

Dispute Resolution Policy

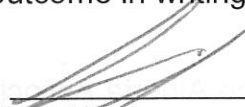
Purpose

Regrettably, conflict can occur in any working environment. The Alberta Association of Recreation Facility Personnel (AARFP) will have a common process that members, staff and volunteers may use to challenge an outcome or decision. This Policy will apply to decisions relating to conflict of interest, discipline, membership status, course mark or any other matter deemed appropriate by AARFP. In an effort to resolve conflict in an expedient, yet fair manner, AARFP recommends the following process for conflict or dispute resolution.

Procedure

- 1) Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- 2) If speaking to the individual does not work, a challenge or complaint shall be made in writing to the Executive Director. The Executive Director will arrange a meeting between those involved in the dispute, to determine a resolution.
- 3) Should a resolution still not be made, the Executive Director will summarize what has happened and forward the summary and the original written submission on to the President for a Board Decision. If the Executive Director is part of the original dispute, then the written submission will go directly to the President.
- 4) The President, President Elect and a Zone Rep chosen by the President will review the complaint come up with recommendation to present to the board at the next board meeting. Other Board Members may be chosen if a Conflict of Interest is present.
- 5) Should time be important, a Special Meeting may be called as long as Article IV, Section 9 of the **Bylaws of the Alberta Association of Recreation Facility Personnel** is adhered to.
- 6) Should the complainant be required at the meeting to discuss their case, they will be given at least ten (10) day notice in writing of the date and time of the meeting.
- 7) The Board of Directors will determine subsequent action. The decision of the Board is final.
- 8) In the event of a decision to discipline a member, Article III, Section 7 of the **Bylaws of the Alberta Association of Recreation Facility Personnel**, will be adhered to.

9) Within thirty (30) days of a board decision, the President shall provide the outcome in writing to the complainant.

Signed: 

President

Date: March 20, 2013

Conflict of Interest Policy

Alberta Association of Recreation Facility Personnel (RFP) staff and Board Members are responsible for ensuring that the Association's business activities are conducted in a fair, honest and ethical manner. To fulfill this responsibility, staff and Board members must avoid situations where their personal interests could conflict or appear to conflict with their duties. These situations are called conflicts of interest and they occur when a staff or Board member has an undisclosed economic or personal interest, or there would be a reason to question the person's impartiality in a transaction or decision that adversely affects RFP.

Examples of Conflict of Interest Include:

- Instructors who are Board members voting on financial matters related to Instructors
- Reviewing and/or signing cheques that are for oneself
- Being Involved in RFP business discussions involving relatives, friends, and associates.

If a staff or Board member finds themselves in a situation or potential situation on conflict of interest, they must seek guidance for the Association President. The President will then determine if the situation is in fact a conflict of interest and will advise the staff or Board how to deal with it. For example, a Board member may be directed to abstain from a vote if the result impacts or affects them directly.

Any conflict of interest must be formally declared and noted in the minutes. The purpose of the declaration is to protect the staff and/or Board members as well as the Association.

Both the nature of the conflict of interest and what actions will be taken to address the conflict must be documented and approved by the President.

Signed: _____

President

Date: _____

March 20, 2013

Harassment and Abuse Policy

Recreation Facility Personnel is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated against or by and employees, volunteers or contractors of the Association. This will be administered in accordance with the right set out in Alberta Human Rights Commission under the Alberta Human Rights Act. Everyone in the workplace must be dedicated to preventing workplace harassment. The Board, Staff, volunteers and contractors are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome. Workplace harassment includes unwanted verbal or physical behavior regarding:

- Sex
- Gender
- Gender Identity
- Religion
- Race
- Skin Color
- Sexual Orientation
- Physical or Mental Disability
- Age

Workplace harassment isn't limited to sexual harassment, and doesn't preclude same-gender harassment. Harassment can be about almost any personal characteristic, and between any two people - co-workers, managers, or even non-employees like clients, contractors, or vendors.

The victim of harassment isn't necessarily the person who is the target of the harassment, but, can be anyone affected by the offensive behavior.

Workers shall report any incidents of workplace harassment. Concerns should be brought forward to the Executive Director, unless the complaint involves the Executive Director, in which case, the concern should be brought forward to the Association President. All concerns should be brought forward with a detailed written document. All concerns shall remain confidential and will be addressed in an appropriate and professional manner. The Executive Director and/or President will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Signed: _____
President

Date: March 20, 2013