



# Camp Northland Staff Policy Manual

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## Introduction and Purpose:

The purpose of this Manual is to familiarize you with the policies, practices, procedures and code of conduct that will govern your employment with the Camp.

It is important that you have a good understanding of what you may expect from our Camp as well as what we expect of you.

One of your responsibilities as an employee of the Camp is to carefully read through this Manual, and other camp policies located on our staff page of our website ([click here](#)) to acquaint yourself with the material covered, and to seek clarification on the content if needed.

### **As you read this Manual, please keep in mind the following:**

1. This Manual forms a critical and essential part of your employment contract. It is important that you appreciate that a breach of the provisions of this Manual constitutes a breach of the terms of your employment with the Camp, and may lead to disciplinary action, up to and including dismissal.
2. This Manual contains a summary of many of the Camp's policies and procedures that are in effect. Additional policies, rules, regulations and requirements may also be in effect that supplement the information and requirements set out in this Manual. We strongly encourage you to be in touch with the Camp if you have any specific questions.
3. The Camp retains the exclusive right to amend, vary, add to or cancel at any time any or all of the content of this Manual, as it sees fit, and at its sole discretion
4. We wish you a successful and rewarding summer with Camp Northland B'nai Brith ("Camp").

## General Expectations:

1. As a staff member you accept the responsibility of doing [or not doing] all things necessary to ensure the **general safety and good and welfare** of the camp, fellow staff, campers and others that you interact with in the course of your duties. In short, you are a youth development professional and expected to meet all standards of care in this regard.
2. You acknowledge and agree that you owe a duty of loyalty, fidelity and allegiance to act at all times in the best interests of the Camp and to do no act or omission and to make no statement, oral or written, which would injure the Camp's business, interests or reputation.

3. You are required to immediately report any unsafe conditions or improper behaviour you observe to the Camp Director.
4. You agree to conduct yourself at all times in accordance with all applicable laws of Ontario, Canada, the Greater Toronto Region and the County of Haliburton and all legal and contractual requirements associated with your position.
5. You are required at all times to:
  - a. Maintain a safe and healthy environment at the Camp that is free of discrimination and bullying;
  - b. Act in a respectful manner towards your fellow staff members and campers;
  - c. Report to duties well-rested and in a manner that allows you to fulfill your responsibilities effectively;
  - d. Act as a positive role model by ensuring that your actions, clothing, and language are always appropriate;
  - e. Adhere to and enforce all of the Camp's policies and procedures, including the Child Safety Code of Conduct;
  - f. Conduct yourself at all times in accordance with all applicable laws and all requirements associated with your position;
  - g. Be strictly observant of camper allergy and dietary needs;
  - h. Properly submit paperwork (e.g. requisitions, reports) as required before, during and at the end of the camp season, if and when applicable;
  - i. Be prepared to work with children with a variety of abilities and needs;
  - j. Act as a responsible ambassador for the camp in dealings off site;
  - k. Be flexible and adaptable to change while remaining positive, on time and active;
6. You must not at any time:
  - a. Compromise the safety, rights and well-being of the campers in any manner whatsoever;
  - b. Act in a manner that contravenes any of the Camp's policies and procedures, including the Camp's Child Safety Code of Conduct;
  - c. Act in a manner that breaches your duty of confidentiality;

- d. Damage or engage in theft of property belonging the Camp, other staff members and campers;
- e. Participate in any form of bullying or harassment towards campers or staff;
- f. Be intoxicated or impaired or conduct yourself in a disorderly manner during your shift, or on your time off;
- g. Engage in any other prohibited conduct

### **Child Safety Code of Conduct:**

- 7. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in the organization's care.
- 8. Misconduct refers to inappropriate behaviour in the organization and includes but is not limited to any or all of the following:
  - a. Communication that goes beyond the employee's responsibilities with the child and/or does not occur within the context of their duties and responsibilities such as:
    - i. Writing personal letters or text messages to a child;
    - ii. Making personal phone calls to a child;
    - iii. Having personal Internet exchanges with a child (email, instant messaging, chatting, social networking, etc.);
    - iv. Sending personalized gifts to a child;  
  
**Note:** It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card, or other nominal gift to a child, where such a gesture would be considered reasonable in the circumstances provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the organization.
    - v. Offering unauthorized rides to an individual child;
    - vi. Spending time with a child outside of designated work times and activities (except where such activity results from a parent-initiated request and the activity has been disclosed to and approved by the organization in advance);

- vii. Favouring a child;
- viii. Telling sexual jokes to a child;
- ix. Showing a child sexually explicit, discriminatory or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view;
- x. Taking pictures of a child, except when specifically requested to do so by the organization and provided that only cameras owned or under the control of the organization are used to take such pictures;

**Note:** Under no circumstances may an employee ever use his/her cellular phone or personal camera to take pictures of a child, nor upload or copy any pictures he/she may have taken of a child to the Internet or to any personal storage device.

