



Youth on Board Policy

Hiring Policy

Not-for-profit organisations will make the final decision on the employee to hire and will conduct an interview process on a one-on-one basis. VBY's Youth Engagement Leader shall not be present during the interview unless discussed and agreed upon prior.

Hiring policies need to comply with human rights legislation (<http://laws-lois.justice.gc.ca/eng/acts/h-6/>) through anti-discriminatory practices. VBY will not tolerate any discriminatory practices and has the right to withdraw a participant's or organisation's application at any time.

Confidentiality Policy

VBY recognises that the Youth Engagement Leader gains information about individuals and other organisations during the course of their work or activities. In most cases such information will not be explicitly stated as confidential and the Youth Engagement Leader may have to exercise common sense and discretion in identifying whether information is expected to be confidential.

The Youth Engagement Leader is able to share information with other not-for-profit organisations in order to match participants.

All personal information will be placed into personal files and stored in a locked filing cabinet at VBY's office. The Youth Engagement Leader will be the only person who holds the key to this cabinet.

All the obtained personal information, receipts, invoices, progress and evaluation reports will be retained for a period of 6 years.

Occupational health and safety

The not-for-profits' workplace policies and practices must comply with applicable Occupational Health and Safety (<http://yukonregs.ca/RegsPublic/>) laws and regulations and with Workers' Compensation laws and regulations, which deal with compensation for accidents and disease. VBY shall not be responsible for any loss, damages, incidents at the workplace, however, shall be notified if any occur.

Drug and Alcohol Abuse Prevention Policy

VBY explicitly prohibits:

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication (without a prescription) on VBY's or employer's premises or while performing an assignment.

Being impaired or under the influence of legal or illegal drugs or alcohol away from VBY or the employer, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk VBY's reputation.

Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from VBY or the employer's premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the employer's reputation.

The presence of any detectable amount of prohibited substances in the employee's system while at work, while on VBY's premises or its customers'. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Harassment Policy

VBY is committed to providing a work environment in which all participants are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employees, supervisors, workers and members of the public, as applicable).

Not-for-profit organisations and participants are encouraged to report any incidents of workplace harassment to the Youth Engagement Leader.

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The not-for-profit organisation's management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect youth, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Recognition and reward

Participants shall be awarded with the \$500 bonus and Certificate of Completion upon successful completion of 20 continuous weeks of work experience. Not-for-profit organisations shall be presented with a Certificate of Appreciation.

Youth on Board Refer-a-Friend Policy

Refer-a-Friend was designed to advertise Youth on Board among prospective participants. We offer a gift card of \$50.00 for the participants who referred three or more friends to Youth on Board. The steps up are:

Referrer should be a current or past Youth on Board participant

Referral should specify how he/she heard about Youth on Board and mention the referrer's name.

Referred youth needs to reach the Participant stage (drop off the résumé and a cover letter, complete the Participant Intake Form, and be eligible for Youth on Board)

Once all the conditions have been met we will grant the referrer with a gift cart of \$50.00.

Wage subsidy policy

The organisation will submit an invoice to VBY after the end of each pay period; for \$11.32 per each hour the employee worked, up to 35 hours per week. Along with the invoice, the organisation shall provide employee's approved timesheet and a pay stub. The timesheet must be approved by the manager and employee. The organisation will be reimbursed by cheque, within 2 weeks, upon submission of the invoice, timesheet and a pay stub.

Training and development policy

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Management of the not-for-profit organisation shall be responsible for the participant's training and development during the 20 continuous weeks of the project. If additional training is required, a "Request for Additional Training" application shall be completed by the organisation, and approved by VBY's office in order to reimburse the training expenditures.

Approved 

Date August 8, 2017

