar year for prescribed military training
- One assignment to a regular military command for a maximum of one year,

An employee on training leave will be paid their regular salary for the period of absence from work provided that any military compensation received, excluding expenses, will be reimbursed to Exhibition Place.

An employee will be granted an unpaid leave of absence for the duration of their assignment, to a maximum of one year, for their one time assignment to a regular military command. The employee may elect to pre pay the costs of their benefits, including pension, should they wish to do so.

An employee will advise Exhibition Place prior to enrolling in the Armed Forces Services.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Pension Program	
FORMERLY CALLED:	N/A

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All permanent employees who are hired into a continuous full-time position must enrol in the Ontario Municipal Employees Retirement System (OMERS).

Contract employees, pursuant to the OMERS Act and Regulations, may be eligible to enrol in OMERS.

Further information is available in the OMERS Members Handbook.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Performance Evaluation	
FORMERLY CALLED:	As above

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Exhibition Place recognizes that exceptional performance is essential to providing professional and cost effective service. Employee performance evaluation will provide the foundation for improving and maintaining employee performance so that business objectives can be achieved successfully.

The evaluation process is intended to provide employees with continuous and current feedback as to their performance. This information, along with suggested skills / training, will provide them with the necessary tools to improve / enhance areas of their skills, talents and abilities.

All non-union employees will participate in the performance evaluation program on annual basis.

Although performance evaluation reviews are to be completed within thirty days of calendar year end, it is imperative that all Managers, Directors, General Managers provide performance feedback on a regular and continuous basis so that an employee is continuously aware of any improvements that may be required.

Employees will have access to any documentation that describes their performance.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Positive Workplace Environment	
FORMERLY CALLED:	Workplace Harassment

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Every employee has the right to work in an environment that promotes well being, recognizes diversity, encourages employees to achieve their best and rewards a team oriented workplace.

Exhibition Place will not only embrace the spirit of the Ontario Human Rights Code but will strive to be a community leader in creating a productive workplace where each employee is treated with dignity and respect.

Behaviours that intimidate, annoy, offend or are malicious in nature will not be tolerated. Any person who persists in such behaviour, which they know or should know, is unwelcome, may be deemed to have participated in harassing activities.

The workplace is defined as any location where the business of Exhibition Place is being conducted. Harassment which occurs outside the workplace but which has repercussions in the work environment, adversely affecting employee relationships, may also be defined as workplace harassment.

In the event an incident occurs, the management of Exhibition Place will treat any complaint of harassment as a serious matter. It is Exhibition Place's desire that complaints of harassment will be successfully resolved within Exhibition Place. All complaints received will be held in the strictest confidence.

Workplace harassment is unpleasant and intimidating. Fear of retaliation, embarrassment or feelings of guilt may prevent employees from complaining, however, it is essential that each employee protect their rights and the rights of others by following the guidelines below.

**Ask the harasser to stop:** Inform the harasser that their behaviour is unwelcome. An individual although they should know better, may not realize that they are being offensive. A simple request may resolve the problem. If the person refuses to cooperate, remind them that such behaviour is against Exhibition Place policy.

**Keep a record of the harassment:** When did the harassment start, for example dates, times, location? What happened? Were there any witnesses? Were there any threats of reprisal? What was your response? Failure to keep a diary of the events will not invalidate your complaint, however will reinforce it.

**Continuing Harassment:** If the harasser continues their behaviours, you should report the problem to your supervisor and / or a member of Human Resources.

**Resolving the Situation:** Upon receiving a complaint, the Manager, Director, General Manager will advise the Director of Human Resources and together they will conduct an investigation. The



## Exhibition Place

### **Positive Workplace Environment**

investigation will include interviewing the complainant, the alleged harasser and any other persons who may provide information.

Information will be received in strict confidence and will be documented. If there is evidence of harassment, sufficient disciplinary action, up to and including discharge, will be taken to prevent any recurrence.