9. As an employee of the Camp you must:

- a. Always adhere to the organization's policies and procedures in dealing with children;
- b. Treat children with respect and dignity;
- c. Treat all allegations or suspicions of sexual misconduct seriously. It is an employee's legal responsibility to immediately report all such allegations or suspicions to a supervisor or the Camp Director;
- d. Follow established procedures when reporting any allegations of misconduct or potential policy violations;
- e. Consider the final outcomes of any behaviour, as well as a child's reaction to any activities, conversations, or interactions so as to avoid embarrassing, shaming, or humiliating the child;
- f. Establish, respect, and maintain boundaries with all children.

10. As an employee of the camp you must not:

- a. Engage in any activity that endangers a child or makes a child feel uncomfortable;
- b. Engage in any activity that goes against the organization's mandate, policies, or code of conduct;
- c. Make any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit, or sexual;

- d. Engage in any sort of physical contact with a child that may make the child feel uncomfortable, or that violates reasonable boundaries;
  - e. Conduct your own investigation into allegations or suspicions of sexual misconduct. It is your duty to report, not to investigate;
  - f. Place a child in danger from anyone, either within or outside of the organization;
  - g. Offer any child “special” treatment that falls outside of the organization’s mandate, or that may (or may appear to) place a child at risk of exploitation;
11. You must always consider whether:
- a. The activities you are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret. They should be transparent;
  - b. Activities would raise concerns in the mind of a reasonable observer as to their appropriateness;
  - c. The Camp may be detrimentally affected by your activities.
  - d. The activity may be reasonably regarded as posing a risk to the personal integrity or security of a child;
  - e. The activity may contribute to a child’s discomfort;
  - f. The activity may appear inappropriate to the organization, the child’s family, or the public.
12. If you fail to adhere to the child safety code of conduct in any manner, this will result in an investigation and appropriate disciplinary action, up to and including termination of your employment, as determined by the Camp’s management, based on the nature and severity of the incident.

### **Prohibition of Drug and Alcohol Use:**

13. Camp Northland is a strictly “Drug and Alcohol-Free Zone” meaning it is prohibited to bring, partake in, have possession of, traffic, be under the influence of, or be in the presence of any alcohol or recreational drugs, whether or not they are legal, or related paraphernalia at any time during the course of your employment.
14. For clarity this prohibition is applicable whenever you are on camp property, regardless of whether or not you are on duty or have time off; whenever you are present at a camp sponsored activity or event outside of the camp grounds; whenever you are operating or in the care and control of a vehicle during the term of this Agreement; and at any time

that the use of alcohol or recreational drugs could impair or otherwise interfere with the performance of your job duties.

15. The failure to immediately report a breach by a camper or another staff member of the Camp's drug and alcohol use policy to the director may result in disciplinary action, up to and including your dismissal from employment.
16. You understand that the prohibition of the use of drugs and alcohol is strictly enforced, meaning that if you are in breach of this policy in any capacity, including as a passive participant or observer, you may be subject to the same or similar consequences for the breach.

### **Prescription and Non-Prescription Medications.**

17. The presence of prescription and non-prescription medications in camper cabins and in any unsupervised location at Camp could pose a significant potential danger to campers and other members of the camp community.
18. The Camp requires that all your prescription and non-prescription medications and drugs be stored at all times in the Camp's Health Centre, unless you have received the express written permission of the Camp Director to store such medications and drugs in any other location.
19. Such permission will not be withheld where:
  - a. Such permission is reasonable and necessary to accommodate any bona fide medical requirements you may have, and
  - b. If requested by the Camp Director, you have provided a current and satisfactory physician's note confirming that such medical accommodation is required by you.

### **Smoking Policy:**

20. Smoking in camp may be permitted in only one designated location, and only during time off at night.
21. Staff may never smoke cigarettes in the presence of campers.
22. The smoking rules apply to vaping (vaporizing or e-cigarettes or any similar technology) as well.
23. There is no entitlement to smoke or vape and this privilege is only offered if all duties and responsibilities have been met by the staff member at any point in time.

