

# **Pinnguaq Association Employee Handbook**

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## **VISION STATEMENT**

To offer opportunities in technology to Indigenous communities that allow for the expression of culture, heritage and identity and bridge that service gap.

## **MISSION STATEMENT**

Pinnguaq means “Play” in Inuktitut and with offices now in Nunavut, Ontario and B.C we have a mandate to create interactive experiences that push both the limits of technology and cultural expression. Whether focused on film, virtual reality, gaming, education or application development we combine a passion for culture and technology to both stimulate and entertain. The organization seeks to embrace ways of incorporating play and gaming into wide reaching applications that can benefit tourism, education and economic development. At the root of our mission statement is the embracing of technology as a means of unifying and enabling Indigenous Canadians.

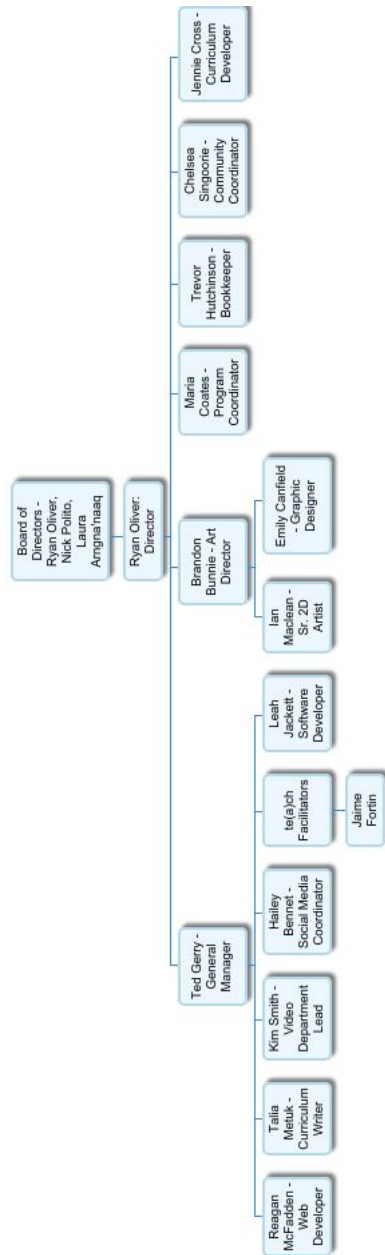
## **CORE VALUES**

Technology offers opportunity and that opportunity needs to be shared with Indigenous communities.

All projects and planning will rely on the values of Inuit Qaujimajatuqangit and lean on consultation and involvement of those we are trying to reach.

Pinnguaq prioritizes the health and safety of its employees.





## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about The Pinguuq Association (“The Pinguuq Association”), and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with The Pinguuq Association voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or The Pinguuq Association can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, and that The Pinnguaq Association' policy of employment-at-will may only be changed through a writing signed by the President of the Board of Directors. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

## **EMPLOYMENT**

### **101 Nature of Employment**

All employees of The Pinnguaq Association are employed on an at-will basis. Any employee who wishes to do so may terminate his or her employment at any time, with or without notice, and with or without cause. Similarly, The Pinnguaq Association may terminate the employment of any employee at any time, also with or without notice and with or without cause. No one other than the Board of Directors has the authority to

change the at-will relationship, and the Board can only agree to such a change in writing, signed by the President, and directed to you personally.

### **102 Equal Employment Opportunity**

To provide equal employment and advancement opportunities to all individuals, employment decisions at The Pinnguaq Association will be based on merit, qualifications, and abilities. The Pinnguaq Association does not discriminate in hiring, promotion, or any other aspect of your employment on the basis of race, color, religion, gender, national origin, age, disability, marital status, height, weight, or any other characteristic protected by law.

### **103 Conflicts of Interest**

Employees of The Pinnguaq Association have a responsibility of fidelity and fairness to The Pinnguaq Association. They may not engage in activities which conflict with or violate this responsibility. Employees have the responsibility to disclose and refrain from any activity that might reasonably affect the judgment they exercise on behalf of The Pinnguaq Association.

