

EMPLOYMENT POLICY MANUAL

Revised January 2018

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1. INTRODUCTION TO CAROUSEL PLAYERS

1.1 Employee Value Statement

Working at Carousel Players means being part of a family atmosphere. We are a small organization, requiring each employee to work equally well independently and as part of a team on all activities. We foster a high degree of trust, honesty and sharing in the open communications required to fulfill our vision.

1.2 A Brief History of Carousel Players

Carousel Players was founded in 1972 by Desmond Davis, a Professor of Drama at Brock University in St. Catharines. Carousel has had five other Artistic Directors since its inception: Duncan McGregor, Pierre Tetrault, Kim Selody, Pablo Felices-Luna, Jessica Carmichael, and the present Artistic Director, Monica Dufault.

Since we began, over 2.8 million students, teachers and families have seen our productions in schools and theatres across Ontario and Canada. We have established artistic exchanges with some of the finest children's touring companies in the world that have enabled us to bring our innovative work to new audiences outside of Canada, as well as bringing innovative work to our community, our province, and other parts of Canada. Many of our plays have been nominated for Dora Awards for Outstanding Theatre for Young Audiences and the theatre received Dora Awards for *Dinosaurs & All the Rubbish* in 1993 and *Patty's Cake* in 2003. Carousel Players received the Lieutenant Governor's Award for the Arts in 1997, the Canada Council's Theatre for Young Audiences Prize for *Patty's Cake* in 2003, the Great Grants Award from Ontario Trillium Foundation in 2005, the Innovation in the Arts Award for the Niagara Artists in the Classroom program from the City of St. Catharines in 2009 and the first Arts in Education Award from the City of St. Catharines in 2013.

1.3 Legal Mandate

To present educational drama as a professional theatre company for children in schools, libraries, galleries etc., and to act as a resource service in educational drama, ensuring that our programs are affordable for all children regardless of their socio-economic status or situation.

1.4 Our Vision

Carousel Players is an award-winning professional theatre company for young audiences. We are committed to the development of new work and the production of theatre that entertains and challenges our audiences. We present inspiring and creative plays for children aged 5 to 15 years in theatres, schools and other performance venues. We ensure that our performances, summer theatre school, and outreach programs can be accessed by all children and families regardless of their socio-economic background.

We believe live theatre develops artistic awareness, learning skills and a sense of well-being in children.

1.5 Our Values

Professionalism: We are committed to a consistent, professional quality of work and maintaining our reputation for artistic excellence.

Respect: We strive to be sincere, respectful and playful in our relationships with children and their caregivers.

Ideas: We are eager to share, explore and stimulate new ideas.

Appreciation: We like to show appreciation for our friends in the world around us.

Responsibility: We strive to be a helpful colleague and good citizen in our discipline (theatre for young audiences), in our field (performing arts) and in our community (the Niagara Region).

Legacy: We are dedicated to making all our children's first exposure to professional theatre a playful, enlightening and memorable experience.

Balance: We are committed to helping employees achieve a healthy balance between their personal and professional life.

1.6 Artistic Role

Artistic decisions are made by the Artistic Director, in consultation with the General Manager, and presented to the Board of Directors. Carousel Players is a company with a strong presence. We are a vital artistic force within our local community. We have also become a major source of innovative theatre for young audiences to many professional theatre companies and communities throughout Ontario and across Canada.

The people with whom we wish to communicate spend most of their time in schools therefore much of our work is created to tour into schools, but we also find opportunities to play to children, their families and caregivers in theatres dedicated to programming quality professional theatre for young audiences. We fulfil our vision by presenting our work within our region, which consists of the "905" area in Ontario. We have also toured throughout Ontario, across Canada, and internationally.

We believe live theatre is a powerful tool in the development of a healthy society. We believe the theatre experiences we present can play an important role in the development of socially healthy human beings, particularly children. We believe the most effective way to achieve this vision is through artistic excellence. When theatre is done well, it transforms the way humans can think.

1.7 Strategic Planning

Starting in September 2016, consultant Liz Palmieri worked with the Board, staff and selected committees of Carousel Players to prepare a new strategic plan for 2017 to 2020. The resulting strategic plan was approved by the Board in February 2017.

The Strategic Plan set out five goals serve as objectives for Carousel Players:

- Maintain Carousel Players' artistic excellence while exploring and developing the repertoire of plays for young people.
- Identify opportunities to strengthen audience engagement and broaden the dissemination of our work.
- Ensure an appropriate balance exists between Carousel Players activities and its human and financial resources
- Ensure that human and financial resources are developed and sustained
- Stabilize administrative and production facilities

1.8 Constituencies

Carousel's primary constituency is students enrolled in Niagara Region's elementary schools systems and nearby schools in the '905' area and their families. Our secondary constituency is secondary school students in Niagara and the '905' area and their families. Our tertiary constituency are students enrolled in schools outside the province and their families.

We offer two tours annually to service our primary constituency with a third project targeted to our secondary or tertiary audience. Our programs are first and foremost quality theatre which enrich and enliven the curriculum, and fulfil our mandate by dealing with issues critical to young audiences and by being created and produced by professional artists.

Our Board of Directors are volunteers of the organization. We also use volunteers for Carousel Caravan, our annual fundraising event, as theatre assistants at summer camp, and as ushers for our public performances.

Carousel's move out of the Courthouse, resulting in splitting our operations between three different facilities, has created new partnerships with Brock University's Department of Dramatic Arts, Essential Collective Theatre, Niagara Folk Arts Multicultural Centre, and Silver Spire United Church.

1.9 Contribution To The Community

Carousel Players is a professional resource to the local and regional arts-in-education community. Props, costumes and sets are made available to school and community groups. The small theatre created in partnership with the Niagara Folk Arts Multicultural Centre provides an incubator performance and public event space for community and arts groups.

Carousel has developed a series of Summer Theatre Camps available to local school aged children. Carousel is involved with mentorship and internship with local high schools, Niagara College and Brock University. We have also produced plays in association with the Niagara Symphony and Roseneath Theatre. Carousel has partnered with local schools and Brock University on special projects like Commotion, Niagara Artists in the Classroom, Playlinks, City Treaty project, festivals and workshops. Brock University Education and Theatre Departments providing special performances and workshops for pre-service teachers and theatre students.

The Artistic Director, General Manager, and other staff serve as mentors to individual artists, arts workers, and smaller performing arts organizations.

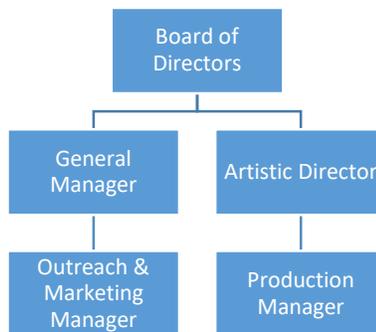
1.10 Building/Facilities

From 2000 to 2016, Carousel Players housed its offices, held rehearsals and workshops, stored its production equipment, and offered public performances at the Old Courthouse in downtown St. Catharines. In 2004, the Company raised over \$250,000 and transformed a portion of the second floor into a 120 seat theatre – the Sullivan Mahoney Courthouse Theatre. An arts hub on the second floor provided office space to arts organizations from 2008 to 2016.