## **Other Prohibited Conduct:**

24. The following acts are explicitly identified examples of prohibited conduct, and while not exhaustive, serve to help characterize conduct that is not acceptable in your role:
- a. Dishonesty including the misrepresentation of your credentials and certification(s);
  - b. Engaging in an act of theft;
  - c. Refusing to obey the direct request of a supervisor (insubordination);
  - d. Failure to perform the material duties of your position in an acceptable manner;
  - e. Failure to properly escalate serious incidents that arise that require further intervention by senior staff.
  - f. Excessive absenteeism or lateness;
  - g. Gross negligence or the reckless use of the Company's equipment or materials, including boats and vehicles;
  - h. The unauthorized use, abuse, vandalization or destruction of property belonging to the Camp, campers, or other staff members;
  - i. Failure to report any accident involving personal injury or property damage to your supervisor;
  - j. Discriminating against a camper or staff member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability or any other ground prohibited by law or ethically questionable or facilitating an environment where discrimination occurs or allowing discrimination to occur under your supervision.
  - k. Participating in, permitting, facilitating or otherwise condoning any form of bullying, harassment, mistreatment, exploitation or abuse (physical, emotional, verbal, sexual, or mental) of any camper or staff member or visitor, or the failure to report such behavior if known to you;
  - l. Failing to properly supervise campers under your charge, including by virtue of:
    - i. Failing to have at least one staff member in camper cabins at all times at night in your section/unit unless explicitly told otherwise by the Camp Director.



- ii. Failing to ensure that a staff member from your section/unit is in the common area of the shower house while on 'shower duty' when campers under your care have time for showering.
- m. Planning or participating in recreational activities, whether with or without campers, that are sexually suggestive, inappropriate, negative, or dangerous including:
  - i. Engaging in any kind of sexual behaviour with another staff member in a camper cabin, or in any place where a camper could reasonably observe or witness the sexual behaviour;
  - ii. being a staff member in the CIT sleeping cabin, regardless of gender, unless assigned to live in that space;
  - iii. engaging in conduct of a sexual nature or inappropriate behavior when in a position of power or influence over another person regardless of age;
  - iv. engaging in sexual behavior or conduct that is or appears to be inappropriate with any registered camper, including LTP or CIT registrants, or a visitor under the age of 18 years old;
- n. Exposing campers to content inappropriate to their age, including by virtue of:
  - i. Listening to sexually explicit music/music with vulgar or offensive language or allowing campers to listen to such music;
  - ii. Providing any sexually explicit or pornographic materials to campers;
  - iii. Engaging in discussions regarding sexual issues with campers, without prior approval by the Camp Director;
  - iv. Showing movies or other forms of media that are not age appropriate;
  - v. Playing games or engaging in other activities that are not age appropriate;
- o. Possessing a firearm(s), weapon(s), or any item(s) that could reasonably be perceived to be a weapon(s);
- p. Using electrical, food or heating appliances in cabins. Overloading the electrical systems in cabins can cause dangerous situations, fire hazard and damage and is strictly prohibited
- q. Allowing visitors or pets to be on site without permission from the Camp Director;
- r. Being present in an area of camp that has been designated as 'closed' or 'off-limits';

- s. Leaving the camp grounds without permission;
  - t. Failure to maintain the confidentiality of campers and their family, or other staff members;
  - u. The act of breaching or failing to report the breach the provisions of this Agreement of the Camp's policies, including its Internet Use and Social Media Policy, Harassment and Violence in the Workplace Policy, AODA Policy, Workplace Safety Policy; Child Safety Code of Conduct, Drug and Alcohol Policy, or any other policy forming part of this Agreement;
  - v. Any act or omission which in the sole and absolute discretion of the Camp may damage its reputation or be detrimental to its business;
  - w. Any act or omission that undermines the relationship of trust between the staff member and Camp;
  - x. Any cause or act of willful misconduct recognized at law or identified in the Camp Code of Conduct, Rules and Regulations and/or training manuals or modules.
25. Engaging in any prohibited conduct will lead to disciplinary action and may result in the immediate termination of your employment.
26. The Camp will immediately report illegal conduct to the appropriate authorities in its discretion and at any time the Camp has, or reasonably believes it has an obligation to report such violation pursuant to the laws of the Province of Ontario or Canada

### **By-Stander Reporting Obligations:**

27. Every staff member needs to work together to ensure that Camp Northland remains a safe and healthy environment for campers, staff and visitors, that is free from prohibited, illegal or dangerous activities.
28. If you become aware of another party acting in breach of the Camp's policies, you are obligated to report it to the camp administration immediately or as soon as reasonably practicable.
29. The camp administration will make best efforts to keep your report anonymous, where permitted by law or otherwise reasonable and possible.
30. You agree and understand that the Camp cannot permit negative, illegal or prohibited activity to be facilitated or condoned by its staff members.
31. Consequently, if you are found to have knowledge of a serious breach of the Camp's policies by a camper(s), LTP(s) or CIT(s) while at camp or under camp jurisdiction, and you do not report the breach, the Camp may deem you to be a full participant in the

activity, despite your role as a passive observer, and hereby reserves the right to impose discipline, up to and including the termination of your employment.