### **104 Participation in Political Matters**

The Pinnguaq Association' employees are, when acting as private citizens, free to engage in political affairs, including participation in election campaigns. Such participation must be on their own time and with their own resources and facilities. All employment activities, however, must be carried out in a manner that maintains public confidence in The Pinnguaq Association as an independent non-partisan organization dedicated exclusively to charitable and educational purposes.

### **105 Privacy of Social Insurance Numbers**

As required by law, employee social insurance numbers will be held confidential to the extent practical, and will be maintained by the Executive Director in a secure location. Access to employees' social security numbers will be limited to those with a legitimate business need to know (for example, preparation of T4 forms, enrollment in health insurance programs, etc.) Any employee accessing the social security number of another employee without the express authorization of the Executive Director, will be disciplined. Any documents which contain social security numbers of employees or any other individual that are to be disposed of, must be shredded.

### **106 Disability Accommodations**

The Pinnguaq Association is committed to complying fully with the Persons with Disabilities Civil Rights Act (PWDCRA), ensuring equal opportunity in employment for

qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide qualified persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, to assist in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualified individuals with known disabilities unless doing so would result in an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Employees with a disability requiring accommodation must notify the Executive Director in writing as soon as is reasonably possible.

### **107 Confidentiality**

All such information that The Pinnguaq Association employees receive in the course of employment, including information received from co-workers, grant applicants, board members, and board committees, is to be held by the employees in the strictest of confidence, unless a matter of public record or specified otherwise by the Executive Director.

Employees who improperly use or disclose confidential information will be subject to termination of employment, even if they do not actually benefit from the disclosed information.

Upon termination of employment, an employee may not remove any confidential information from The Pinnguaq Association offices and must return any confidential information in his/her possession.

## **EMPLOYMENT STATUS & RECORDS**

### **201 Employment Categories**

All employees of The Pinnguaq Association will be categorized as follows:



1. Regular Fulltime Exempt Employees. This is a salaried employee scheduled to work at least 37.5 hours per week and as needed to perform assigned duties, and who will normally be assigned administrative, managerial, or executive functions. Exempt employees are paid a fixed salary regardless of the number of hours worked in the workweek, and thus, are not eligible for overtime pay. A regular fulltime salaried employee may participate in The Pinnguaq Association' benefit programs, upon meeting the various eligibility requirements.

2. Part-time Employees. This is an employee who has not been designated a regular fulltime employee, and who is not regularly scheduled for work, or who works less than 30 hours a week. A part-time employee is not eligible for employee benefits, unless otherwise specified in this handbook.

3. Temporary Employees. An employee who has not been designated a regular fulltime or part-time employee, and who is hired for a specified period of time, or a specifically-limited task. A temporary employee is not eligible for employee benefits unless that is specified in their contract.

## **202 Performance Evaluations**

The Pinnguaq Association will discuss with employees job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately three months after the employee hire date and then every 9-12 months thereafter.

Performance reviews do not alter the "at will" relationship.

## **EMPLOYEE BENEFITS**

### **301 Employee Benefits**

Eligible employees at The Pinnguaq Association are provided a wide range of benefits. A number of the programs such as workers' compensation, provincial disability, and unemployment insurance cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Details of many of these programs can be found elsewhere in the employee handbook. The Pinnguaq Association reserves the right to modify the benefits offered at any time.

The following benefit programs are currently available to eligible employees, and are described more fully in this Handbook:

- Vacation Leave
- Holidays
- Personal and Sick Leave
- Bereavement Leave
- Jury Duty
- Unpaid Leave of Absence
- Great West Life Benefits

### **302 Vacation Leave**

Vacation time off with pay is available to full-time employees and part-time employees who work at least 24 hours per week once they have been employed by The Pinnguaq Association for one (1) year.