After 16 years operating in the Old Courthouse and showcasing many of Niagara's performing arts companies in the Sullivan Mahoney Courthouse Theatre, Carousel moved its offices to the second floor of Silver Spire United Church. We created a new arts hub with Essential Collective Theatre where we operate our administration, host community meetings, and share our large open workspace with ECT and other users.

Carousel Players now operates out of three locations: Silver Spire (our offices), Marilyn I. Walker (new play development workshops) and Folk Arts (rehearsals and youth outreach programs).

1.11 Organizational Structure



1.12 Reviewing/Updating Policies

Carousel Players employment policies will be reviewed and amended as required. All policies will be reviewed by the Board of Directors not less than once every three years.

2. GENERAL EMPLOYMENT POLICIES

2.1 Privacy

POLICY: Privacy	
CATEGORY: General Policies	NUMBER: 2.1
EFFECTIVE: May 2005	REVISED: August 2016

Policy:

Carousel Players is committed to protecting the privacy of the personal information of its audiences who see our plays in the theatre and schools, our members, board of directors, employees, theatre school participants and website users. Carousel Players does not sell, trade or give out its membership mailing lists.

Carousel Players frequently gathers and uses personal information for registration, tour bookings, ticket purchases and learning activities. Anyone from whom we collect this information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Carousel Players’ privacy practices are designed to achieve this.

Personal information gathered by Carousel Players is kept in confidence. Only authorized Carousel Players personnel have access to this information. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Carousel Players does not sell, trade, or rent personal information to other organizations or individuals. Carousel Players advises against emailing private financial information, such as credit card numbers.

Questions or comments regarding this policy, or the administration of the Privacy Act at Carousel Players may be directed to General Manager by e-mail (info@carouselplayers.com) or by calling 905-682-8326 or writing to us at 366 St. Paul Street, St. Catharines, ON L2R 3N2

Procedures:

- The General Manager is designated as the Privacy officer of the Company.
- Carousel Players will review its Privacy Code every two years to ensure it is relevant and up to date.
- Carousel Players respects the privacy of its donors and will not publish donors’ names without their consent. All donors who make gifts over \$25 are asked to call us if they do not wish their names to appear in our publications.
- All credit card and personal information is kept in a secure location – in files and on computers. When the information is no longer required for audit or financial purposes, it is deleted, shredded, and disposed of.
- Contracts of Carousel Players employees include reference to confidentiality and privacy of personal information.

2.2 Conflict of Interest

POLICY: Conflict of Interest	
CATEGORY: General Policies	NUMBER: 2.2
EFFECTIVE: May 2005	REVISED:

Policy:

Employees of Carousel Players are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of Carousel Players.

Procedures:

- As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of the Corporation as specified by the employment contract or letter of agreement.
- The Corporation's property, materials and services will be utilized only as requested or authorized by the Artistic Director and General Manager.
- Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantages the Corporation will be considered conflict of interest.
- The Artistic Director and General Manager shall be responsible for identifying potential conflict of interest activities to employees.
- If an employee knows or perceives themselves to be in a position of potential conflict of interest, they must advise their supervisor immediately.
- If the Artistic Director or General Manager knows or perceives themselves to be in a position of potential conflict of interest, they must advise the Board of Directors immediately.
- Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Making use of a position with the corporation to solicit services or materials for personal gain;
 - Utilizing Carousel Players equipment, services or materials for an external business without permission.
- Under no circumstances will employees or contract employees of the Corporation serve on the Board of Directors of Carousel Players.
- Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with the Corporation and may be subject to disciplinary action up to and including termination of employment.

2.3 Diversity

POLICY: Diversity	
CATEGORY: General Policies	NUMBER: 2.3
EFFECTIVE: May 2005	REVISED:

Policy:

Carousel Players is committed to supporting and valuing the diversity of the people, organizations, and communities we serve. Valuing diversity is recognizing and respecting human differences and similarities.

Definitions:

Direct Discrimination: is discrimination by a person acting on their own behalf. An example of this would be the refusal to hire an individual because of their race. Instruction to others to discriminate in this way is also considered direct discrimination.

Systemic (Unintentional) Discrimination: are those practices that are not openly discriminatory but are discriminatory in their effect. These practices, when equally applied adversely, impact a specific group protected under Human Rights Law.

Procedures:

- All decisions regarding employment, will be made without regard to race, religious beliefs, colour, gender, sexual orientation, marital status, physical and mental disability, age, ancestry or place of origin.
- It is imperative that all programs and services reflect its commitment to social justice.
- The Corporation will make every effort to make its volunteer and employee workforce representative and reflective of the communities in which its services are provided.
- The Corporation will endeavour to ensure that the workplace, all policies, procedures and practices are free of direct or unintentional (systemic) barriers so that no one is disadvantaged.

2.4 Job Descriptions

POLICY: Job Descriptions	
CATEGORY: General Policies	NUMBER: 2.4
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation shall develop and maintain up to date job descriptions for each position of employment.

Procedures:

- A job description for each: full time, permanent part time, and full time seasonal position shall be developed using a job analysis approach and shared with applicants for jobs.

- Each job description will be reviewed and updated every two years or as required as part of the Performance Review process by supervisors.
- Revised job descriptions will be shared with incumbents of the position.
- Job descriptions will be subject to the approval of the Artistic Director and General Manager.

2.5 Police Record Check

POLICY: Police Record Check	
CATEGORY: General Policies	NUMBER: 2.5
EFFECTIVE: November 2007	REVISED: January 2018

Policy:

Carousel Players provides programs to children and must take reasonable measures to protect them. Any employee or independent contractor hired by Carousel Players who will be working with children will be required to complete a police record check (sometimes referred to as a vulnerable sector check). Screening helps our organization create a safe environment for children, their care-givers and stakeholders.

A Police Record Check is coordinated through regional Police Service offices. It consists of two searches: a Criminal Record Information Check and Vulnerable Sector check using the information database of the local police agency where the individual resides (their principal residence) and other databases. A certificate will be issued if there are no records found that relate to the individual.

As a condition of employment, all staff/artists contracted by Carousel Players to work with children must complete a police record check and vulnerable sector check and provide proof of a valid certificate by the first week of employment. Upon submission of the certificate and police check receipt, Carousel Players will reimburse the artist/employee for the police record check.

Police record check may identify individuals who:

- have a criminal record for any Criminal Code or other Federal Statute offence and/or
- have been judged not criminally responsible for an offence because of mental disorder and/or
- have federal and/or provincial charges pending and/or
- are on probation or subject to a Prohibition Order.
- offences contrary to provincial statutes
- complaints filed regarding abuse of children
- allegations of offences where charges were not laid.

