



International Union *of* Operating Engineers 727

COMPANY POLICIES



[Company]

Workplace Violence Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	All Representatives of xx including affiliates (xx Executive Board, Stewards, Committee Persons, Members, and Authorized Designates)

1. PURPOSE

- a. The purpose of this policy is to define the Local Unions' position on workplace violence, the associated intents of the policy, the definitions of the term and procedures for implementation and enactment for intervening, and associated penalties which may be served under the authority of the Business Manager or Authorized Designate of xx. [Company] provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.
- b. This policy clarifies the importance and requirement of protecting all persons associated with the Local Union, whether professionally affiliated or not, from workplace violence.

2. APPLICATION OF THE POLICY

- a. This policy applies to all xx Employees, Executive Board Members, Stewards, Committee Persons, Members, Affiliates, and Contractors.

3. DEFINITIONS

- a. Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work specifically or related to servicing the

membership and who receive remuneration in the form of a payroll check from the Local Union.

b. Executive Board Members

- i. Those elected by the membership or otherwise appointed to the Board may be permitted by the International Constitution or By-Laws of the Local Union.

c. Stewards

- i. Any person elected or appointed to the volunteer position or appointment as Steward to the membership, Collective Agreement, Constitution, and related Union policies where they exist defines them.

d. Affiliates and Contractors

- i. Any person, agency, or group, whether conjoined or individual, hired by the Local Union; or outside agency, including other people whom the Union contracts for outside work.

e. Committee Persons

- i. Any person elected to or appointed to any committee by the authority of the Business Manager of the Local Union.

f. Members

- i. Any person who is an employee of the Local Union or an Employer signatory to the Collective Agreement with the International Union of Operating Engineers Local 727.

g. Authorized Designate

- i. Any person given authority in writing by the Business Manager to act on his/her behalf for a defined period; or in the case of a permanent absence of a Business Manager, the person appointed as per the Constitution, or in a permanent absence of either of the aforementioned the President of the Executive Board unless no other person has been properly appointed.

h. Workplace Violence

- i. xx does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviours provides examples of prohibited conduct:
 - 1. Causing physical injury to another person.
 - 2. Making threatening remarks.
 - 3. Displaying aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
 - 4. Intentionally damaging employer property or property of another employee.

5. Possessing a weapon while on company property or while on company business.
6. Committing acts motivated by, or related to, sexual harassment or domestic violence.

4. CONFIDENTIALITY AND AUTHORITY

- a. All persons herein described shall hold sacred the right to one's privacy as defined by any and all applicable Standards, Acts, Constitutional values, By-Laws, Articles of any associated Collective Agreement(s), Policies of the Local Union, and the law.
- b. All persons herein described should take all precautions possible to keep safe the private and or personal information of the Local, its employees, affiliates, committee persons, members, and contractors, save and except where the Business Manager authorizes an individual or other persons to release information pertaining to confidential matters, documents and/or proceedings with respect to any claim of, or investigation into harassment.

5. ROLES AND RESPONSIBILITIES

- a. Employees, Executive Board Members, Stewards, Committee Persons, and Members shall hold sacred any person's right to a peaceful free of workplace violence or hostility.
- b. Employees, Executive Board Members, Stewards, and Committee Members shall report to the Business Manager or authorized designate all known or suspected infractions of this policy, accidental or intentional.
- c. It shall be the duty of Employees, Executive Board Members, Stewards, and Committee Members to follow all workplace violence policies and to not participate in any type of violence towards anyone at any time.
- d. The Business Managers or authorized designates shall ensure that all complaints relating to suspected or perceived violence claims are thoroughly investigated and resolutions found.
- e. It shall also be the Business Managers or authorized designates' responsibility to conduct such investigations in a timely manner.