The amount of paid vacation time available to eligible employees is based on the number of hours in their regular workweek, and eligible employees receive increases each year with the length of their employment as shown in the following schedule:

- ▶ Completion of 1-4 years of service: three weeks
- ▶ Completion of 5-9 years of service: four weeks
- ▶ Completion of 10 or more years of service: five weeks.

Vacation leave is paid at the employee's normal rate of pay and the normal number of hours in the regular workweek at the time of vacation. It does not include overtime or any other special forms of compensation.

Vacation days accrue as of the employee's anniversary date. Vacation days may be taken anytime after the time is earned. Vacation days not used by the end of the employee's next anniversary date cannot be carried over and will be forfeited. The Executive Director shall have the discretion to make exceptions to this policy and extend vacation time into the next year. Employees who leave employment with The Pinnguaq Association for any reason will be entitled to be paid for any accrued and unused vacation time.

Vacation may be taken anytime after the time is earned. With special permission of the Executive Director, a new employee with more than six months, but less than one year of service, may be permitted to take up to one week of vacation during the last six (6) months of the first year of service, to be charged to vacation time accrued upon the completion of one year of service.

Any employee wishing to take vacation time must make a vacation request to the Executive Director at least two weeks in advance. The Executive Director reserves the right to refuse vacation requests based on staffing requirements, employee's length of service, and employee preferences, in the order listed.

### **303 Holidays**

The Pinnguaq Association will grant paid holiday time off to full-time employees with at least 30 days' of service on the holidays listed below:

- New Year's Day - January 1
- Family Day - Third Monday in February
- Good Friday - Friday before Easter Sunday
- Victoria Day - Monday before May 25
- Canada Day - July 1
- Civic Holiday - First Monday in August
- Labour Day - First Monday in September
- Thanksgiving Day - Second Monday in October
- Christmas Day - December 25
- Boxing Day - December 26

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If a fulltime or part-time hourly employee is required to work on a scheduled holiday, pay for actual hours worked will be double the regular hourly rate.

If an employee desires to observe a religious holiday not listed above, time off may be granted without pay, subject to staffing needs.

### **304 Personal and Sick Leave**

The Pinnguaq Association recognizes that an employee may require time off due to illness or to attend an important personal appointment during normal working hours. Time off during normal working hours will be granted on an individual basis by the Executive Director or General Manager, if workloads and circumstances permit. Full

time employees with at least 30 days of service will receive their normal compensation for up to eight (8) days per full year worked due to illness or personal needs. Employees who leave employment with The Pinnguaq Association for any reason will not be entitled to be paid for any unused personal and sick leave.

### **305 Bereavement Leave**

Bereavement leave is granted so an employee need not have the shock of a death in the immediate family compounded by a loss in pay. The Pinnguaq Association will allow full time employees up to five days' pay at their regular wages for an absence from work due to the death of a spouse or child, and up to three days' pay in the case of a brother, sister, parent, or spouse's parent.

In addition, with prior approval of the Executive Director, employees may be allowed a maximum of four hours' pay to attend the funeral of other relatives or friends. An employee will not be paid funeral leave benefits while absent from work during approved paid vacation, holiday, sick time, or personal time.

### **306 Jury Duty**

Fulltime and part-time employees summoned to report for jury duty on a regularly-scheduled workday will receive their regular wages for each day they serve, up to a maximum of two (2) weeks per year. The jury duty notice should be shown to the Executive Director immediately after it is received so that work schedules can be adjusted to accommodate the employee's absence. The employee shall remit to The Pinnguaq Association the fees received for jury duty, less expenses.

### **307 Unpaid Leaves of Absence**

Unpaid leaves of absence may be granted to full time employees who have worked for The Pinnguaq Association for at least one (1) year to enable them to obtain job-related education, respond to family needs, fulfill military obligations, or to perform special outside assignments. Employee benefits, except vacation accrual and pay, will be continued for up to 90 days for any such leave granted. The Pinnguaq Association will review and act in its sole discretion on a request for leave of absence on an individual basis and in consideration of the effect the absence will have on the organization to carry out its responsibilities, the employee's position, and length of service.