Procedures:

- All artists/staff who are contracted by Carousel Players to work with children must complete a police records check and vulnerable sector check and provide proof of a valid certificate to Carousel Players.
- Carousel Players will keep a copy of the police check certificate on file.

- The costs of securing a Police Record check will be paid for by Carousel Players upon submission of valid certificate and receipt.
- A Police Check certificate will be issued if there are no records found that relate to the individual.
- If the police record check produces a name and date of birth similar to the artist/employee, the individual may be required to provide a copy of his/her fingerprints to confirm their identity. This process may be required to obtain a certificate.
- Should the police record check produce criminal record information, the supervisor will obtain the details from the local police agency and determine the relevance of the criminal record to the job duties required.

2.6 Accessible Customer Service

POLICY: Accessible Customer Service	
CATEGORY: General Employment Policies	NUMBER: 2.6
EFFECTIVE: February 2012	REVISED: January 2018

Policy:

Carousel Players strives to be accessible to all patrons and is committed to providing a welcoming theatre experience for all children, their families and other adults at the many schools and theatres where we perform. We embrace the principles of dignity, independence, integration and equal opportunity to serve our patrons with disabilities and our community at large.

When booking tickets, registering for summer camp or other Carousel Players activities, patrons will be asked to provide us with detailed information on any special needs they may have. These include: assistive devices, service animals, support persons or other special needs.

Every reasonable effort will be made to ensure that all patrons:

- Are treated with dignity and respect
- Are given the opportunity to attend performances in a way that is as comfortable and enjoyable as possible
- Have equal opportunity to access our performances, activities and venues
- Have access to, and be informed of, all pertinent policies and procedures

Carousel Players will:

- Communicate the accessibility policies of Carousel Players to stakeholders
- Communicate with a person with a disability in a manner that takes into account their disability.
- Ensure that Carousel Players staff are trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our services and let customers know when accessible services aren't available.

- Allow people with disabilities to bring their guide dog or service animal to performances and other Carousel activities.
- Permit access for people with disabilities to have a support person accompany them and ensure that they have access to their support person while on Carousel Players premises. At a Carousel Players performance or activity, fees will not be charged for support persons accompanying a patron to the theatre or special event.
- Train staff and volunteers about key accessibility principles and tools.
- Communicate to every staff member that it is their responsibility to be attentive to the concerns of patrons, their families, teachers, students and visitors and to resolve concerns related to accessibility.
- Establish a process for people to provide feedback (in person, by phone or through the Company’s website) with matters of concern to be referred to the Accessibility officer and acted upon as soon as it is identified.

Procedures:

The General Manager is designated as the Accessibility officer of the Company and ensures the Accessible Customer Service policies are met and reviewed annually to ensure their ongoing effectiveness and patron feedback is collected and followed up.

2.7 Scent Awareness

POLICY: Scent Awareness	
CATEGORY: General Employment Policies	NUMBER: 2.7
EFFECTIVE: September 2015	REVISED:

Policy:

Some artists, theatre workers and staff members may have an allergy to perfume, colognes and lotions (fragrances). Carousel Players asks everyone to use fragrances that are non-scented or in moderation in order to avoid anyone having a reaction.

Procedures:

- If an individual is concerned about scents or perfumes used by another individual in the workplace, they are encouraged to discuss his/her concerns with that individual in a sensitive and discreet manner.
- If such a one-to-one discussion is not possible, the Artist should bring his/her concern to the stage manager, Artistic Director, or General Manager.
- Once the matter is brought to the attention of management, the Artistic Director or General Manager shall be responsible for finding a resolution.
- The Theatre shall ensure that a copy of the Scent Awareness Policy is posted and on the first day of work for each artist, theatre worker and staff member, they are made aware of this policy.

3. RECRUITMENT AND STAFFING POLICIES

3.1 Employment Contract/Letter of Agreement

POLICY: Employment Contract/Letter of Agreement	
CATEGORY: Recruitment & Staffing	NUMBER: 3.1
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

All employees will sign an employment contract or letter of agreement outlining the conditions of employment.

Procedures:

- Once a verbal offer of employment has been made and verbal acceptance has been received, a written offer of employment is prepared which includes:
 - position title
 - job description
 - salary
 - benefit package information
 - vacation entitlement
 - starting date
 - hours of work
 - probationary period
 - requirement for applicable employee to complete a Police Record check
 - specific conditions which may apply
- Two copies of the offer of employment will be forwarded to the potential employee. The potential employee shall be requested to sign and return one copy while retaining the other for personal files, as an indication of acceptance of the terms of employment.
- New staff members will receive an orientation from their direct supervisor covering health & safety issues, security & lock-up procedures, emergency evacuation/first aid issues, confidentiality issues and other company policies. They will receive a copy of the Employment Policy Manual and sign a form acknowledging they have read the document.

3.2 Employment Equity

POLICY: Employment Equity	
CATEGORY: Recruitment & Staffing	NUMBER: 3.2
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation is committed to employment equity by providing equal treatment and equal opportunities to all employees.

Except where identified as a bona fide occupational requirement, discrimination is prohibited on the grounds of age, sex, race, colour, religion, creed, national origin, citizenship, language, marital status, family status, pregnancy/childbirth, sexual orientation, mental or physical handicap, political belief or any other prohibited grounds of discrimination.

Any violation of this policy may be submitted to the Ontario Human Right Commission.

Definitions:

Bona Fide Occupational Requirements: are employer requirements that can be clearly defended as intrinsically required by the task(s) an employee is being asked to perform, even though such requirements may violate human rights protections.

Procedures:

- Decisions about employment will be made based on the essential skills, capabilities, knowledge and experience required in the job.
- Decisions about promotions will be based on performance in the current position, as well as the essential skills, capability, knowledge and experience required.

3.3 Hiring Process

POLICY: Hiring Process	
CATEGORY: Recruitment & Staffing	NUMBER: 3.3
EFFECTIVE: May 2005	REVISED:

Policy:

The success of the Corporation in achieving its vision depends on having the right staff, properly motivated, applying their skills and talents to all assigned responsibilities outlined in job descriptions. The Corporation will follow consistent hiring guidelines in order to maximize the chances for success in fulfilling its mission by hiring the most qualified and competent applicants for all employment vacancies.

Procedures:

- To be eligible for employment with Carousel Players, applicants must:
 - meet the stated requirements for the position being sought;
 - be willing to work in accordance with the Corporation's vision, philosophy, goals, objectives, policies and procedures; and
 - be legally entitled to work in Canada.

Carousel Players is an equal opportunity employer and adheres to the Ontario Human Rights Code.

Carousel Players is committed to providing a recruitment, selection and hiring process that is fair and consistent. The process is designed to identify the needs of each vacant position and assist in locating the best qualified applicant for the position.

Throughout the recruitment, selection and hiring process, applications and applicants' information will remain confidential.

