



NEW CANADIAN MEDIA

THE PULSE OF IMMIGRANT CANADA

STAFFING POLICY MANUAL

Approved: January 11, 2015

INTRODUCTION

This document has been developed by New Canadian Media’s board of directors and is the result of extensive internal discussions and consultations. The staffing policy manual is intended to provide the framework that will allow us to engage volunteers, consultants and professionals to enable New Canadian Media to actualize our vision of “representing the pulse of immigrant Canada”. It also encompasses and formalizes the numerous NCM board ideas, initiatives and procedures in place since NCM’s inception.

MANDATE

The staffing policy manual supports NCM in meeting its human resource management goals in a manner consistent with NCM’s strategic plan, legislative requirements under the Canada Not For Profit Act as well as requirements under funding grants and contribution agreements with various governmental and NGO stakeholders, NCM organizational needs and in alignment with its human resource management values.

KEY VALUES & OPERATING PRINCIPLES TO ACHIEVE OUR STAFFING POLICY GOALS

Values

Competence: knowledge, abilities, personal suitability and other qualities required for effective performance.

Respect: mutual trust, recognition of accomplishments and regard for others.

Fairness: activities and decisions that are just, timely, impartial and objective.

Diversity: Ensuring an inclusive and representative workplace

Operating Principles

Accountability: for carrying out our responsibilities.

Efficiency: making the best possible use of resources, time, and money.

Effectiveness: achieving the expected results.

Consistency: acting in an even manner in similar circumstances.

Adaptability: adjusting to circumstances.

Simplicity: making things as uncomplicated as possible.

Openness: ensuring straightforward and honest communications.

STAFFING POLICY

RESPONSIBILITIES

NCM`s board of directors has overall responsibility for oversight of all matters relating to NCM staffing policy and appointments. Ordinarily, these shall be the purview of the director of governance.

The NCM board will endeavor to engage all board members in meaningful consultation on the application of the NCM staffing policies and human resources initiatives.

APPOINTMENT OF PROFESSIONALS, CONSULTANTS AND CONTRACTEES

Principles of Appointment

NCM is committed to hiring competent people through fair processes that are well-reasoned and communicated in an open, transparent and honest fashion. Merit is the fundamental principle of hiring all people by NCM.

Decisions requiring the use of consultants and contractee will be part of the internal staffing, recruitment and retention policies of NCM that are integrated with respective departmental grant criteria in respect of each initiative that NCM undertakes.

All professionals, consultants and contractees shall be treated fairly and responsibly.

When NCM contracts for products or services which are the subject matter of any particular Contribution Agreement or any other agreement pursuant to NCM being awarded grant funding, NCM will:

- A) use a fair process in dealing with prospective contractors;
- B) ensure optimal value for money;
- C) retain, and readily provide to the grantor on request, copies of all contracts with third parties; and maintain accurate records of all transactions with third parties,

and provide the said grantor with reasonable access to these records during the entire term of the Agreement, and for five (5) years afterwards.

Additionally, NCM will ensure that any contract entered into with third parties is consistent with all Contribution Agreements and any other Agreement(s), as the case may be, and include the following terms and conditions:

- D) Nothing in this contract or in work done pursuant to it is to be construed as creating a contractual relationship of any kind between the [Government Department] and the consultant/contractee third party; NCM is in no way authorized to make a promise, agreement or contract on behalf of the [Government Department]; and
- E) On request or on demand, the third party consultant/contractee must make available invoices, receipts, cancelled cheques, vouchers, supporting documents, books and records to the {Government Department's] representatives for inspection and audit.

SELECTION GUIDELINES AND METHODOLOGIES

The NCM board of directors is accountable for

- ensuring that a current need for a position exists and is advertised on the NCM site prior to considering an appointment
- determining the appropriate competencies required
- ensuring that the selection of candidates is based on merit and that the procedures in this Staffing Policy Manual are upheld
- ensuring that the process is free of favoritism and that other applicable policies are upheld
- ensuring openness and transparency around staffing and appointment decisions

Non-Favouritism and Non-Nepotism

During all steps in the recruitment and staffing process, NCM shall ensure that they do not grant preferential treatment in the awarding of contracts. Additionally, all necessary steps will be undertaken to ensure the non-partisanship and transparency of the recruitment, staffing and/or contract awarding process.

In cases where the foregoing cannot be followed because of operational realities, the NCM board will remain informed and cognizant of the situation and to the extent possible make efforts to resolve the same using the following guidelines:

- All such appointments shall be approved by a specific board resolution brought forward by one of the directors.
- All such appointments shall provide remuneration at or below market value.
- All such appointments shall include “volunteer”/In-kind contributions of labour and time outside of remunerated hours.