It is the responsibility of all supervisory staff to see that harassment does not occur in the workplace and to protect any employee from retaliation. It is the responsibility of all employees to promote a safe and harmonious workplace and to take such steps as necessary to ensure that any instances of harassment or intimidation are reported to Human Resources.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**





Pregnancy / Parental Leave	
FORMERLY CALLED:	1/ Pregnancy Leave 2/ Parental Leave

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Exhibition Place provides Pregnancy Leave and / or Parental Leave to eligible employees in accordance with the Employment Standards Act.

#### **Pregnancy Leave**

An eligible employee is entitled to 17 weeks of pregnancy leave. An employee must provide at least 2 weeks' written notice before the start of the leave and at least 4 weeks notice before returning to work from the leave. Pregnancy leave may start up to 17 weeks before an employee's expected date of delivery. An employee returning from Pregnancy Leave will return to her former position or a comparable position.

#### **Parental Leave**

An employee who has taken pregnancy leave is entitled to 35 weeks of parental leave. A father or any other parent as defined in the Act is entitled to 37 weeks of parental leave. 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.

A natural mother must begin her parental leave when her pregnancy leave ends or after the child first comes into her custody, care or control. A father or any other parent as defined in the Act, must begin their leave no later than 52 weeks after the birth or after the child first comes into their custody, care or control.

Employees are encourage to provide the employer with as much notice as possible but should provide the employer written notice at least 2 weeks before the start of the leave.

An employee returning from Parental Leave will return to their former position or a comparable position.

#### **Salary & Benefits**

Employees who are eligible for pregnancy / parental benefits under the Employment Insurance Act may collect benefits for up to 15 of the 17 weeks of the pregnancy leave and 35 weeks of the parental leave.

Exhibition Place pays a top-up equal to the difference between the employment insurance benefit, plus any other earnings, and 75% of an employee's regular pay for the weeks the employee is in receipt of employment insurance benefits. Employees must provide proof of employment insurance payment.



## Exhibition Place

### **Pregnancy / Parental Leave**

Basic benefits such as health, dental, group life insurance, AD&D and LTD continue during the approved leave periods.

Sick and vacation credit accrual (where applicable) continue to accrue during Pregnancy / Parental leave.

Should an employee wish to maintain pension service credits, they must pay the employee's contribution for the duration of the leave and Exhibition Place will match these contributions.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

Professional Development	
FORMERLY CALLED:	1/ Tuition Reimbursement 2/ Seminars and Courses

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Exhibition Place is committed to 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 also 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 Manager. Prior to participation in any of the following, authorization must be obtained from the employee's Director, Director of Human Resources and / or General Manager & CEO.

### Courses / Programs

Courses / Programs 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. For further information on this, please refer to Exhibition Place's Tuition Reimbursement policy.

### Seminars / Conferences

Seminars / Conferences offered by professional organizations are generally 5 days or less and the costs are referred to as 'registration fees'. Reimbursement for fees and / or associated costs (commercial travel, lodging) will be paid in full. Any other related expenses, subject to established per diems, are to be claimed on an expense report.

### Continuing Education

A leave of absence may be approved for employees to attend an educational facility for the purpose of furthering formal education on a full or part-time basis.

The General Manager & CEO may, depending upon the nature, timing and circumstances, grant an employee a leave of absence with or without pay. Requests for such leaves, including costs, timing and job related benefits, must be forwarded to the Director of Human Resources for review prior to consideration by the General Manager & CEO.



## Exhibition Place

### **Professional Development**

#### **Professional Membership / Association Fees**

Exhibition Place will pay the cost of Membership and / or Association fees related to the employee's professional designation and job duties.

#### **Professional Publications**

Exhibition Place will pay the subscription cost for professional publications.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



## Exhibition Place

### Reimbursement of Legal Costs

FORMERLY CALLED:	As above
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When an employee is charged with an offence under the Criminal Code, The Highway Traffic Act, or any other Statute for acts done in the performance of their duties, the following shall apply:

The employee charged shall, in the first instance, be responsible for their defence including the retaining of legal counsel.