4. EMPLOYMENT POLICIES

4.1 Communicable Diseases

POLICY: Communicable Diseases	
CATEGORY: Employment Policies	NUMBER: 4.1
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation is committed to maintaining a healthy work environment, providing quality service to those it serves while respecting their rights and those that the Corporation employees.

Procedures:

- Employees with communicable diseases have the right to:
 - continue working as long as their condition permits;
 - receive the same benefit coverage as is accorded other employees; and
 - be accorded complete confidentiality.
- Other people served and employees have the right to a safe and healthy working environment.
- Discriminatory acts against a person served or employed with a communicable disease are unacceptable and shall be subject to disciplinary action.
- Unless an employee can demonstrate that there is an unacceptable level of risk to him/herself, outright refusal to work with someone served or supported because of a communicable disease shall be subject to disciplinary action.
- With any known infectious and potentially serious disease, employees shall take all responsible steps to prevent transmission of illness to others.
- The Corporation will undertake to make reasonable accommodations to the work schedule or duties of an employee with a communicable disease when the employee's condition so requires.
- The Corporation encourages its stage managers and supervisory personnel to be knowledgeable and trained in safety in the workplace procedures, including control practices related to blood spills.

4.2 Involuntary Termination of Employment

POLICY: Involuntary Termination of Employment	
CATEGORY: Employment Policies	NUMBER: 4.2
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

In certain circumstances, the employment of an employee may need to be terminated and such action shall be undertaken in accordance with the following procedures.

Procedures:

- Terminations will be treated in a confidential, professional manner by all concerned.

- Full vacation pay entitlement will be paid to the employee. All accrued lieu hours will be paid out at the appropriate rate (weekly salary divided by hours requirement).
- Notice or pay in lieu of notice shall be provided, consistent with the Employment Standards Act of Ontario.
 - When the Corporation terminates an employee, the Corporation may choose to provide pay in lieu of notice and maintain employee benefits for the equivalent of the notice period.
 - If the Corporation chooses to provide notice per the terms set out in the employee’s contract, employees will be notified of their termination as per the Employment Standards Act of Ontario.
 - During the 90 day probationary period termination of employment by either the Corporation or the employee may be made without notice.
- The Corporation is not required to give notice to the employee if:
 - The employee was hired for a specified term or task that is a prearranged period of time.
 - An employee is only “temporarily laid off” as per the Employment Standards Act of Ontario.
 - The work agreement is impossible or frustrated by a fortuitous or unforeseeable event of circumstances, as in fire or flood, but not insolvency or bankruptcy.
 - An employee has refused reasonable alternative work.
 - An employee is being terminated for just cause.

4.3 Occupational Health and Safety

POLICY: Occupational Health and Safety	
CATEGORY: Employment Policies	NUMBER: 4.3
EFFECTIVE: May 2005	REVISED: May 2017

Policy:

Carousel Players is committed to ensuring and protecting the health and safety of its most valuable resource: its people. The Corporation will make every effort to provide its employees, contracted personnel, patrons, and volunteers with a safe and healthy work environment, while continuously striving to eliminate any identified hazard that might result in injury to people or damage to property.

Procedures:

- This commitment will be fulfilled through our Health and Safety policies and procedures, in compliance with all applicable unions, associations, and federal and provincial legislation. These policies and procedures will be reviewed annually to ensure their ongoing effectiveness.
- Health and safety is a shared commitment. It is everyone’s responsibility to recognize hazards in the workplace, to protect their own safety while they are working in the theatre, and to respect health and safety policies of the Corporation.

- At Carousel Players, the safety of the public, our volunteers, and anyone who works at the Theatre is important. Health and safety will take priority in all areas of the theatre, and there is no task so urgent that it cannot be completed safely. Through continuous, cooperative and joint efforts, a positive climate will be created, and health and safety goals will be achieved.
- All employees, independent contractors & artists hired by Carousel Players are required to complete Mandatory Occupational Health and Safety Awareness Training in the Province of Ontario and to provide proof of a valid certificate to Carousel Players. Carousel Players will direct all workers and supervisors to complete an online course developed by the Ontario Ministry of Labour by the first week of employment. Carousel Players will keep a copy of the certificate on file.
- The Theatre shall ensure that a copy of the Health and Safety Policy is posted and on the first day of work for each artist, theatre worker and staff member, they are made aware of this workplace policy and emergency evacuation procedures.

4.4 Performance Review Process

POLICY: Performance Review Process	
CATEGORY: Employment Policies	NUMBER: 4.4
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

Carousel Players recognizes that open and ongoing discussions between employees and their employers are vital to a productive and happy work environment. Performance reviews are a key part of this process. The purpose of such review is to give both employee and employer a chance to discuss the working situation, recognize progress, develop mutual understanding, and plan for professional development and future objectives.

Each year the Board will designate a specific Board member, who sits on the Nominating/HR Committee, to carry out the following functions: attend any staff performance review if requested, attend performance reviews of Artistic Director & General Manager and serve as the Board contact person for any Human Resources issues that might concern staff.

Performance reviews are planned and documented private discussions and exchanges between an employee and the manager to whom they report. Performance reviews for employees will be conducted by their direct supervisor – either the General Manager or Artistic Director. Both the General Manager and Artistic Director may choose to sit in on performance reviews of production and administrative employees. Any staff member may request a designated Board member, the Artistic Director, and/or the General Manager attend their performance review.

The performance review for the Artistic Director and General Manager will be conducted between the staff member, the Board President, and one other mutually agreed upon Board member.

Performance reviews are conducted 3 months from the date of assuming a position and annually thereafter. If necessary, they can be scheduled at more frequent intervals when performance is not meeting standards or when required by any party.

Procedures:

- Employees are requested to complete performance evaluation questionnaire each year in May/June that enables employee to:
 - evaluate their own performance and set goals for the coming year
 - identify and resolve conflicts or barriers
 - propose professional development activities
 - give constructive feedback to management
- Performance review of an employee by management will:
 - identify and communicate employee’s strengths and weaknesses in their job performance. Good performance examples should be reinforced. Weaknesses should be discussed and an action plan for development agreed upon
 - review and record shifts in the employee’s job description
 - receive feedback on workplace and staff issues
 - provide suggestions about what is working and not working
- Using the tools noted above, a performance evaluation meeting with the employee will be scheduled and conducted in a formal and private setting with their supervisor using the completed performance evaluation questionnaire as a springboard for discussion. The employee should be given at least one week of advance notice of the review and a copy of the performance review form in order to prepare a self assessment of their performance.
- Written documentation of the mutually agreed goals and summary of performance evaluation discussion will be documented and signed by both employee and employer including job description changes for consideration. If the employee has a conflict or concern with the review, this should be documented on the review.
- The performance review plus the employee’s response to the review are confidential and the information will not be released.

4.5 Probationary Period

POLICY: Probationary Period	
CATEGORY: Employment Policies	NUMBER: 4.5
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

All newly hired employees as well as employees who are internally promoted or transferred to a new job title must serve an initial probationary period of 90 calendar days.