### **Remuneration:**

32. You understand that your salary represents and includes:
  - a. Compensation for the total hours required and assigned for your position over the term of this Agreement;
  - b. Compensation for staff training;
  - c. Vacation pay to which you are entitled at law, regardless of whether you use the dates to which you are entitled under this agreement.
  - d. Deductions for the costs associated with your employment, including training costs, expenses relating to room, board, meals, laundry, tuck and sundry, the costs of obtaining required background checks (exceeding \$30.00), permits or certification, and any travel expenses;
33. You consent to the Camp deducting payments for the aforementioned costs associated with your employment as an offset to your salary.
34. Your salary is earned on a pro-rated basis based on the extent of the work period completed. In other words, should you not complete the full term of your employment, whether by your own decision, or that of the Camp, your salary will be pro-rated based on the portion of your fixed term of employment that has been completed.
35. You acknowledge that the receipt of cash gifts, or tips from parents of campers is strictly prohibited and may not be accepted under any circumstances.
36. The camp environment offers endless opportunities for participation beyond your assigned hours. While you are free to voluntarily participate when you are not on an assigned shift of active employment, there is no expectation on you to do so. You acknowledge an understanding that you will not receive any compensation beyond the salary set out in this Agreement should you wish to voluntarily participate in such activities.
37. All amounts payable under this Agreement will be paid within 30 days following the completion of the camp season and are subject to the usual withholding obligations and statutory deductions as well as any other deductions authorized by you or which occur during the term and are paid by the camp on your behalf acting reasonably.
38. You are solely responsible for all additional tax remittances in excess of said statutory deductions.

### **Time Off:**

39. Certain dates may be blocked off at the Camp Director's discretion, during which time you will be unable to schedule time off.
40. Staff members may only leave camp during days off, or with the express written permission of the Camp Director.
41. Curfew is 1:00 a.m., meaning that all staff members must be back in camp and in their living quarters by this time.
42. Periodic "Early Nights" or 'bunk nights' may be called at the discretion of the Camp Director.
43. Visitors are never allowed in camp without the express permission of the Camp Director or his designate.
44. Additional information regarding your entitlement to days and nights off, including how this time may be scheduled will be provided and outlined during Staff Training.

### **Dress Code, Hair and Tattoos:**

45. The Camp does not have an explicit dress code; however, staff members are expected to dress appropriately for the activities in which they are participating.
46. Any clothing deemed inappropriate, unsafe, insufficient or offensive must be changed upon request.
47. You cannot get any new tattoos, hair bleach or permanent coloring, shaving of eyebrows or body piercings during the time that you are staying at the camp grounds.
48. No haircuts, piercings, coloring, shaving or tattoos can be given by a staff member to a camper or staff member during the term of this Agreement.

### **Food, Kashrut and Allergies:**

49. Camp Northland is a kosher and nut aware environment. We do not serve any foods that are not kosher (COR supervision) nor do we serve any nut products in or out of camp.
50. Accordingly:
  - i. No camper is to be given unkosher food while in camp or during travel to or from out-of-camp camp activities under your supervision, unless expressly authorized by the camp or parent or guardian;

- ii. No nut products should ever be brought into camp premises;
  - iii. Any nut products identified must be confiscated and never served to campers or staff;
51. Consumption and storage of food in cabins is prohibited for a variety of kashrut, health, and safety reasons. Exceptions may only be made at the Camp Director's discretion and typically only for medical or dietary reasons.
52. Staff members are prohibited from selling food to a camper or other staff members;
53. Staff members can only eat at Manuald meals or snacks after all campers have eaten snacks or meals, subject only to exceptions made at the Camp Director's discretion for medical or dietary reasons.
54. Staff members are expected to reasonably ensure the fair and even distribution of food around tables and snack times, and to assist with meal set-up and clean-up.