- If the employee is acquitted of the charge (or if the charge is dismissed) and their legal costs do not exceed \$500, they shall be reimbursed for such costs on the approval of the Director of Human Resources.
- Where the employee is acquitted (or if the charge is dismissed) and their legal costs exceed \$500, the amount shall be referred by the Director of Human Resources to the General Manager & CEO for consideration.
- Where an action or other proceeding is brought against an employee, which in the opinion of the Board of Governors of Exhibition Place arises out of acts or omissions done or made by such employee in their capacity as an employee of Exhibition Place, Exhibition Place may pay any damages or costs awarded against such employee, if permitted by law or legal expenses incurred by them as may be determined by the Board of Governors of Exhibition Place.

Where Exhibition Place reimburses an employee for any legal expenses, damages or costs under this policy, 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.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Secondment Opportunities	
FORMERLY CALLED:	1/ Acting Assignments / Secondment Opportunities 2/ Transfer 3/ Management Acting Assignment

DATE OF ISSUANCE		

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Various		

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Exhibition Place needs to maintain flexibility in staffing, to allow Management to respond to operational demands and allowing employees to gain alternative experience by providing secondment opportunities.

Secondment opportunities occur when a position becomes vacant for a defined period of time. At Management's discretion, secondment opportunities may be posted and at that time all active employees regardless of status may apply.

In the event:

1. The seconded employee is being paid within the seconded position salary grade no adjustment is required.
2. The seconded employee is being paid in a salary grade lower than the seconded position; an adjustment of up to 6 per cent will be applied or paid at the minimum of the new salary range. In no case will the adjustment exceed the maximum salary range of the position.
3. An employee applies and is successfully seconded into a lower salary grade; they will be paid within the salary range of the seconded position.
4. An employee is asked to assume the responsibilities of a position with a lower salary grade on a secondment basis; their salary will remain unchanged.

Benefit coverage, with the exception of the pension plan contribution, remains unchanged during the period of the secondment. Unless a staffing and / or organizational change occurs to eliminate their original position, the seconded employee will have on-going "rights" to their base position.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Smoking Restrictions	
FORMERLY CALLED:	Smoking in the Workplace

DATE OF ISSUANCE		
May	1	2006

SUPERCEDES POLICY		
January	21	2003

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In keeping with all governmental legislation, City of Toronto By-laws and having regard for the health and welfare of all employees, guests, contractors and customers to Exhibition Place, smoking is prohibited throughout **ALL** Exhibition Place facilities, buildings, structures and vehicles. This includes smoking within personal vehicles that are parked inside any Exhibition Place facility, building or structure.

The success of this policy will depend upon the thoughtfulness, consideration and co-operation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Director of Human Resources for a final decision. In all cases, the right of a non-smoker to protect their health and comfort will take precedence over an employee's desire to smoke.

Copies of this policy will be posted and distributed. Appropriate signage will be posted at the entrance to all office locations to indicate graphically "No Smoking" and will reference the current City of Toronto Workplace By-Law.

Failure to comply with this policy may result in fines levied under the City's By-laws and / or disciplinary action as administered by Management.

#### Reference

Ministry of Labour - Smoking in the Workplace Act, January 1, 1990 (as amended).  
City of Toronto Workplace By-laws (as amended)

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Statutory / Specified Holidays	
FORMERLY CALLED:	As above

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Salaried and permanent hourly employees are entitled to the following specified holidays in each calendar year:

#### Statutory Holidays

New Year's Day  
Good Friday  
Victoria Day

Canada Day  
Labour Day  
Thanksgiving Day

Christmas Day  
Boxing Day

#### Specified Holidays

Easter Monday  
Civic Holiday  
Remembrance Day (observed when it falls between Monday and Friday)

#### In addition to the above specified holidays:

2 Floater Holidays: 1 day designated to be taken on Friday of Molson Grand Prix of Toronto (unless varied by Exhibition Place) and the other to be taken at a mutually agreed to time.

When any of the above named holidays fall on a Saturday or Sunday (except Remembrance Day), a notice will be issued by the Human Resources Department indicating the day designated for observance of such specified holiday.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**





Travel	
FORMERLY CALLED:	As above

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Exhibition Place recognizes that travel may be required to conduct its business affairs or to attend professional development events. Employees will be reimbursed for necessary travel expenses where authorized in accordance with this policy.

Business travel is travel which is necessary to conduct the business affairs of the Board. Business travel may include:

- travel to carry out specific job responsibilities; and
- taking part in a study or inspection tour, visit or meeting, as directed by the Board.