Procedures:

- The probationary period is the last step in the recruitment process. The purpose of a probationary period is to:
 - provide employees with the opportunity to become oriented to the new position and environment;

- provide employees with adequate opportunity to determine whether they are suitable for the new position and wish to continue employment; and
- provide the Corporation with adequate opportunity to assess the ability and overall suitability of employees who are new to a position.
- During the initial 90 day probationary period, the Corporation may terminate employment of new hires without any notice or pay in lieu of notice. Existing employees promoted or transferred to a new job title will be given the opportunity to return to the position they previously held.
- Any leave of absence taken during the probationary period extends completion of the probationary period by a corresponding amount of time.
- A performance review must be completed by the employee's immediate supervisor prior to expiry of the probationary period. Upon completion of the performance review, the supervisor decides (in consultation with the Artistic Director and General Manager) to:
 - change the employee from probationary to regular status,
 - extend the probationary period up to three months beyond the original probationary period, or
 - terminate employment.
- The supervisor advises the employee in writing of the change of status.

4.6 Professional Development

POLICY: Professional Development	
CATEGORY: Employment Policies	NUMBER: 4.6
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation may provide financial assistance for educational programs and professional development to encourage employees to become more effective in their jobs. This assistance is at the discretion of the Artistic Director and General Manager.

4.7 Provision of External Employment Reference

POLICY: Provision of External Employment Reference	
CATEGORY: Employment Policies	NUMBER: 4.7
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation may provide employment references for an employee or former employee. In doing so, respecting the employee’s confidentiality and therefore implementing discretion and sensitivity.

Procedures:

- Employment references will be supplied only by the individual's supervisor and will be limited to title and dates of employment.

- Opinions and observations about the employee’s work performance, behaviour or skills will not be provided by the Corporation.
- Upon providing a verbal reference, the supervisor will record the date, time, name of person and organization requesting the reference. A copy of this documentation will be retained in the employee's personnel file.
- If a letter of reference is provided a copy will be retained in the employee's personnel file.
- Individuals may provide personal letters of reference, offering personal impressions, at their own discretion.

4.8 Travel and Expense Claims

POLICY: Travel And Expense Claims	
CATEGORY: Employment Policies	NUMBER: 4.8
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

The Corporation will reimburse employees and volunteers for authorized travel expenses

Procedures:

- Actors and stage management may be reimbursed for one round trip for their travel to St. Catharines from their place of origin. Travel reimbursement will be negotiated at time of contracting. If receipt is not provided, amount paid will be \$50 or the value of a bus ticket from artist’s point of origin, whichever is greater. A travel reimbursement form must be completed and approved by the General Manager prior to processing.
- Pre-determined travel budgets for each staff member are created to carry out the activities of the Company. Using these specific resources, staff members are compensated for travel in a variety of ways:
 - travel reimbursement for gas purchased upon submission of gas receipts OR
 - travel reimbursement for parking and travel by bus, train, airfare or other means upon submission of receipts
- Travel expenses will be paid and allocated using the budget resources allocated for the season’s activities.
- Travel expenses which require the staff member to go over budget must be pre-authorized in advance.
- When attending professional development, touring venues or meetings that require overnight accommodation, every effort must be made to obtain safe, clean and reasonably priced lodging.
- Staff will use pre-determined professional development/touring/meeting budgets for reimbursement of accommodation and meal receipts.
- The Corporation does not pay for any alcoholic beverages.
- Accommodation & meal expenses which require the staff member to go over budget must be pre-authorized in advance.

4.9 Voluntary Termination Of Employment

POLICY: Voluntary Termination Of Employment	
CATEGORY: Employment Policies	NUMBER: 4.9
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation has the expectation that employees resigning their staff position with the Corporation shall do so in a manner that allows for the smooth operation of the services and supports of the Corporation.

Procedures:

- An employee resigning from the Corporation staff shall so advise the supervisor concerned in writing.
- A reasonable period of notice shall be expected, taking into account the responsibility involved in the position, as follows:
 - 3 months for Artistic Director and General Manager.
 - 4 weeks for Managers.
 - 2 weeks for all other staff.
- All employees who resign will be given the option of an exit interview.

4.10 Work Week/Lieu Time

POLICY: Work Week / Lieu Time	
CATEGORY: Employment Policies	NUMBER: 4.10
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

Carousel Players recognizes that open and ongoing discussions between employees and their employers are vital to a productive and happy work environment. Carousel Players expects staff to set & prioritize their goals, manage their workload in a timely manner within a their contracted weekly work hours (which do not include meal breaks), and manage their hours and personal schedule.

When work demands exceed these hours, the Company offers lieu time to compensate for additional hours.

Procedures:

- The required weekly work hours for each employee is noted in their employment contract. Some employees’ daily work hours will vary to reflect their activities and responsibilities and will be noted in job descriptions and contract.
- With evening meetings and weekend activities scheduled from time to time, weekly hours of work may vary throughout the year.
- In planning of seasonal activities, staff covered by excess hours agreement must make supervisors aware of projected overtime requirements that will exceed 44 hours per week and notify their supervisor in advance.

- When working hours exceeds the contracted work week hours, lieu time will be banked and scheduled to be used at a time mutually agreed to by the employee and their supervisor.
- Lieu time is to be calculated as follows:
 - Hours in excess of contracted weekly hours up to and including 44 hours are counted at a ratio of 1 hour worked = 1 hour lieu time.
 - The 45th through 60th hours (inclusive) in a work week are counted at ratio of 1 hour worked = 1.5 hours lieu time
- The Corporation may require employees to work on statutory holidays. If an employee is required to work on a statutory holiday, they may either
 - record their hours worked on the public holiday as regular time and receive a substitute paid holiday within 12 months
 - record the hours worked and an overtime premium in the amount of the hours worked on the statutory holiday multiplied by 50% (eg 8 hours worked + 4 lieu hours = 12 hours) and not receive a substitute holiday
- Staff are to report on accrued lieu time on a monthly basis using timesheets provided by the company.
- Seasonal staff are to reduce lieu hours to zero by the end of their contracts. If a contract ends with outstanding lieu hours, those hours will be paid out at the hourly rate of the employee’s salary.
- Full-time, year-round staff are to reduce lieu hours to zero by their contract renewal date. If this date is reached with outstanding lieu hours, the employee must use the lieu hours within six months of the start of their next contract year or those hours will be paid out at the hourly rate of the employee’s salary.
- If lieu hours accrued exceed thirty at the end of any given month, the employee and their supervisor will sign a document which states the amount of lieu time outstanding and the mutually agreed plan to balance overtime to zero.
- Overtime summary sheets, time sheets, and any other documents noting how the employee and supervisor agree to balance the outstanding overtime will be filed in the employee’s personnel file.