6. RISK REDUCTION MEASURES

- a. Safety

- i. [Company] conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.
- b. Individual situations
 - i. Although [Company] does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment if any employee exhibits behaviour that could be a sign of a potentially dangerous situation. Such behaviour includes:
 - 1. Discussing weapons or bringing them to the workplace.
 - 2. Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - 3. Making threatening remarks.
 - 4. Showing sudden or significant deterioration of performance.
 - 5. Displaying irrational or inappropriate behaviour.
- c. Dangerous/Emergency Situations
 - i. Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual.
 - ii. Employees should remain calm, make constant eye contact and talk to the individual.
 - iii. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

7. REPORTING PROCEDURE

- a. Any potentially dangerous situations must be immediately reported after becoming aware of an infraction of this policy; contact the Business Manager or authorized designate in the most confidential manner at your disposal and inform him/her of the circumstance in as much detail as possible.
- b. Reports can be made anonymously, and all reported incidents will be investigated.
- c. All parties involved in a situation will be counselled, and the results of investigations will be discussed with them.
- d. [Company] will actively intervene at any indication of a possibly hostile or violent situation.

8. INVESTIGATION PROCEDURE

- a. It shall be the Duty of the Business Manager to support this policy and, where required, investigate reports of infractions thereof.

- b. Investigation details shall be kept private.
- c. Those involved (whether the reporting party, witness or accused) shall not divulge any information pertaining to participation in an investigation or interview process except to the Business Manager or other Authorized Person(s).
- d. The Business Manager shall, insofar as possible, practice progressive discipline; save and except that he/she shall reserve the right to make decisions related to discipline based on the severity or impact of an infraction of this policy.
- e. Those making a claim of harassment in good faith will not face any disciplinary action if the claims are unfounded during the investigation.
- f. Those found having knowingly made false claims of workplace violence during the investigation will face appropriate discipline that could include possible membership revocation, fines, or up to and including termination.

9. RIGHT TO MANAGE

- a. Workplace violence will not be tolerated, and threats, threatening conduct, or any other acts of aggression or violence will not be tolerated.
- b. Nothing in this policy restricts the right of the Business Manager or Authorized Designate to manage. Infractions of this policy may lead to discipline, up to and including dismissal in the case of an employee. At the Business Manager's or authorized designate's discretion, committee persons and stewards may be reprimanded, including being ejected from any and/or all committees, and in the case of Stewardship, be removed from his/her stewardship role.
- c. Nothing in this policy saves any person from being charged under the International Constitution, Local Union By-laws, Federal or Provincial Laws, Standards or Statutes. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

SIGN-OFF ([Company] - Workplace Violence Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date

[Company Name]

Benevolence Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	All Employees, IUOE Local 727 Executive Board, xx Bargaining Unit Members

1. PURPOSE

- a. The purpose of this policy is to define the conditions and procedure for which I [Company Name] can authorize and disburse funds classified as benevolence.
- b. This policy provides financial assistance where there is little or no financial coverage or protection through salary/wages, sick leave, or insurance benefits.

2. APPLICATION OF THE POLICY

- a. This policy applies to all Employees, Executive Board Members, and Bargaining Unit Members.

3. DEFINITIONS

- a. Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work related explicitly to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members
 - i. Those elected by the membership or otherwise appointed to the Board as may be permitted by the International Constitution or By-Laws of the Local Union.
- c. Bargaining Unit Member

- i. Any person who, either by default or design, is named in and represented by the Local Union via the Collective Agreement between the Local Union and the Employer, including those who may for any reason have no current Employer/Employee relationship with the Employer, but who have an active/outstanding grievance filed for re-establishing that relationship, save and except those who have been intentionally removed from the membership roster by the Local Union.
- d. Benevolence
 - i. Charitable contribution provided to alleviate hardship in a time of need.

4. RESPONSIBILITIES and AUTHORITY

- a. Authority
 - i. Authority to approve lies with the Business Manager (or Authorized Designate) and the Executive Board.
- b. Responsibility
 - i. Employees and Executive Board Members shall report to the Business Manager or authorized designate all known or suspected infractions of this policy, whether accidental or intentional.