### **Performance Evaluations:**

55. In addition to providing you with ongoing verbal feedback regarding your job performance, the Camp will conduct a midseason and end-of-season evaluation. The results of this performance review will be shared with you and must be signed to acknowledge your receipt and understanding. This performance review will become a part of your personnel file. You may write comments on your evaluation if you wish to do so.
56. You acknowledge that the Camp Director or his designate has permission to share performance information during future reference requests.

### **Social Media and Internet Use:**

57. You are strictly prohibited from maintaining social media relationships or having any one-on-one personal electronic communication with any camper before, during or after the summer camp experience itself.
58. You agree that you will never post images of a camper before, during or after camp.
59. You further agree not to share images of yourself of any kind with a camper whether during camp or after camp throughout the year.
60. Irresponsible, inappropriate or illegal communications with a camper or another staff member at any time, may constitute grounds for your dismissal, and may be reported to the appropriate authorities if deemed appropriate by the Camp;

61. Any conduct on-line that can be perceived as exploitation or luring or sexually inappropriate will be immediately reported to the police and the camp will encourage our campers and families to do the same.
62. You agree that you shall not post, participate, or otherwise engage in any activities online which, in the sole discretion of the Camp Director, negatively impacts the camp, diminishes the relationship between the staff member and camp, jeopardizes the reputation of Camp, breaches clauses of the Employment Agreement or any of the Camp's Rules or Regulations, contravenes any law, or compromises the safety of other people, staff, or campers.
63. The Camp respects your right to self-expression online. However, please keep in mind that as you may be readily identified as a Camp employee (even if you are no longer working at Camp), anything you create, or post could be seen to be a reflection of Camp. Therefore, these guidelines have been established:
  - a. As a Camp employee, before you add a link from your group page, profile or other site to the official Camp website or social media pages or create a Camp group page with any or all of the above items, you must request and receive prior written approval from the Camp.
  - b. As a Camp employee, you agree to be respectful of the Camp, its program, the campers and its employees in all communication in your profile, blog, social media pages, other Internet sites, and any other media.
  - c. You understand that as campers are minors, you are not permitted to post pictures of campers online, without the express written permission from their parent or guardian and the Camp.
  - d. You will not create, post, send, or leave posted any content deemed by the Camp, or anyone acting reasonably, to be inappropriate for working with children, including, but not limited to, text, photos, social media app communication and/or videos depicting any of the following:
    - i. illegal behavior, such as drug usage or underage alcohol consumption;
    - ii. excessive alcohol consumption;
    - iii. sexually explicit or suggestive behavior and/or language;
    - iv. obscene, harassing, demeaning or intimidating language;
    - v. derogatory comments relating to race, gender, religion, sexual orientation, and/or disability;
    - vi. general profanity;
    - vii. Any other content which would damage or harm the reputation and good

standing in the Community of the Camp and its staff

- e. You appreciate that given your employment at the Camp, the general public may see you to be an ambassador or spokesperson of Camp Northland-B'nai Brith. You understand that it is therefore a term of your employment that you agree to and adhere to the guidelines outlined herein. If any of the guidelines outlined above are violated, it may result in disciplinary and/or legal action against you.
64. It is a violation of the Camp's internet use policy to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization. It is also a violation of the policy for any staff member to download or distribute information that is offensive, insulting or demeaning to the Camp's or any other person, including but not limited to material that is sexually explicit or gender-specific, such as pictures, cartoons or jokes; ethnic or racial slurs; or any other message that may be construed to be unlawful harassment or which concerns any ground prohibited under applicable human rights and occupational health and safety legislation.

### **Media Consent and Release:**

65. You consent to collection of any photograph, audio or video footage of you taken by or on behalf of the Camp, or by any third party approved by the Camp, and to the use of such photographs and videos on the Camp's website and in other print and electronic media (including social media) in order to market and advertise the Camp and its activities, or to further the camp's business and community interests, and for security purposes;
66. You further consent to the distribution of your name, address, telephone number and e-mail address for the sole purpose of staff or camper lists, media release permissions, parental/guardian communications, as well as camp marketing and business development.

### **Marketing and Copyright Materials:**

67. You acknowledge that the name "Camp Northland-B'nai Brith", and other operating names including 'Camp NBB' and 'Camp Northland', as well as the Camp's logos are subject to copyright. You are not permitted, whether prior, during or after your employment with the Camp, to use either the Camp name(s) or the Camp logo without first obtaining express written permission from the Camp.
68. No Camp-related clothing or marketing materials or gifts or otherwise may be ordered without prior approval of design, logos, and messaging from the Camp Director or its designate. All such items may only be ordered through the Camp's designated supplier(s) and all quotes must be reviewed and approved by the Camp Director or its designate before an order can be made.