4.11 Vehicle Policy

POLICY: Vehicle	
CATEGORY: Employment Policies	NUMBER: 4.11
EFFECTIVE: November 2007	REVISED: November 2010

Policy:

The theatre is committed to safe, accident-free driving. Every theatre worker who drives a vehicle as part of their employment is responsible for its safe operation and condition.

A worker is considered to be at work while driving their personal vehicle if they are carrying out a task authorized by the theatre and recording their mileage or approved expenses for reimbursement.

Drivers must practice defensive driving and take every possible precaution to avoid accidents. The Company will not be responsible for payment of fines for speeding or traffic violations or parking tickets for employees/designated drivers using company vehicles or using their personal vehicle on company business. Individuals will be responsible for prompt payment of these fines.

Procedures:

- For personal vehicles authorized for company use, the driver is responsible for maintaining their vehicle.
- Only authorized employees and authorized individuals will use the Company's Vehicle (owned or rented).
- A copy of the employee's motor vehicle license will be provided to our insurance company for their review before an employee is permitted to use the company vehicle.
- To ensure that no one is injured because of a mechanical defect, the supervisor is responsible for ensuring that the Company's vehicles are maintained in a mechanically safe condition and that they meet all legislative requirements at all times.
- Drivers of the company vehicle are expected to inspect and fill out an inspection report for the vehicle each day before beginning to drive. Form to stay in the vehicle until the end of the week.
- Completed vehicle inspection form to be delivered to the Company's Production Manager at the end of each week.

5. COMPENSATION AND BENEFITS POLICIES

5.1 Benefits

POLICY: Benefits	
CATEGORY: Compensation and Benefits Policies	NUMBER: 5.1
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

Any full-time employee not working for 12 months in a calendar year is classified as a full-time seasonal employee. Permanent part-time and full-time seasonal employees enjoy the same benefits as full-time employees but on a prorated basis.

Procedures:

- Benefits include:
- RRSP contribution of 3% of salary by the Corporation, matched by the employee, remitted monthly into the account of the employee’s choice.
- RRSP contributions do not apply to employees in their initial probationary period.
- Extended health benefits do not apply to employees in their initial probationary period.
- Full-time employees are eligible for Extended Health Benefits through the Corporations Health Care Savings Account Plan. Specific levels of coverage are to be negotiated during hiring and contract renewals discussions.
- The Corporation will pay for “CAA Plus” for those employees who already have a CAA membership and require the use of their own vehicle for the completion of a significant portion of their job responsibilities.
- All benefits cease when an employee is terminated or voluntarily resigns.

5.2 Salary Administration

POLICY: Salary Administration	
CATEGORY: Compensation and Benefits Policies	NUMBER: 5.2
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation shall ensure that its employees receive their pay in a timely and efficient manner.

Procedures:

- Cheques are available every Thursday for the same week.
- Pay notices are distributed in confidential envelopes to the employee on payday.

5.3 Complimentary Tickets

POLICY: Complimentary Tickets	
CATEGORY: Compensation and Benefits Policies	NUMBER: 5.3

EFFECTIVE: November 2007	REVISED: January 2018
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Policy:

Each company member (actors, designers, directors, playwrights, staff, co-op students and interns) will receive up to two tickets to any public performance of a Carousel Players production where Carousel Players controls the box office.

Complimentary tickets to performances where Carousel Players does not control the box office may be made available depending on the contractual agreement with the presenting venue.

Procedures:

- Tickets are available on a first-come, first-served basis.
- Company members must inform the Outreach and Marketing Manager of their ticket requests in advance.
- The Outreach and Marketing Manager will make the necessary arrangements with the box office.
- Tickets will be available for pick up at the door on the day of the performance.

6. PROBLEM RESOLUTION POLICIES

6.1 Conflict/Dispute Resolution

POLICY: Conflict/Dispute Resolution	
CATEGORY: Problem Resolution Policies	NUMBER: 6.1
EFFECTIVE: May 2005	REVISED: August 2010

Policy:

The Corporation is committed to sustaining a positive work environment in which employees work constructively together. The problem resolution policy and process has been established as a foundation for ensuring that the work environment remains positive while providing the opportunity to resolve a conflict or complaint quickly, fairly and without reprisal. It is understood that conflict resolution may lead to clarification and modification of organizational policies and procedures.

Procedures:

- It is understood that an employee has no complaint until they have first discussed their complaint with a representative of the Company (e.g. Staff or Board Member) and allowed that person an opportunity to endeavor to settle the complaint. Any employee who feels that the action taken by the representative is unsatisfactory may pursue the complaint.
- All requests for conflict resolution, complaints, and appeals shall be fully investigated and a reply will be given as quickly as possible.
- Penalty or retaliation against an employee who initiates conflict resolution or makes a complaint, or participates in a problem resolution investigation will not be tolerated and will be subject to disciplinary action.
- Informal Conflict Resolution and Complaint Process:
 - Employees who are experiencing a work related conflict or who have a complaint should first attempt to discuss the matter with their supervisor. In some situations this may be difficult or inappropriate. In these cases, the employee may request a meeting one or more representatives of the Company (e.g. Staff or Board Members) to discuss the problem.
 - The representatives will analyze the merits of the conflict resolution request or complaint, and within three (3) working days will meet with the employee to inform the employee of the proposed plan of action.
- Any staff member may request a designated Board member to attend their conflict resolution meeting. Each year the Board will designate a specific Board member, who sits on the Nominating/Human Resources Committee, to carry out the following functions: attend any staff performance review if requested, attend performance reviews of Artistic Director and General Manager and serve as the Board contact person for any Human Resources issues that might concern staff.

6.2 Disciplinary Procedures

POLICY: Disciplinary Procedures	
CATEGORY: Problem Resolution Policies	NUMBER: 6.2
EFFECTIVE: May 2005	REVISED:

Policy:

Discipline shall be respectful and equitable. Disciplinary measures shall be appropriate to the infraction. Examples of infractions include unsatisfactory work performance, misrepresentation, insubordination, policy contravention, and theft.

Ongoing and/or serious performance problems may be considered a discipline matter and are managed separately from the regular Performance Management system.

Procedures:

- The Corporation uses progressive discipline for all employees whose performance requires improvement. The purpose of the process is to correct, not punish, those employees who have not followed Company rules policies, and procedures. Consistent and fair procedures for progressive discipline give employees ample opportunity to improve; focusing on performance rather than the person.
- Progressive Discipline steps:
 - Verbal warning (in presence of witness and with written documentation).
 - Written warning.
 - 2nd written warning.
 - Termination.

6.3 Harassment

POLICY: Harassment	
CATEGORY: Problem Resolution Policies	NUMBER: 6.3
EFFECTIVE: May 2005	REVISED: December 2016

Policy:

The Corporation recognizes their legal obligations to provide and foster a discrimination and harassment free workplace. Each individual has the right to be free from discrimination and harassment in the workplace. Each individual has an obligation to respect the rights and dignity of others and to speak out against any form of discrimination or harassment. Behaviour to the contrary is unacceptable. The policy relates to employee dealings with all stakeholders of the Corporation.

