

#523 – 4438 West 10<sup>th</sup> Ave  
Vancouver BC, V6R 4R8  
t. 604 333-3513 f. 604 333-3514  
[info@judobc.ca](mailto:info@judobc.ca) [www.judobc.ca](http://www.judobc.ca)

## Employee Policy

### 1) Hiring

The Board of Directors shall be responsible for hiring and supervising staff required to manage the Judo BC Office and programs.

### 2) Employee's Duties

- a) The Employee agrees to commit all of their time and energy to their employment. The Employee agrees to have no other employment during the duration of this agreement unless otherwise agreed upon in writing.
- b) The Employee shall keep secret and confidential, and not disclose to any person, organization or corporation whatsoever or use for his own benefit, unless authorized in writing by the Organization, any information including, but not limited to, business methods, materials, lists of clients and prospective clients, and any records related thereto.

### 3) Expense Reimbursement

It is agreed that the Organization shall reimburse out-of-pocket business expenses, in accordance with the published organizational policies, to the Employee properly incurred by the Employee in connection with the Employee's duties provided that such expenses are approved by an authorized officer of the Organization. The Employee shall submit an itemized expense account for all such expenses, together with receipts showing all monies actually expended by the Employee on behalf of the Organization and such other information as the Organization may request from time to time.

### 4) Employee Representation

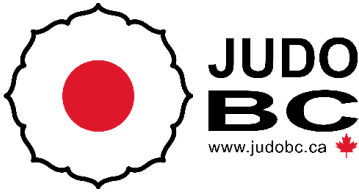
The Employee represents that they are not in possession of any confidential information from a previous employer that is protected by law and that can be used by the Organization for profit purposes.

### 5) Hours of Work, Lieu Time and Statutory Holidays

- a) Hours of work are usually between 9:00 am and 5:00 pm, Monday to Friday. However, the nature of the Organization does require weekend and evening hours from time to time to attend meetings and events. The employee will be eligible for time off in lieu of overtime for additional evening or weekend hours which extend the employee workweek beyond 50 hours.
- b) The Employee will receive leave with pay for all BC Statutory Holidays.

### 6) Termination

- a) Except where the Organization has cause to terminate the Employee's employment, the Employer may terminate the Employee by providing the amount of statutory notice in writing, or payment in lieu thereof, any statutory severance to which the Employee may be entitled according to BC Employment Standards legislation.
- b) Upon termination, the Employee shall return any and all confidential information provided to the Employee by the Organization or generated by the Employee during the period of employment with the Organization and copies of all lists, in any form or format, of clients or prospective clients of the Organization and any and all material related to the Organization's business methods, technical information, and any and all related information thereto.



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- c) The Employee acknowledges and agrees that irreparable damage will result to the Organization in the event of the breach by the Employee of any of their obligations hereunder and is therefore understood and agreed that, in the event of any such breach by the Employee, the Organization shall be entitled, in addition to other legal and equitable remedies available to it, to an injunction to restrain such breach by the Employee.
- d) Should the Employee resign from the Organization without cause, the Employee is required to provide the Organization thirty (30) days notice unless otherwise mutually agreed upon in writing.

## 7) Workplace Bullying and Harassment

- a) Policy Statement  
As a workplace, Judo BC believes and enforces the belief that workplace bullying is unacceptable and will not be tolerated.
- b) Reporting Procedures
  - i) How to report  
Workers at Judo BC can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.
  - ii) When to report  
Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
  - iii) Reporting contact  
Report any incidents or complaints to the Executive Director
  - iv) Alternate reporting contact  
If the employer, the complainant's supervisor, or the reporting contact named in step iii) is the person engaging in bullying and harassing behaviour, contact the President of Judo BC.
  - v) What to include in a report  
Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.
  - vi) Annual review  
These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.