## **Personal Information:**

69. The personal information of every staff member is stored on the Camp's files and database with appropriate access controls in place. You hereby expressly consent to the retention by the Camp of such personal information for such period as the Camp deems appropriate. Any personal information that is retained by the Camp will be used strictly for the purpose of statistical analysis, to develop future programs, and for future communications with you.
70. Personal information is only released to the third parties in the following circumstances:
- a. To individuals or organizations who are involved in providing a service to the staff members
  - b. For camp operations or business development purposes;
  - c. To support police or similar investigations;
  - d. As may otherwise be required by law.
71. The Camp does not and will not sell or distribute the personal information of its staff members to any organization or individual.

## **Surveillance and Inspection:**

72. Surveillance cameras may be installed for security purposes in the Camp office, kitchen, dining room and public spaces, including but not limited to paths, wooded areas and building exteriors.
73. You agree to the use of this surveillance data as deemed appropriate by the camp in its sole discretion.
74. The camp acknowledges that washrooms and sleeping cabin interiors are not appropriate areas for video surveillance.
75. You understand that your residential cabin, all Camp facilities and buildings and all common areas at Camp are public spaces controlled by the Camp, and accordingly, you agree that you have no reasonable expectation of privacy in any such locations. The Camp Director and his designates reserve the right to at any time enter and inspect any cabin, facility or building located on Camp grounds and the personal property located there on. Such inspections may be conducted randomly and periodically or may be directed at individuals where it is deemed reasonable to do so in the Camp's sole discretion, unless otherwise prohibited by law, and you hereby consent to such inspections.



## **Transportation and Vehicles Policy:**

76. The Camp will provide you with transportation from Toronto to Camp on your start date and from Camp to Toronto on the last day of camp. You will be expected to complete a 'Staff Transportation' Form in the spring providing details around your travel needs in this regard.
77. The Camp does not provide any transportation for days or nights off. The transportation that you may use on your days and/or nights off is independent of camp operations and the Camp is accordingly not responsible for any losses or damages that may arise in the event of any incidents related to such transportation.
78. In the event of the early termination of your employment, for whatever reason, you are expected to leave camp the same day and at your own expense. If you are unable to leave the same day, the camp may elect to facilitate a supervised overnight stay, in which case you will be escorted to the closest bus station at the first possible opportunity the following morning at your expense. If you are under the age of eighteen (18), your parent or guardian understands and agrees that by signing this Agreement on your behalf, he or she is assuming full responsibility for your transportation and care when you leave the camp premises in such circumstances.
79. With respect to camp vehicles:
  - e. The Camp will obtain automobile insurance for licensed vehicles owned or leased by the Camp.
  - f. Staff members may not drive camp vehicles (including golf carts and boats) unless given permission by the Camp Director or his designate.
  - g. If you are authorized to drive a camp vehicle, you must adhere to the following requirements:
    - i. You must at all times drive or otherwise operate the camp's vehicle in a safe and prudent manner.
    - ii. You must always drive at least 5 kilometres/hour below the posted speed limit on any roadway;
    - iii. You must follow all rules of the road and meet licensing requirements;
    - iv. You must never drive tired or distracted under any circumstance.
    - v. You must strictly abstain from the use of any alcohol and drugs during work hours or at any other time at which such use could impair or otherwise interfere driving or otherwise operating the company vehicle.
  - h. You understand that if you are granted access to the Camp's vehicle during your employment, the vehicle is to be used exclusively for the designated purpose assigned by the Camp.

- i. You acknowledge that the decision of whether to grant you access to the Camp's vehicle rests in the sole discretion of the Camp and shall not in any case form an integral part of the terms of your employment.

80. With respect to personal vehicles:

- a. It is not recommended that privately owned vehicles ("personal vehicle") be used by staff or volunteers. If you choose to use or authorize your personal vehicle to be used at or about Camp, you do so on your own volition and at your own risk and expense.
- b. It is your responsibility to adequately insure your own personal vehicle for your intended use during the term of this Agreement. For clarity, the Camp will not accept any responsibility, or provide any insurance, for the personal vehicles of its staff members. If you are using your own vehicles for Camp business, you are expected to submit a claim against your own insurer for any accidents or incidents. You must disclose to your personal insurer in advance of the commencement of the within term of employment that you may be using your vehicle for business use.
- c. Staff members may not drive campers in personal vehicles.
- d. The Camp Director may require a copy of your key be stored in the office for safety and security purposes.
- e. While your personal vehicle remains parked on camp property, you may only access your vehicle with the Camp Director's permission.
- f. Personal vehicles must be parked in the staff parking lot and shall not at any time be driven into camp without the express permission of the Camp Director.
- g. If you are granted permission to drive your personal vehicle on camp property, special attention must be paid to driving very cautiously and slowly.
- h. The staff parking lot may be accessed only immediately before or after a Day Off, and only with permission of the Director or its designate.