5. ELIGIBILITY CRITERIA

- a. For consideration of a benevolent donation, the application must satisfy the following criteria:
 - i. Application is for an [Company Name] Employee, xx Bargaining Unit Member, or former xx Bargaining Unit Member; or their dependant.
 - ii. Death of a wage earner leaving financial hardship; or costly medical care is required leaving financial hardship (may include medications, travel, accommodations for treatment, etc.); or unforeseen and unpreventable financial costs leaving financial hardship.
 - iii. An applicant cannot have had a previous benevolent donation from [Company Name].

6. PROCEDURE

- a. All Benevolence requests must be made in writing to the Executive Board.
- b. Benevolence requests must be made by the person requesting assistance or by someone directly assisting the person in need.

- c. Requests must include details of the purpose of the request and what the benevolent donation will be used for.
- d. The Executive Board will review requests to determine eligibility and appropriateness and then vote for approval.

7. FUNDS

- a. Nine thousand dollars (\$9,000) will be budgeted annually for Benevolent donations. Donations will be, at most, this defined amount unless so changed within the policy by a vote of the Executive Board.
- b. At most, a single donation shall be the value of \$1,500.
- c. The amount of each donation will be determined and voted upon by the Executive Board during the approval process for the donation.
- d. An unused budget for benevolent donations will not be carried over for future use.

8. RECORDS

- a. The details of requests for benevolent donations will not be released in the Executive Board meeting minutes.
- b. The requests for benevolent donations, along with associated details, discussion, and approval, will be kept and stored by the [Company Name] for audit and tracking.

9. INVESTIGATION PROCEDURE

- a. It shall be the Duty of the Business Manager to support this policy and, where required, investigate reports of infractions thereof.
- b. Investigation details shall be kept private.
- c. Those involved (whether the reporting party, witness, or accused) shall not divulge any information about participation in an investigation or interview process except to the Business Manager or other Authorized Person(s).
- d. The Business Manager shall, insofar as possible, practice progressive discipline, save and except that he/she shall reserve the right to make decisions related to discipline based on the severity or impact of the infraction.

SIGN-OFF ([Company Name]- Benevolence Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date

[Company]

Workplace Harassment Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	xx Employees, xx Executive Board, xx Members

1. PURPOSE

- a. The purpose of this policy is to provide guidelines for employees who have been harassed or discriminated against or who have witnessed harassment and wish to attempt to resolve the problem.
- b. This policy implements and illustrates the complaint process for employees who have been harassed.

2. APPLICATION OF THE POLICY

- a. This Policy and Procedure applies to all employees and individuals associated with the [company] and all other persons entering the [company] workplace.

3. DEFINITIONS

- a. xx Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work related explicitly to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members
 - i. Persons elected by the membership or otherwise appointed to the Executive Board as may be permitted by the IUOE Constitution or By-Laws of the Local Union.
- c. xx Members

- i. Persons associated with [company] in various capacities, mainly through membership, in many cases through agencies or individual level. [Company] is mandated by virtue of its core values to defend and promote social justice for its members.
- d. Harassment
 - i. Any interaction between individuals characterized as unwelcome, intimidating, insulting, humiliating, malicious, degrading, bullying, offensive, or violent. Harassment from different sources will result in different dynamics that may require different reporting and investigation procedures.
- di. Workplace Harassment
 - i. Engaging in the course of vexatious comment or conduct against an employee in a workplace, known or ought reasonably to be known to be unwelcome.
- dii. Sexual Harassment
 - i. Unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - 1. Submitting to or rejecting this conduct is used as the basis for making decisions that affect the individual; or
 - 2. Such conduct has the purpose or effect of interfering with an individual's performance; or
 - 3. Such conduct creates an intimidating, hostile, or offensive environment.
- diii. Complaint
 - i. An individual who believes they have been harassed.
- div. Respondent
 - i. An individual alleged to be the harasser.
- dv. Workplace
 - i. In or on the property of the [Company] office or away from the [company] office if the employee is engaged in work-related activities.
 - ii. The workplace also extends to sites where employees are involved in work-related functions and/or activities.

