



PURPOSE

The NWT Seniors' Society is committed to being an exemplary employer. With this purpose in mind, the Executive Director will ensure that the human resource practices of the organization adhere to the principles of fairness and respect and that all relevant laws and government regulations are followed.

The objectives of this policy are to:

- Provide a standard reference for the Board of Directors, the Executive Director, employees, and contractors to understand their rights and responsibilities;
- Encourage continuity and consistency in the administration and application of the human resource policy, and
- Provide direction and authority in the day-to-day administration of human resources.

SCOPE

This policy is approved by the NWT Seniors' Society Board and administered by the Executive Director of the NWT Seniors' Society. It applies to all employees, volunteers and/or contractors of the Society.

RESPONSIBILITIES

The NWT Seniors' Society Board has the responsibility to ensure the Society is complying with all legal requirements regarding its employees.

The Executive Director will not cause or allow conditions for staff, volunteers or contractors that are unfair, unsafe, or violate human rights and any pertinent legislation.

General Hiring Practices

1. The NWT Seniors' Society recruits and employs qualified persons who support and promote the organization's vision, mission and values when carrying out their duties.
2. Recruitment, hiring and promotion practices are transparent, equitable and inclusive, thorough, fair and based on performance.
3. The legal distinction between employee and contractor is respected.
4. Personnel records are treated as confidential and appropriate restrictions are in place regarding their use and who has access to them.
5. Every staff member's performance is formally and informally evaluated, as needed but at least annually. This review provides an opportunity to explore what has been successful, and what could be improved, and ensures that the employee is working towards a common purpose in service of the NWT Seniors' Society.



6. Harassment in any form will not be tolerated. The harassment is to be reported by the alleged victim and will be immediately investigated.
7. The Board will support staff participating in professional development opportunities (e.g., in person or online) if it is deemed relevant to their position and funding is available.
8. Within budgetary constraints, every effort is made to provide wages that reflect the value of equal pay for equal work, reflects level of qualifications, experience and level of responsibility of the position as well as being competitive with similar positions in other community service organizations in the Northwest Territories.
9. Every employee is entitled to a specified number of days of work, leave and holidays as per the *Employment Standards Act SNWT 1007, c.13*.

Board-Executive Director Relationship

1. The Executive Director is the Board's only link to operational achievement and conduct. Hence, all authority and accountability of staff or contractors as far as the Board is concerned, is considered the authority and accountability of the Executive Director.
2. The Executive Director translates the Board's directions into action and provides the Board with information about how the organization is performing. Therefore, a healthy productive relationship between the Board and the Executive Director, and especially between the Board President and the Executive Director is essential to the board's effectiveness and the organization's success.
3. As with any employment relationship, Board Directors must act honestly and in good faith toward the Executive Director throughout their employment.
4. The Executive Director will be evaluated annually by the Board Executive, based on the achievement of the agreed upon goals and objectives between the Executive Director and Board.
5. The Board is responsible for clearly communicating those objectives and expectations to the Executive Director.
6. The Board has a duty to ensure that the organization continues to be managed properly if the Executive Director cannot work for an extended period due to illness. If this situation occurs, the Board will need to determine the best course of action for the organization, depending on the situation. The Board may need to appoint a director to help with the management activities during the Executive Director's absence. Depending on the anticipated length of the absence, a formal interim appointment may be necessary.
7. If the Board feels it is necessary to replace the Executive Director where doing so is clearly in the organization's best interest, the decision should be based on an objective assessment of the situation, and where appropriate, legal advice.



Confidentiality

The NWT Seniors' Society and its employees have an ethical and legal obligation to respect, protect and maintain the confidentiality of all information that is learned while providing services and supports to seniors participating in events or accessing services offered by the Society. It is important that employees respect the confidentiality of information obtained in this work setting, including personal information¹.

1. Employees and contractors are to prevent disclosure of confidential information.
2. Employees and contractors of the Society will treat information provided and gathered by the Society or in their work with discretion.
3. The Executive Director must be notified of any attempt to obtain confidential information or any breach in confidentiality.
4. Any personnel files are secured and treated with the strictest confidentiality.
5. Information related to individual employee pay is treated as confidential.

Conflict of Interest

1. It is important to the NWT Seniors' Society that all practices and decisions are without suspicion or influence and avoid any appearance of impropriety which may raise concerns within or outside this organization. The NWT Seniors' Society expects the primary interest of staff members to be the people we support.
2. A conflict of interest occurs when the interest of a staff or outside party actually or potentially conflicts with the best interests of the Society.
3. A conflict can occur because of an affiliation with:
 - a. An organization that has, or is negotiating, a business relationship
 - A conflict of interest arises in a situation in which:
 - o The foundation has business or financial dealings with a Board member, volunteer* or staff member individually or with a corporation, partnership or other business enterprises of which the Board member, volunteer or staff member, or a member of his/her family**, is an officer, director, partner or substantial stockholder, or

¹ Personal information is any information that can be used to distinguish, identify or contact a specific individual. Exceptions include business contact information and publicly available information, such as names, addresses, email addresses and phone numbers published in public directories. (https://communityfoundations.ca/wp-content/uploads/2021/08/Key-Governance-and-Administration-Policies_-_Template-Guide-for-Canadian-Community-Foundations.pdf)



- The primary purpose of a grant from the foundation to a qualified grantee is made to support a transaction with such a business enterprise.

*Volunteer includes any person serving voluntarily on a committee with Board-delegated powers or in any other capacity that might give rise to a conflict of interest.

**Family includes spouse or partner, children, grandchildren, parents or grandparents, siblings (and their immediate families), as well as any member of the extended family living under the same roof.²

4. Staff members may have outside business interests and outside employment if these do not interfere with job performance. Staff members may not earn profit from outside employment or business interests that result from an affiliation or conflict with the NWT Seniors' Society.³
5. Staff and volunteers are prohibited from accepting personal gifts from current and prospective providers of services or goods, except for occasional hospitality or other benefits of a nominal value.
6. Staff and volunteers are prohibited from using privileged information gained in their role for personal or professional gain.

Authorized Signature: 	Effective Date: Passed by Board resolution, June 17, 2025 Cancels & Supersedes: N/A Date of Last Review: N/A Date of Next Review: Spring 2029
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² Adapted from: Key Governance and Administration Policies, Template Guide for Canadian Community Foundations. (2021). Retrieved from: https://communityfoundations.ca/wp-content/uploads/2021/08/Key-Governance-and-Administration-Policies_-Template-Guide-for-Canadian-Community-Foundations.pdf

³ Adapted from: Mississippi Alliance of Non-Profits and Philanthropy: Non-Profit Policy Toolkit. (ND). Retrieved from: <https://alliancems.org/wp-content/uploads/Nonprofit-Policy-Toolkit.pdf>