Discretionary travel is travel which is not required to conduct business affairs, but may further Exhibition Place's goals. Discretionary travel may involve:

- attending a conference or convention sponsored by an association to which an employee belongs;
- participating in a seminar or conference which will further an individual's professional development and benefit the Board;
- taking part in a study or inspection tour, visit or meeting, which has not been directed by Exhibition Place;
- traveling as an executive of a professional association, if membership has been paid by Exhibition Place; and
- traveling to an event where an individual is a speaker, panel member or presenter, if Exhibition Place's participation is formally recognized in the agenda.

A conference /convention is a general meeting of an organization or association. This type of event, which is usually centered around a particular theme or subject, provides participants with an opportunity to hear a variety of speakers and establish contacts with other members.

A seminar is a program devoted to a single subject, topic or theme in a workshop or classroom type environment. Attendance at a seminar is directed to learning a specific skill or acquiring theoretical knowledge to enhance performance.

This policy is to ensure that an appropriate level of accountability and control is maintained while allowing staff the flexibility to carry out job responsibilities in an efficient and effective manner.

This policy applies to all employees of Exhibition Place.

The authorization required to travel depends upon the type of travel and estimated costs. All travel must be approved in advance. Before travel can be authorized, employees must provide an estimate of the travel costs including any additional insurance.



## Exhibition Place

### **Travel**

A General Manager may approve travel costs of up to \$2,500.00 per person. The General Manager & CEO's written approval is required if the total estimated costs per person exceed \$2,500.00.

All travel expenses are to be budgeted for and charged to specific travel accounts in department's operating estimates.

Dependant on destination and mode of travel, staff when traveling, must confer with Human Resources to ensure that they have sufficient insurance to offset any potential liability to Exhibition Place. Exhibition Place will pay the costs of such additional insurance.

In situations where conference packages include combined registration, hotel and / or travel, arrangements may be booked with the conference organizer or through the corporate travel agent, whichever is most convenient.

#### **Documentation Required Prior to Travel**

Prior to traveling, employees must complete a "Training / Development / Business Travel" form that includes an estimate of all travel costs. Employees must ensure that the total estimated costs are within the budget limitations and that all the appropriate taxes are included and calculated at the current rate for the destination to which an employee will be traveling. All costs should be converted into Canadian funds using the exchange rates established by the Board of Governors of Exhibition Place.

Employees must confer with their Human Resources representative regarding out of province medical insurance.

The original copies of registration forms should be completed and submitted with the travel request form to the department administrator for approval.

While traveling, all receipts must be retained for reimbursement purposes.

#### **Documentation Required for Reimbursement of Travel Expenses**

To receive reimbursement for travel expenses, employees must complete an expense report and attach all original receipts. All costs must be converted into Canadian funds using current exchange rates. Any payments made directly by the Board for registration, hotel travel or other expenses must be deducted from the total claim. See chart below for examples.

If the total expenses exceed the estimated costs, Director or General Manager approval is required before an individual can be reimbursed.



# Exhibition Place

## Travel

Item	Standard	Limits	Receipt
Travel	Economy class - air / rail or alternative means of transportation to a maximum of equivalent cost.	None	Yes
Ground Transportation to / from terminal	Reasonable economic means of transportation	None	Yes
Accommodation	Standard room		Yes
Convention Registration Fees	As required		Yes
Sundry expenses including meals, telephone, local transportation	Per Diem	\$65.00 in Canada or \$65.00 U.S. elsewhere	No
Use of Personal Automobile	Meterage charge is allowed provided total of meterage charge is not greater than the charge by the most economical type of public conveyance.	Per City of Toronto Policy	No

Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place



## Exhibition Place

### Tuition Reimbursement

**FORMERLY  
CALLED:**

**1/ Tuition Reimbursement  
2/ Education Assistance**

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Various		

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Exhibition Place is committed to 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 also 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 tuition assistance to employees who wish to improve their competencies.

All permanent full-time employees who have completed their probationary period are eligible to apply for tuition aid.