81. With respect to powered watercrafts:

- a. In order to be authorized to drive a powered watercraft, you must have a current Boater's License, complete and pass the Camp Northland Boater's examination during pre-camp and follow, enforce and manage all safety regulations at all times relating to boat operations.
- b. As a boat driver, you must follow all boating laws and regulations including number of passengers, safety equipment requirements and life jackets.

- c. No boat will ever be taken from the dock without the Camp Director's, or his designates' knowledge.
- d. No staff member, camper, or visitor will have access to a boat or the lake after sundown (or after 8:00 pm – which ever is earlier). Any exceptions to this or any other term herein will be determined by the Camp Director.
- e. No staff member is permitted at any time on the lake without the direct supervision and permission from the staff in that specialty department. The 'giver' of permission will be held accountable to the Camp Director or its designate for mismanagement of this responsibility.

### **Damage to Property and Return of Camp Property:**

- 82. Upon the termination or expiration of this Agreement, all property belonging to the Camp is to be promptly returned to the Camp.
- 83. Any staff member that willfully or negligently causes damage to camp equipment or property may be held liable financially.
- 84. The Camp will not be responsible or liable, under any circumstances, for damages to or losses of the personal property or belongings of staff, including, but not limited to vehicles, lost, damaged or destroyed by any means while at Camp or while in transit. Motor vehicles should be locked at all times.
- 85. The Camp retains the right to confiscate personal belongings that are prohibited on the Camp's packing list, as found on its website ([www.campnbb.com](http://www.campnbb.com)). Such items will not be returned.
- 86. Cell phones and/or e-mail/web accessible devices must not be operational or used while on duty or in the visible proximity of campers or near camper cabins and may be confiscated by the camp if these rules are not followed.

### **Medical Services and Information:**

- 87. The Camp will provide you with first aid and medical services and supplies that are available on Camp premises.
- 88. All other costs, including prescriptions and hospital visits or related treatments of any kind, will be your own responsibility.
- 89. You agree to complete the Camp's health form. The information on the form is collected and maintained on a confidential basis and retained by the Camp's medical personnel only to enable them to assess whether there are any medical reasons that would prevent you from attending at Camp, to be informed as to any prescribed medication you may be taking and to be in a position to treat you should the need arise.

90. **By signing your Employment Agreement, you agree to provide your completed medical form as a condition to the commencement of your employment and you consent to its use for the purposes stated.**
91. **You understand that if you fail to provide this completed form, the Camp may revoke its offer of employment or rescind or terminate your employment agreement, without penalty or obligation, as the case may be.**
92. Medical forms are maintained in the Camp's files for such period as the Camp deems necessary, or as otherwise required by law, and then destroyed.
93. Your immunizations must be fully up to date in accordance with the camp's immunization policy.

### **Accessibility for Ontarians with Disability Act, 2005 ('AODA')**

94. Camp Northland is committed to employment equity. If you require an accommodation at any point during the term of this Agreement, please let us know as we will work with you to meet your needs. All responses will be handled with strict confidence and in accordance with our AODA policy.

### **Prohibition of Discrimination, Harassment and Violence in the Camp Workplace:**

95. The Camp fully complies with the Ontario *Human Rights Code* [hereinafter, "*Code*"]. Discrimination or harassment towards any individual or group of individuals at the workplace, whether on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences marital status, family status, disability, or any other basis prohibited by law is strictly prohibited. Such conduct will not be tolerated, and may result in disciplinary action, up to and including the termination of your employment.
96. The Camp fully complies with the *Occupational Health and Safety Act* and is committed to creating and maintaining a safe and health work environment, free of bullying, harassment, and any form of violence, be it verbal, emotional, sexual or physical abuse.
97. The Camp will not tolerate any employee who commits or condones harassing or violent behaviors towards other campers or staff. The camp's 'Harassment, Abuse and Violence' Policy applies to all staff and is available on our website.
98. You are expected to carry out the duties of your position in a safe and healthy manner, in compliance with the OHSA, and the safe work practices and procedures established by the Camp.