Definitions:

Harassment means being subjected to any conduct or comment that is known or should be known to be unwelcome, that denies individual dignity and respect, and could cause emotional injury to the worker.

Sexual Harassment is defined as that behaviour that is coercive, forceful, threatening, or unwanted social interaction. This form of harassment can manifest

itself in two ways: a sexual solicitation that involves a promise of reward if reciprocated or a threat of disadvantage if rebuffed, or where an employee is subjected to remarks or behaviour that creates a hostile or intimidating work environment.

Direct Discrimination is discrimination by a person acting on their own behalf. An example of this would be the refusal to hire an individual because of their race. Instruction to others to discriminate in this way is also considered direct discrimination.

Systemic Discrimination are those practices that are not openly discriminatory but are discriminatory in their effect. These practices, when equally applied adversely, impact a specific group protected under Human Rights Law.

Workplace is not solely the office or areas in which the business of the company is conducted. Any improper conduct occurring outside of the workplace but having repercussions in the work environment and adversely affecting employment relationships may also be defined as workplace harassment.

Procedures:

- Should an employee believe that they are a victim of discrimination or harassment, a representative of the Company should be notified (e.g. Staff or Board Member).
- The employee has a choice of either discussing the problem or submitting a formal or written concern. The Employee may also use a Workplace Incident Report.
- If the employee wishes, the situation may be corrected in an informal manner. The person receiving the report and employee may discuss the concern with everyone who is involved, develop an action plan and check with the employee periodically to ensure the problem is being or has been resolved.
- In all other cases, the notification of a concern or complaint will trigger a formal investigation. Full investigation will be carried out, and every effort will be made to resolve the problem to the employee's satisfaction.
- No one shall suffer reprisals as a result of making a legitimate complaint under this policy or supplying information regarding a legitimate complaint. Only in circumstances where it is found that a person has deliberately made a false allegation or harassment or discrimination might action be taken against a complainant.
- The Theatre shall ensure that a copy of the Harassment Policy is posted and on the first day of work for each artist, theatre worker and staff member, they are made aware of this workplace policy and processes for response, in case of a violation of this policy.
- For all harassment complaints that are brought to the Theatre by an Equity member or at the specific request of a non-member, the Theatre shall, upon completion of the investigation, provide to Equity a summary report of the actions and findings. Equity shall treat any information in the report as confidential.

6.4 Workplace Violence Prevention

POLICY: Workplace Violence Prevention	
CATEGORY: Problem Resolution Policies	NUMBER: 6.4
EFFECTIVE: August 2010	REVISED: December 2016

Policy:

The Corporation recognizes their legal obligations to provide and foster a workplace free of violence and harassment. Everyone in the workplace must be dedicated to preventing workplace violence. Workers are required to report any incidents of workplace violence.

Management will investigate and deal with all concerns, complaints, or incidents of workplace violence in a fair and timely manner while respecting workers’ privacy as much as possible.

A worker may refuse to work where they have reason to believe that they are in danger of being a victim of workplace violence.

The Corporation will

- Communicate Carousel’s workplace violence prevention policies to stakeholders.
- Engage workers in assessments to measure the risks of potential workplace violence.
- Educate workers about the duties of employers and supervisors that apply to workplace violence.
- Develop measures and procedures to control violence in the workplace, and identify risks that could expose a worker to physical injury.
- Identify procedures for workers to report incidents of workplace violence to the employer.
- Determine how the employer will investigate and deal with incidents or complaints of workplace violence.
- Review the workplace violence prevention policy annually with employees and supervisors.
- Ensure that a copy of the Workplace Violence Prevention Policy is posted and on the first day of work for each artist, theatre worker and staff member, they are made aware of this workplace policy and processes for response, in case of a violation of this policy.

The Corporation is also obliged to take reasonable precautions to protect workers against the risks associated with domestic violence issues. It is the obligation of employers and supervisors to provide information, including personal information, to a worker about a person with “a history of violent behaviour” if the worker could be expected to encounter that person in the course of his/her work and if there is a risk of workplace violence likely to expose the worker to physical injury.

Definitions:

Workplace Harassment is defined as being subjected to any conduct or comment that is known or should be known to be unwelcome that denies individual dignity and respect and could cause emotional injury to the work.

Workplace Violence is defined as:

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

Procedures:

- Should an employee believe that they are a victim of workplace violence, it is recommended they call for immediate assistance when workplace violence occurs or is likely to occur, or when a threat of workplace violence is made. If that is not possible, they should report the incident after the fact, as soon as they feel safe doing so.
- The employee will then notify a representative of the Company (e.g. Staff or Board Member) and complete a Workplace Incident Report with copies of the report promptly given to that representative.
- If the employee wishes, the situation may be corrected in an informal manner. The person receiving the report and employee may discuss the concern with everyone who is involved, develop an action plan and check with the employee periodically to ensure the problem is being or has been resolved.
- In all other cases, the notification of a concern or complaint will trigger a formal investigation. Full investigation will be carried out, and every effort will be made to resolve the problem to the employee's satisfaction.
- A worker may refuse to work where they have reason to believe that they are in danger of being a victim of workplace violence.
- No one shall suffer reprisals as a result of making a legitimate complaint under this policy or supplying information regarding a legitimate complaint. Only in circumstances where it is found that a person has deliberately made a false allegation or harassment or discrimination might action be taken against a complainant.

Worker Training and Workplace Risk Assessment

Every staff member and theatre worker will receive an orientation from their direct supervisor covering the Company's Workplace Violence Prevention Policy.

Each year the Nominating/HR Committee will review and update the Company's Workplace Violence Prevention policy and address any new issues and action items identified by staff and theatre workers.

Each year all employees will meet together to complete a violence in the workplace assessment to review: perceived risks by staff, cash risks, health & safety risks, security risks, transportation risks and client safety risks that relate to the violence in the workplace. An

action plan will be developed together with the employees to address any new risks identified at this joint staff meeting.

Within two weeks after the annual staff workplace risk assessment meeting, each employee will sign an Employee Acknowledgement Form confirming they have read and understand the current workplace violence prevention policy.

7. HOLIDAYS, VACATIONS, AND LEAVES POLICIES

7.1 Personal Emergency Leave

POLICY: Personal Emergency Leave	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.6
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

The Corporation has a personal emergency leave policy based on the Corporation’s fiscal year (July to June). The Corporation ensures that all salaried employees are paid in accordance with this policy for time off caused by illness or non-work related accidents.

An employee who is entitled to personal emergency leave can take up to 10 days of leave each calendar year due to:

- personal illness, injury or medical emergency

OR

- death, illness, injury, medical emergency or urgent matter relating to the following family members:
 - spouse (includes both married and unmarried couples, of the same or opposite genders)
 - parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
 - spouse of the employee's child
 - brother or sister of the employee
 - relative of the employee who is dependent on the employee for care or assistance

Procedures:

- An employee is eligible for 6 paid Personal Emergency Leave days and 4 unpaid Personal Emergency Leave days per year.
- Full-time seasonal and part-time employees are eligible for pro-rated Personal Emergency Leave based on the length of their seasonal employment.
- Accumulated Personal Emergency Leave days that have not been taken may not be added to vacation days or carried over to the next calendar year.