An employee starting a leave of absence of one (1) month or more will be required to utilize accrued and unused vacation time and personal and sick leave.

The Pinnguaq Association will endeavor to return employees to work who have been on an unpaid leave of absence of up to 12 months, providing they notify the Executive Director in writing of their desire to do so at the time the leave begins. The Pinnguaq Association may be obliged to hire another person to replace an employee on unpaid leave, in which case the employee will be considered for re-employment on an individual basis.

### **308 Great West Life Benefits**

Pinnguaq offers group benefits through Great West Life to employees. This cost is split between the employee and the employer. For a single person, the payable per month is around \$30, matched by Pinnguaq. For details about the benefits, please see the GWL brochure.

## **COMPENSATION POLICIES**

### **401 Paydays**

All employees are paid electronically bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Mandatory withholding as required by law will be taken from gross wages, and employees may request withholding to participate in The Pinnguaq Association-sponsored benefit plans.

#### **402 Overtime**

Overtime (time worked in excess of 40 hours in a Monday through Sunday period) is administered in accordance with provincial and federal law. Every attempt will be made to plan overtime with consideration for the company and employees. Overtime must be pre-approved by the Executive Director. Failure to comply with this rule will result in disciplinary action.

#### **403 Expense Reporting**

The Pinnguaq Association provides reimbursement for business-related expenses that employees may incur on behalf of The Pinnguaq Association. Examples of business-related expenses include:

- a. Work-Related Travel (except for commuting)(minimum 10 miles)
- b. Parking costs
- c. Overnight lodging (when required to be away from home overnight)
- d. Meals (when required to be away from home overnight)

Employees expecting to incur any business-related expenses must obtain advance approval from the Executive Director.

Employees requesting reimbursement must submit an expense report documenting the business purpose of the expense, as well as receipts for all expenses (except mileage and per diem).

#### **404 Lieu Hours**

Employees may sometimes be asked to work more than the standard 7.5 hours per day, mainly if travel is involved or when a project requires completion. In this case, employees may take lieu time off instead of overtime. Lieu hours are to be determined between the employee and their direct supervisor on a case by case basis. Lieu hours are not to exceed overtime worked.

## **WORK CONDITIONS & HOURS**

### **501 Office Hours**

The Pinnguaq Association' normal business hours are 9:00 a.m. to 5:00 p.m., but may be altered by the Executive Director as appropriate.

### **502 Smoking**

The Pinnguaq Association offices and workplaces are non-smoking environments.

### **503 Computers and E-Mail Usage**

Computers, computer files, the e-mail system, and software furnished to employees are the property of The Pinnguaq Association, intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

All data, documents, and messages created, accessed, transmitted, or received via the The Pinnguaq Association computer system is the property of The Pinnguaq Association. The Pinnguaq Association reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate.

The Pinnguaq Association prohibits the use of computers and the e-mail system for any personal or non-business use.

The Pinnguaq Association computer system may not be used to solicit others for commercial ventures, religious, or political causes, outside organizations, or to harass any employee or client.

### **504 Work from Home Policy**

Employees may elect to work from home all or part of the day and may do so under the following conditions. Please note that these conditions do not apply to those who have permission to work from home regularly:

- Employees must work at least 3 days a week from the office unless they have prior approval from the General Manager or Executive Director.
- Employees must inform management that they are working from home.
- Employees must be available on Slack or by email during regular working hours.
- If employees do not inform a manager a day before of their intent to work from home, then they should be aware that they may be called in to the office if needed.
- Employees must indicate their plans to work from home on the Pinnguaq Office In-Out Calendar.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### **601 Alcohol and Drug-Free Workplace**

Please see PA- 007 Drug and Alcohol policy for full details.