4. RESPONSIBILITIES

- a. All employees of the [company] have a responsibility to play a part in ensuring an environment free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this Policy. No employee is required to tolerate harassment or abuse for any reason at any time. No one has

the right to harass, violate, or abuse anyone else at work or in any employment-related situation. All employees are expected to uphold this Policy and will be held accountable by the Employer.

- b. Workers are expected to report any incidents of workplace harassment to a member of the Designated Advisor Committee without fear of threat, retaliation, or reprisal. Should an employee have a legal court order (i.e., restraining order or “no-contact” order against another individual), the employee is to notify and supply a copy of that order to the Human Resources Manager or designate. Such information shall be kept confidential. All individuals are responsible for respecting the confidentiality of anyone involved in a complaint.
 - i. All employees are responsible for attending any training or information sessions provided by the [company] to eliminate harassment in the workplace.
 - ii. All employees are expected to cooperate as required during investigations related to workplace harassment.
- c. All individuals associated with the xx and all other persons entering the xx workplace are expected to conduct themselves in accordance with this Policy.
- d. Each manager and supervisor are responsible for fostering a safe working environment free from harassment and abuse. Managers and supervisors must set an example for appropriate workplace behaviour and deal with situations immediately upon becoming aware of them, regardless of whether there has been a complaint.
- e. The Designated Advisor Committee is responsible for investigating and dealing with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting individuals’ privacy as much as possible.
- f. The Employer has the responsibility to take measures to prevent harassment, provide procedures to handle complaints, resolve problems, and remedy situations when a violation of this Policy occurs. The [company] will continue educating all employees and increasing awareness of this issue throughout the organization.
- g. The xx is responsible for the annual review of this Policy and conducting regular risk assessments ensuring compliance with applicable legislation. The xx will recommend required changes to the Employer as necessary.
- h. The xx will recommend to the Employer to develop, establish, and provide training in harassment prevention measures and procedures.

5. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- a. Designated Advisor Committee
 - i. Designated Advisors

1. TBD
2. TBD
- ii. Associate Advisor
 1. TBD
- If individuals are uncomfortable utilizing designated advisors, they may consult with the Associate Advisor, who will present details to the Designated Advisors on their behalf.
- b. Nova Scotia Human Rights Act
- c. Nova Scotia Occupational Health and Safety Act and its Regulations
- d. Workplace Safety and Insurance Act and its Regulations
- e. Canada's Criminal Code
- f. Canada Labour Code
- g. xx P&P No. 1 – Code of Conduct
- h. xx P&P No. HS 25 – Workplace Violence

6. PROCEDURE

- a. A person who experiences harassment in the workplace should consult with a member of the Designated Advisor Committee as soon as possible after the occurrence.
- b. Members of the Designated Advisor Committee shall inform the complainant of the following:
 - i. The options for pursuing an informal resolution of his/her complaint.
 - ii. The right to lay a formal written complaint under this Policy when an informal resolution is inappropriate or not feasible
- c. Informal Resolution
 - i. Informal resolution may be achieved by enlisting the assistance and support of a Designated Advisor Committee member.
 - ii. The Designated Advisor will obtain details surrounding the incident of harassment.
 - iii. The Designated Advisor will determine if further investigation is required before moving toward resolution actions.
 - iv. The Designated Advisor will consult with the complainant on the course of action.
 - v. The Designated Advisor will meet with the respondent to discuss the complaint (attendance of the complainant is voluntary and will be discussed and determined at the consult level outlined in d) above.
 - vi. After meeting with both the complainant and respondent, a determination will be made if a violation of the Policy exists.