7.2 Jury/Witness Duty

POLICY: Jury/Witness Duty	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.2
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation gives time off without pay to a full-time employee called for jury duty or subpoenaed to appear in court as a witness.

Procedures:

- If you receive a proposed juror questionnaire or are called as a witness in a legal proceeding, please notify the Corporation as soon as possible. If you are called as a juror during a particularly busy time, the Corporation may ask you to request the court to postpone your jury duty to a more convenient time.
- It is necessary to keep your supervisor informed of your jury duty or witness status. On days when you serve less than a full day at court, contact your manager to determine whether or not you should return to work.
- The Corporation will continue to contribute to the employee’s RRSP for the duration of the jury duty leave. Employees will continue to accrue sick and vacation leave while on jury duty leave.

7.3 Leaves Of Absence

POLICY: Leaves Of Absence	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.3
EFFECTIVE: May 2005	REVISED:

Policy:

The Corporation does not normally grant personal leaves of absence to employees. However, under exceptional circumstances, or as negotiated in an employment contract, the Corporation may grant a leave of absence without pay, benefits or accrual of vacation days; to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

7.4 Parental Leave

POLICY: Parental Leave	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.4
EFFECTIVE: May 2005	REVISED:

Policy:

An employee who has been employed by the Corporation for at least 13 weeks and who is the parent of a child is entitled to a leave of absence without pay following the birth of the child or the coming of the child into the custody, care, and control of a parent for the first time in accordance with the Employment Standards Act.

Procedures:

- Parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as their own.
- If an employee becomes a new parent, they can take a parental leave of:

- up to 35 weeks if they also took a pregnancy leave; or
- up to 37 weeks if they did not take a pregnancy leave.
- To allow the Corporation sufficient time to arrange replacement staffing, an employee who is planning a parental leave is requested to advise the Corporation as far in advance as possible.
- At least two weeks prior to the commencement of the leave, an employee is to give written notification of their requested leave together with the expected date of return.
- The Corporation continues to pay its share of the premiums for the employee's subsidized benefits for the duration of the leave, unless the employee elects, in writing, not to continue to pay their contribution. The employee is required to provide payment of their contribution on a monthly basis.
- While on parental leave:
 - Seniority continues to accrue for the duration of the leave based on the employee's regular hours of work.
 - An employee's anniversary date remains the same.
 - No vacation dollars are accrued.
- At least two weeks prior to the end of the originally approved leave, the employee is to provide written notification to the Corporation reconfirming their intention to return to work.
- Subject to changes in status which would have occurred had the employee not been on parental leave, the employee will be reinstated to comparable duties at the same rate of pay.

7.5 Pregnancy Leave

POLICY: Pregnancy Leave	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.5
EFFECTIVE: May 2005	REVISED:

Policy:

A pregnant employee who started employment with the Corporation at least 13 weeks before the expected birth date is entitled to a leave of absence without pay in accordance with the Employment Standards Act.

Procedures:

- Pregnancy leave is for a maximum of 17 weeks.
- To allow the Corporation sufficient time to arrange replacement staffing, an employee who is planning a pregnancy leave is requested to advise the Corporation as far in advance as possible.
- At least two weeks prior to the commencement of the leave, an employee is to give written notification of their requested leave with the expected date of return. At this time the employee may be requested to provide the Corporation with a doctor's certificate verifying pregnancy and expected date of delivery.

- The Corporation continues to pay its share of the premiums for the employee's subsidized benefits for the duration of the leave, unless the employee elects, in writing, not to continue to pay their contribution. The employee is required to provide payment of their contribution on a monthly basis.
- While on pregnancy leave:
 - Seniority continues to accrue for the duration of the leave based on the employee's regular hours of work.
 - An employee's anniversary date remains the same.
 - No vacation dollars are accrued.
- At least two weeks prior to the end of the originally approved leave, the employee is to provide written notification to the Corporation reconfirming their intention to return to work.
- Subject to changes in status which would have occurred had the employee not been on parental leave, the employee will be reinstated to comparable duties at the same rate of pay.

7.6 Statutory Holidays

POLICY: Statutory Holidays	
CATEGORY: Holidays, Vacations and Leaves Policies	NUMBER: 7.7
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

All salaried employees are entitled to the following statutory holidays, where a statutory holiday falls on a Saturday the holiday will be observed on the preceding Friday. Those falling on a Sunday will be observed on the following Monday.

Procedures:

- Statutory holidays include: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day in accordance with Employment Standards.
- August Civic holiday and Easter Monday are treated as a statutory holiday.
- If a statutory holiday falls on a day when the employee would normally be scheduled to work, it is recorded on the employee’s timesheet at a rate of the hours worked in the past 4 weeks divided by 20 (eg 160 hours worked = 8 hours).
- If a statutory holiday falls on a day when the employee is not normally scheduled to work, the employee may schedule an alternate holiday or bank lieu hours at a rate of the hours worked in the past 4 weeks divided by 20 (eg 120 hours worked = 6 lieu hours) by recording the hours on their timesheet.
- Statutory holidays falling within a scheduled vacation period will normally be added to at the end of that vacation period.

7.7 Vacations

POLICY: Vacations	
CATEGORY: : Holidays, Vacations and Leaves Policies	NUMBER: 7.8
EFFECTIVE: May 2005	REVISED: January 2018

Policy:

The Corporation has a vacation policy that is based on the fiscal year (July to June).

Procedures:

- Permanent employees are entitled to vacation time with pay during each calendar year.
- Full time seasonal employees are eligible for a pro-rated vacation entitlement based on the length of their seasonal employment. In addition, the Corporation provides a minimum of 3 days paid vacation during the last week of December. Vacation is accrued within the fiscal year based on the following:
 - During the 1st year: 4% of hours worked
 - After 1 year of completed service: 2 weeks (10 days)
 - After 5 years of completed service: 3 weeks (15 days)
 - After 10 years of completed service 4 weeks (20 days)
 - Or as negotiated in employment contract.
- Seasonal employees will receive vacation pay in each pay period as follows:
 - 0 to 4 years 4% of gross earnings
 - After 5 years of completed service 6% of gross earnings
 - After 10 years of completed service 8% of gross earnings
- If the employee resigns from Carousel Players before they have earned the amount of vacation days that has been borrowed, the time owing is deducted from their pay.
- Employees may carry vacation time over fiscal year end but must use the vacation days within the first four months of the fiscal year.
- Vacation leave must be arranged with the employee’s immediate supervisor and is granted on a seniority basis. In December and June the employee and his/her supervisor will sign a document which states the amount of accrued vacation time.