### **602 Sexual and Other Unlawful Harassment**

The Pinnguaq Association prohibits its employees from harassing other employees, donors, or anyone else during the course of employment. Violations of this policy will not be permitted and will result in disciplinary action up to and including discharge. Sexual harassment is defined as unwelcome sexual advances, unwelcome jokes or comments, requests for sexual favors, unwanted touching or other verbal or physical conduct of a sexual nature.

Other types of prohibited harassment include actions, words, jokes, or comments based on an individual's race, color, national origin, age, religion, disability, height, weight, marital status, or any other legally-protected characteristic.

Any employee who feels that he or she has been subject to harassment, or who has witnessed harassment, should immediately report the matter to either the Executive Director or the President of the Board of Directors. Employees can be assured that no one will be retaliated against for either filing a complaint or participating in an investigation of harassment. All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Please see PA- 002 for the full Employee Code of Conduct and PA -011 for the Sexual Harassment policy.

### **603 Attendance and Punctuality**

Employees who will be tardy or absent from work must notify the Executive Director by 9 a.m. on that day.

### **604 Job-Related Injuries**

Employees who sustain work-related injuries or illnesses must inform the Executive Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported within 24 hours of its occurrence to management. This will enable an eligible employee to qualify for coverage as quickly as possible.



## **605 Performance on the Job**

You are expected to do the very best job you can on every assignment you are given. This means getting it done on time and getting it done right. It also means taking care of all the details surrounding the assignment so that others don't have to pick up the loose ends. It also means using good judgment and asking questions you may have. You are also expected to work cooperatively with your supervisors and co-workers.

## **606 Rules of Conduct**

All employees are expected to follow the rules and regulations of The Pinnguaq Association. Although The Pinnguaq Association has established an "at will" relationship with its employees, in certain instances The Pinnguaq Association may apply, in its sole discretion, some sort of progressive discipline, as described later. The following list, which is neither complete nor exhaustive, contains examples of some but not all of the conduct which is prohibited. Such conduct is prohibited regardless of whether it occurs on the premises or in conjunction with work assignments at The Pinnguaq Association. The following actions may result in discipline, up to and including discharge. This list in no way constitutes a limitation of the right or ability of The Pinnguaq Association to terminate employees for any reason at any time, with or without notice.

1. Reckless conduct that endangers the safety of other employees.
2. Violating any safety instructions or rules established by The Pinnguaq Association.
3. Negligent or willful defacing, misuse, or destruction of company equipment or facilities.
4. Theft of any property belonging to The Pinnguaq Association or any employee of The Pinnguaq Association.
5. Excessive tardiness.
6. Excessive absenteeism.
7. Violation of Code of Conduct and Inclusivity Policies (PA-002).
8. Use or possession of illegal drugs or controlled substances or weapons in the course of employment.
9. Dishonesty or falsification of time records, accident reports, or any other company records, including false statements on the application for employment or other company documents.

Violation of any of these policies could lead to immediate dismissal. In some cases, however, The Pinnguaq Association, in its sole discretion, may decide that corrective action should be utilized before termination in order to assist an employee who exhibits inappropriate conduct or behavior, inadequate performance, or who fails in any way to meet the company's standards. Employees should not expect that they have a right to

a certain number of disciplinary measures prior to termination or to any progression of discipline.

### **607 Employment Termination**

We hope to retain good employees. However, employment at The Pinnguaq Association is for no specified period of time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law. The Pinnguaq Association asks that each employee give at least two week's notice before voluntarily terminating employment. A letter of resignation should be submitted to the Executive Director at least two weeks prior to the end of employment. Upon receipt of a letter of resignation, The Pinnguaq Association reserves the right to terminate the employee immediately.

Upon termination of employment, the employee is entitled to a final check for all unpaid time worked, and any approved business-related expenses incurred that have not been reimbursed.

An exit interview will be requested and conducted by the Executive Director with all employees terminating employment. At that time, the employee is to return all The Pinnguaq Association' property (e.g., keys, computer-related material, written materials) to the Executive Director.