The employee must initiate the request for tuition reimbursement. Employees must attend courses on non-work time. The course(s) request must be work related and consistent with the employee's career plans as discussed with their Manager, Director, General Manager. Courses must be delivered by a provincially recognized institution (colleges, universities, business or technical schools). Classroom programs, distance learning and correspondence courses are acceptable.

Employees are required to submit a Training & Development Request for Authorization form along with a written description of how the course content contributes to their knowledge, competence, and / or career development plans. Requests for tuition reimbursement approval must be obtained prior to course enrollment.

Approval for participation will be upon the recommendation of the employee's immediate supervisor and is subject to the approval of their Director, Human Resources and the General Manager & CEO.

Reimbursement is limited to 75 percent of the total cost of tuition. Course materials, including books, exam fees, parking fees, etc., are not eligible for reimbursement. Tuition reimbursement is limited to a maximum of \$1,000.00 (Canadian) per employee per year. However, the actual amount any one individual may receive will be based on the available budget. To be reimbursed, employees are required to submit to Human Resources proof of attendance, a receipt for payment of tuition and evidence of successful completion, i.e., passing grade of the course in order to be reimbursed. The institution providing the course determines a passing grade.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



Vacation Entitlement	
FORMERLY CALLED:	1/ As above 2/ Vacation Carryover

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#### **Vacation entitlement:**

##### **Employees in salary grades fifteen to nineteen**

- 4 weeks for employees who have completed one year of service
- 5 weeks for employees who have completed 17 years of service
- 6 weeks for employees who have completed 23 years of service
- 1 additional vacation day per year upon completion of 19 years of service to a total accumulation of 6 weeks after the completion of 23 years of service.

##### **Employees in salary grades nine through fourteen and for those in salary grades seven and eight who supervise year-round employees**

- 3 weeks for employees who have completed one 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
- 6 weeks for employees who have completed 23 years of service
- 1 additional vacation day per year upon completion of 19 years of service to a total accumulation of 6 weeks after the completion of 23 years of service.

##### **Employees in salary grades one to six and for those in salary grades seven and eight who supervise year-round employees**

- 3 weeks for employees who have completed one 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
- 6 weeks for employees who have completed 23 years of service

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 service. The month of hire is counted provided an employee commences regular full time employment prior to the 15th of the month. Employees must be in receipt of wages (with the exception of those on an approved maternity / parental leave) in order to be entitled to vacation credits.

An employee in their first year of service is eligible to take vacation days equivalent to the number accrued at the time of actual requested absence.

Vacation credits may not normally be used before being earned.



## **Exhibition Place**

### **Vacation Entitlement**

Employees should submit requests for vacation approval, in writing, to their direct supervisor and are expected to schedule their vacations as far in advance as possible.

Supervisors are responsible for managing vacation schedules to ensure employees use their annual vacation entitlement.

Each area is responsible for the preparation of its own 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.

Prior to commencing vacation an employee may delay the start of their vacation or reschedule the vacation period if:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.
- They are required to appear in court for jury duty or witness service.

Employees having commenced vacation may apply for the restoration of vacation credits in the following circumstances:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.

Employees may be asked to provide reasonable proof to Human Resources in order to receive approval for the postponement of the vacation and / or the restoration of vacation credits.

### **Vacation Carry-Over**

Employees may carry over from one calendar year to the next, a maximum of one year's vacation entitlement.

Requests to carry over more than one year's entitlement require the approval of the General Manager & CEO.

In unusual circumstances, when vacation that is carried over cannot be used, for example, where an employee has been asked to forego vacation for operational reasons, requests for extension to the following year will be considered on a case-by-case basis.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**



# Exhibition Place

## Work Rules and Conduct

FORMERLY  
CALLED:

Work Rules and Regulations

### DATE OF ISSUANCE

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### SUPERCEDES POLICY

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Exhibition Place will ensure that all employees adhere to specified work rules regarding their conduct.

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 their Director or the General Manager & 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.



## Exhibition Place

### **Work Rules and Conduct**

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 card. 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 are to be worn only while on duty or when traveling between an employee's residence and the workplace except when expressly authorized.
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.

**Approved by: The General Manager / CEO & The Board of Governors of Exhibition Place**