- vii. If a violation is decided to exist, appropriate disciplinary and/or corrective actions will be determined.
- d. Formal Complaint – If the matter cannot be resolved informally or an informal complaint process is not appropriate, then the complainant can file a formal complaint.
 - i. A written complaint must be filed within six months of the incident complained of, or where the matter complained of consists of a series of related incidents within six months of the most recent incident. Complaints filed with the Human Rights Tribunal on matters related to Newfoundland and Labrador’s Human Rights Code must be filed within one year of the last alleged incident.
 - ii. Written complaints will warrant investigation, and findings will be discussed amongst the Designated Advisor Committee to determine if a violation of the Policy exists.
 - iii. If it is agreed that a violation exists, appropriate disciplinary actions will be discussed and determined.
- di. Formal or informal investigations may be conducted in the absence of a Complainant in circumstances where it is deemed appropriate to do so.
- dii. Unionized staff, complainant, or respondent have the right to consult with a union representative and are entitled to union representation at meetings throughout the
- diii. Discipline – Where there is a finding of harassment by an employee of the [company] or where it has been determined that a complaint has been made in bad faith, the Business Manager will be consulted on appropriate disciplinary action.
- div. Corrective actions may include any of the following:
 - i. Formal apology
 - ii. Counselling
 - iii. Written warning documented in the employee’s personnel file
 - iv. Change of work assignment
 - v. Suspension or discharge of the employee
 - vi. Discharge
 - vii. Legal action
 - viii. Any other corrective action, financial or otherwise, deemed to be appropriate in the circumstance; and/or
 - ix. Any combination of the above
- dv. The [company] recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The xx recognizes the interests of both the Complainant and Respondent in keeping details of any complaints confidential.

- j. All reported incidents are documented and kept on file. Documents will be included in individual personnel files in incidences where harassment has been determined to have occurred or that a complaint has been made in bad faith.
- k. The effectiveness of this Policy will be reviewed at least annually or when such circumstances require immediate review.
- l. New employees will receive an appropriate orientation to the Workplace Harassment Policy. All employees will receive an annual review of the Policy's general and site-specific components.

7. ATTACHMENTS

- a. Harassment Complaint Form

SIGN-OFF ([Company] - Workplace Harassment Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date

There are different committees. The terms of reference template I have written below should serve as a guideline for each committee. I have written general terms of reference for every committee. Given the types of committees and a bit of elaboration on the content in the titles below, I can write terms of reference for each committee. Please, let me know whether you require my services in writing Terms of Reference for each committee.

Terms of Reference Template

Purpose

What is the purpose of this committee? *Depending on the committee, the purpose should be stated clearly.*

Timeframe

For what duration will this committee exist? *The duration for the existence of the committee should be stated clearly.*

Scope of work

What work will the committee be solely doing? Will committee members be invited to pose questions, discuss, and give recommendations? What will be the potential topics for discussion? Are there representatives who will be invited to observe committee meetings at their preference? *These questions should be clarified so that committee members are guided on what is expected of them.*

Membership

What members will the committee be composed of? What qualities, experiences, and perspectives should the committee members have? What interests should the committee members have? *Specifying these questions helps in the proper selection of committee members.*

Selection process

For what duration should membership last? Committee members should be devoted to being part of the committee during the entire duration. In exemption of the chair and vice chair, how should applications for membership be made? What are the criteria, strategy, and procedures for applying and selecting committee members? Are there recommendations for the committee members to be reviewed first? *These questions should be clarified so that interested members who meet the requirements can apply and the selection is made as per the requirements.*

Chairs

Will the committee be headed by a chair and assisted by a vice chair? Will the Executive Board recommend and select the chair and vice chair? Will this be done in a closed or open meeting? *This helps in clarification of how the chair and vice chair are selected in a committee to avoid conflicts.*