99. The Camp has a Health and Safety Policy and Guidelines around Worker Health and Safety Awareness which will be posted in the main office at camp, on our website, be a part of the staff training and will also be included and/or referenced in the staff manual.
100. Breaches of this policy will not be tolerated, and may result in disciplinary action, up to and including the termination of your employment.

### **Health and Safety Awareness Training for Workers and Supervisors:**

101. It is a pre-condition of your employment, that you complete a free online module provided by the Ministry of Labour pursuant to the OHSA providing health and safety awareness training. In specific:
- a. If you are accepting a position of employment as a general employee, you must complete the module titled 'Worker Health and Safety Awareness in 4 Steps' available at <https://www.labour.gov.on.ca/english/hs/training/index.php>
  - b. If you are accepting a position of employment as a Head Staff position, you must also complete the module titled 'Supervisor Health and Safety Awareness in 5 Steps' available at <https://www.labour.gov.on.ca/english/hs/training/index.php>
  - c. The training modules must be completed *before* you may submit your acceptance of this offer of employment.
  - d. Upon completing the module, you will receive a "Proof of Completion" certificate. You must save and/or print the certificate before exiting the module. The Ministry of Labour will not store your certificate or keep a record of training. **You must attach a copy of your certificate to your signed contract before returning it to us.** Also, please keep a copy for your records. This certification is a pre-requisite for employment and no compensation is offered related to its completion.

### **Police Background Checks:**

102. You understand that given the nature of your position, you are required to have a satisfactory police background check as a pre-condition of the Camp's offer of employment, and that you may be required to undergo additional background checks from time to time throughout the course of your employment with the Camp. Specifically:
- a. The Camp may seek a criminal record check, criminal record and judicial matters check, and/or vulnerable sector check, as the Camp may deem appropriate in its sole discretion.
  - b. You agree that the costs of obtaining any police background check that exceed \$30.00 shall be directly deducted from your salary prior to payment to you.

- c. **You agree to cooperate in completing any forms required of you directly or providing any other information that is necessary in order to permit the Camp to make an application for a police background check. Any such documentation or information shall be provided to the Camp within 30 days of accepting this Agreement.**
- d. You understand that in the event that the results of your police background check are not satisfactory, as determined by the Camp at its sole discretion, the Camp may opt to revoke, rescind or terminate your employment with no further obligation to you.
- e. By signing this Agreement, you are providing your consent to the Camp to make an application for an appropriate background check at any time during the course of your employment and to receive such a report or disclosure from the provider.
- f. It is understood that in making an application, and reviewing the results of the background check, the Camp will adhere to and satisfy its obligations pursuant to the *Police Record Checks Reform Act, 2015* the *Ontario Human Rights Code, 1990*, and any other legislation that may be applicable.

### **Certifications:**

103. It is a pre-condition of your employment that you have a valid First Aid and Level 'C' CPR certification from a WSIB approved provider, and any other certification required of your position that remains valid throughout the term of this Agreement. In specific, you understand and agree that:
- a. Examples of other certifications that may be required of your position include as follows:
    - i. All swim instructors must have a current N.L.S. (Waterfront or Pool) certification in addition to Lifesaving (not Red Cross) dual lifesaving certification for swim and Lifesaving instruction, valid for the duration of this Contract.
    - ii. Any and all waterfront staff, including trippers, must have a current N.L.S. certification valid for the duration of this Contract.
    - iii. Those authorized to drive powered watercraft must have a current Boater's License.
    - iv. All trippers and OLS staff must have a valid Wilderness First Aid and level 'C' CPR Certification throughout the term.
  - b. Unless stipulated otherwise there is no reimbursement for any certifications or licenses, and you must obtain and maintain these qualifications at your own expense, in advance of pre-camp training dates.

- c. By signing your Employment Agreement, you are declaring that where your position requires you to be certified you have achieved such certification and that such certification is current and valid. **You also agree to provide the Camp with a true copy of such certification(s) or license(s) at the same time as this signed Contract is delivered to the Camp where possible but in any event but no later than 30 days thereafter.**
  - d. If you do not fulfill the certification requirements, the Camp may in its exclusive discretion choose to waive this provision and provide this certification training for you at a cost of \$150.00, that will be deducted from your salary or any bonus entitlements you may have;
  - e. Alternatively, if you do not fulfill the certification obligation, the Camp may opt to revoke, rescind or terminate your employment with no further obligation to you.
104. You agree to perform the services for which you have been employed at or above the skill level of a person with your qualifications and certification for the benefit and welfare of the campers whose care and supervision have been entrusted to you