



Board Policy Amendments

Policy	Policy Number	Page Number	Created	Adopted or Amended
CONSTITUTION & BYLAWS			Feb 18/05	See C&BL section
SECTION I – Governance Policies				
Governance Framework		4	06/15/15	07/02/15
Purpose (Vision, Mission, Values)	1.0	5	06/15/15	To be ratified at next AGM
Annual Policy Review	2.0	5	06/15/15	07/02/15
Board Member Recruitment	3.0	5	06/15/15	07/02/15
Board Development & Orientation	4.0	5	06/15/15	07/02/15
Board Committees	5.0	6	06/15/15	07/02/15
Attendance at Board Meetings	6.0	6	06/15/15	07/02/15
Conflict of Interest	7.0	7	06/15/15	07/02/15
Board Meetings	8.0	8	06/15/15	07/02/15
Absence of the Centre Coordinator	9.0	9	06/15/15	07/02/15
Confidentiality & Privacy	10.0	10	06/15/15	07/02/15
Composition of the Board	11.0	10	06/15/15	To be ratified at next AGM
Membership of the Society	12.0	10	06/15/15	To be ratified at next AGM
Annual General Meeting	13.0	11	06/15/15	To be ratified at next AGM
SECTION II – Personnel Policies				
General Guidelines		3	06/15/15	06/15/15
Equal Opportunity Employment	1.0	4	06/15/15	06/15/15
Definition of Employee	2.0	4	06/15/15	06/15/15
Safety & Healthy Work Environment	3.0	4	06/15/15	06/15/15
Harassment, Discrimination & Anti-Bullying	4.0	5	06/15/15	06/15/15
Introductory Period / Probationary Period	5.0	7	06/15/15	06/15/15
Orientation, Training & Staff Development	6.0	8	06/15/15	06/15/15
Employee Recruitment, Selection & Hiring	7.0	8	06/15/15	06/15/15
Conflict of Interest	8.0	10	06/15/15	06/15/15
Confidentiality & Privacy	9.0	11	06/15/15	06/15/15
Hiring & Screening	10.0	12	06/15/15	06/15/15
Organizational Structure	11.0	13	06/15/15	06/15/15
Attendance, Absenteeism, Tardiness	12.0	14	06/15/15	06/15/15
Hours of Work	13.0	17	06/15/15	06/15/15
Overtime	14.0	17	06/15/15	06/15/15
Deductions	15.0	18	06/15/15	06/15/15
Minimum Daily Pay	16.0	18	06/15/15	06/15/15
Meal Breaks	17.0	18	06/15/15	06/15/15
Statutory Holidays	18.0	19	06/15/15	06/15/15



SECTION III – Operational Policies				
Thrift Store Policy	1.0	4	06/15/15	06/15/15
Thrift Shop Acceptance & Distribution Policy	1.1	4	06/15/15	06/15/15
Centre Policies	2.0	5	06/15/15	06/15/15
Dog	2.1	5	06/15/15	06/15/15
Keys	2.2	5	06/15/15	06/15/15
Cell Phone Usage	2.3	5	06/15/15	06/15/15
Schedules	2.4	6	06/15/15	06/15/15
Smoking	2.5	6	06/15/15	06/15/15
Counselling	2.6	6	06/15/15	06/15/15
Conducting Personal Business	2.7	6	06/15/15	06/15/15
Booking Rooms	2.8	6	06/15/15	06/15/15
Equipment Usage	2.9	6	06/15/15	06/15/15
Media	2.10	6	06/15/15	06/15/15
Meal Breaks	2.11	6	06/15/15	06/15/15
Conduct	2.12	6	06/15/15	06/15/15
Dress code, Hygiene & Personal Appearance	2.13	6	06/15/15	06/15/15
Discrimination, Harassment, Bullying	2.14	6	06/15/15	06/15/15
Taking Product / Clothing	2.15	6	06/15/15	06/15/15
SECTION IV – Volunteer Policies				
Volunteer Recruitment Practices	1.	2	06/15/15	06/15/15
Screening Requirements	1.a	2	06/15/15	06/15/15
Confidentiality	1.b	2	06/15/15	06/15/15
Media Consent Release	1.c	2	06/15/15	06/15/15
Orientation & Training	1.d	2	06/15/15	06/15/15
Checklist Requirements	1.e	2	06/15/15	06/15/15
Emergency Requirements	2.	2	06/15/15	06/15/15
Health Concerns	3.	2	06/15/15	06/15/15
Reporting	4.	2	06/15/15	06/15/15
Fragrance Free Environment	5.	2	06/15/15	06/15/15
Tracking Hours	6.	3	06/15/15	06/15/15
Dependability	7.	3	06/15/15	06/15/15
Interaction with Guests (Clients)	8.	3	06/15/15	06/15/15
Concerns & Disagreements	9.	3	06/15/15	06/15/15
Dress code, Hygiene & Personal Appearance	10.	3	06/15/15	06/15/15
Identification	11.	3	06/15/15	06/15/15
Behavior & Code of Conduct	12.	3	06/15/15	06/15/15
Leave of Absence	13.	3	06/15/15	06/15/15
Expenses	14.	3	06/15/15	06/15/15
Responsibility / Commitment	15.	3	06/15/15	06/15/15
Meals / Breaks	16	3	06/15/15	06/15/15
Cell Phones	17	3	06/15/15	06/15/15
Smoking	18	4	06/15/15	06/15/15
Incident Reporting	19	4	06/15/15	06/15/15



Injury	20	4	06/15/15	06/15/15
Safety	21	4	06/15/15	06/15/15