Meetings

How frequently will the meetings be held? How will the meeting times and dates be determined? What will be the structure of the meetings? Will meeting minutes be kept for every meeting? Will meetings be held in offices or virtually? What will be the meeting quorum? How will the committee agendas be communicated? Is it before or during the meeting? How will meeting agendas be developed? *These questions help in organizing the committee on how to get ready to conduct what is expected of them.*

Code of conduct

How are committee members supposed to present themselves? What values are expected of them? What if a member does not adhere to the values expected of them? What measures should be taken? *Clarification of these questions guides members on how to conduct themselves ethically.*

Membership resignation

What if a member wants to resign? What is the procedure? *This helps in guiding a member on how to respectfully resign if they are not interested in being part of the committee.*

Expenses and budget

What are the expenses of the meetings? Is there a budget for the meetings? How are funds reimbursed? Are members compensated? *This helps in guiding the committee on how to use funds appropriately.*

[Company]

Social Media Guidelines & Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	xx Employees, IUOE Local 727 Executive Board

1. PURPOSE

- a. The purpose of this policy is to ensure the proper use of social media as a resource, both for personal and business usage.
- b. This policy establishes guidelines governing the acceptable use of social media as a communication tool. By establishing and maintaining compliance with this policy, the benefits of these communication tools can be realized while risks and costs are mitigated.

2. APPLICATION OF THE POLICY

- a. This Policy applies to all xx Employees and Executive Board Members, including employees on contract who choose to utilize social media as a form of communication, whether such communication is during business hours or during their personal time.

3. DEFINITIONS

- a. xx Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work related explicitly to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members

- ii. Those elected by the membership or otherwise appointed to the Executive Board as may be permitted by the IUOE Constitution or By-Laws of the Local Union.
- c. Social Media
 - iii. “Social Media” is defined by the following but not limited to Facebook, TikTok, Snapchat, Twitter, My Space, Blogs, Instagram, etc.

4. RESPONSIBILITIES

- a. Employees and Executive Board Members have a responsibility to be conscious of how they may reference the Union when utilizing social media, how the manner in which they express their personal and/or professional views on any topic may interfere with or otherwise impact the Union’s interests, and how the public may view any opinions expressed as those of the Union.

5. OBJECTIVES

- a. Employees and Executive Board Members understand that all electronic messages and documents may be subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats.
- b. Employees and Executive Board Members are provided guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of referencing [company] as defined by this policy.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- a. [Company] P&P No. 5 – Business Equipment Usage

7. PROVISIONS FOR SOCIAL MEDIA USAGE

- a. Business Use
 - i. All electronic resources provided by the Union are to be dedicated to legitimate xx business activities. The use of electronic resources imposes certain responsibilities and obligations on all Users and is subject to the Local’s policies and procedures and all provincial and federal laws.
 - ii. Employees /Executive Board Members are prohibited from posting any form of communication on social media outlets that the public may view as those expressed by the Union.
 - iii. Unless given permission by the Business Manager, Employees /Executive Board Members are not authorized to speak on behalf of the Union. This

policy acts as a guideline for employees to ensure that they speak respectfully about the Union and our current and potential employees, customers, partners, and competitors.

- iv. Do not engage in name-calling or other expressions that will reflect negatively on the Union.
 - v. Despite any disclaimers, your social media communication can result in members of the public forming opinions about the Union and or its affiliates, its employees, and the services it provides. Honour the privacy rights of current employees by seeking their permission before writing or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality.
- b. Prohibited Use: The following list, although not exhaustive, provides examples of unacceptable uses:
- i. Do not disclose/post any of the Union's confidential or proprietary information.
 - ii. Inflammatory comments and/or disparaging remarks against the Union, its Executive Board Members, its members, or its employees.
 - iii. Employees and Executive Board Members are directed not to engage in social media discussions regarding Union matters or member issues.

8. VIOLATIONS

- a. Employees found to have violated this policy may be subject to discipline up to and including termination of employment.
- b. Executive Board Members found to have violated this policy may be subject to discipline pursuant to the Local By-laws and the International Constitution.

SIGN-OFF ([Company] - Social Media Employee Guidelines & Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date

[Company Name]

Privacy and Confidentiality Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	xx Employees, xx Executive Board, xx Members

1. PURPOSE

- a. The purpose of this policy is to provide guidelines on the practices and standards regarding the collection, use, and disclosure of personal information in the course of activities carried out at [Company Name].
- b. This policy intends to guide xx personnel and third who have been given access to personal information in xx's possession. [Company] requires that every personnel or third party who collects, uses, or discloses personal information on behalf of the company to comply with the provisions of this policy regarding the performed work.

2. APPLICATION OF THE POLICY

- a. This policy applies to xx employees, Executive Board Members, and xx members.

3. DEFINITIONS

- a. xx Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work related explicitly to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members

- i. Persons elected by the membership or otherwise appointed to the Executive Board as may be permitted by the IUOE Constitution or By-Laws of the Local Union.
- b. xx Members
 - i. Persons associated with xx in various capacities, mainly through membership, in many cases through agencies or individual level. [Company] is mandated by virtue of its core values to defend and promote social justice for its members.
- c. Personal information
 - i. Any information about an identifiable person that does not entail information that cannot be tracked back to a given person.
- d. Privacy
 - i. The right to be let alone, or freedom from intrusion or interference. Being free from being disturbed or observed by others.
- e. Privacy policy
 - i. A legal document or a statement that discloses approaches used by a company to gather, use, disclose, and manage data collected. It documents the manner in which employers monitor and collect information on the communication, activities, and private lives of employees.
- f. Confidentiality
 - i. Obligations of individuals and institutions to use information disclosed to them and under appropriate control. Preserving authorized restrictions on access and disclosure.
- g. Confidentiality policy
 - i. Measures a company use to protect its valuable information. Set of rules guiding the restrictions on the use of various types of information.

4. PRIVACY AND CONFIDENTIALITY PRINCIPLES

- a. Accountability
 - i. [Company] is obliged to protect the personal information under its control. To be accountable for this, xx receives and works on inquiries and complaints from persons about their personal data. [Company] explains the Privacy and Confidentiality Policy to its personnel and members to avoid a breach of the policy and practices and take necessary actions if a violation occurs.
- b. Identification of reasons

- i. [Company] identifies the reason(s) for collecting personal information, which is communicated before or during the collection period. The collected information is to be used for the said reason(s), and if there is a need to use it for other reason(s), the person is notified to obtain their consent.
- c. Consent
 - i. [Company] obtains the consent of persons before collecting, using, or disclosing personal information.
- ci. Limitations
 - i. [Company] limits the collection of personal information to suit only the reason(s) required and specified by xx. [Company] collects information lawfully and does not harass persons during the process.
- cii. Usage, disclosure, and retention
 - i. Solely, personal information will neither be disclosed nor used for reason(s) not intended to, unless another reason(s) is required and the client gives the go-ahead. Retaining personal information is done if it's required to fill in the reason(s).
- ciii. Third parties
 - i. [Company] may use third parties to conduct operations on its behalf. The third parties can store, process, and transfer information on their servers; thus, the information is at risk for request. [Company] ensures and guarantees the protection of the information.
- civ. Compliance inquiries and reports
 - i. Any individual who wants to make inquiries or report violations of the xx's compliance with its Privacy and Confidentiality Policy can do so to the Business Manager or Authorized Designate, and investigations on the inquiries and issues raised will be done, and actions are taken based on the findings.
- cv. Monitoring and compliance
 - i. The xx Executive Board will lead the monitoring and compliance of this Privacy and Confidentiality Policy. xx Executive Board, Employees, and Members will acknowledge compliance with this Privacy and Confidentiality Policy annually.

SIGN-OFF ([Company]– Privacy and Confidentiality Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date