



POLICIES OF THE BUCKHORN COMMUNITY CENTRE

List of POLICIES:

Alcohol, Smart Serve & Liquor License

Code of Conduct

Criminal Reference Check - Vulnerable Person

Scent Free

Smoking, Vaping or Cannabis Use

Use of Information Technology



ALCOHOL, SMART SERVE & LIQUOR LICENCE POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) abides by the Liquor Licence Act of Ontario. BCC employees and volunteers must be certified with Smart Serve training in the legal and safe service of alcohol to participate in a licenced event.

PURPOSE

The BCC must maintain a high level of compliance with the Liquor Licence Laws in Ontario for the safety and well-being of employees, volunteers, members, participants, visitors, and contractors/vendors. Smart Serve provides important training to ensure bartenders and servers understand their role in serving alcohol.

Why is this policy important?

This policy demonstrates the BCC's commitment to customer service through compliance with legislation and training for bartenders and servers.

PROCEDURE

When organizing a licenced event, General Manager (GM) and designated volunteers will include a plan to check guests' IDs and, further, a plan to deal with guests who may become intoxicated.

GENERAL GUIDELINES:

- Identification proving the age of majority may be requested at any licenced event.
- Identification (ID) accepted: Ontario Driver's Licence, AGCO BYID card, Canadian Armed Forces ID, Canadian Passport, or Canadian Citizenship card. No exceptions to ID are accepted as proof of age.
- Employees and volunteers will submit a current copy of the Smart Serve certification to be kept on file at the BCC.
- Underage guests are prohibited from purchasing, accepting, or sharing alcoholic drinks.
- Alcohol may only be consumed in licensed locations as designated.
- Entry may be denied to intoxicated or rowdy persons.
- Persons will not be served alcohol to the point of intoxication. Free non-alcoholic beverages will be offered as an alternative.

- If a person acts dangerously, the OPP may be called to assist with the situation.
- Employees will endeavour to find alternative transportation for a person who appears intoxicated and unable to drive.

EVIDENCE: We are following the policy if...

- All employees and designated volunteers submit their Smart Serve certification before commencing paid and voluntary employment
- No need to find alternative transportation for anyone
- No reported incidents

COMMUNICATION

All employees, volunteers, members, participants, visitors, and contractors/vendors will be made aware of this policy and it will be reinforced at licenced events.



CODE OF CONDUCT POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) aims to provide its membership and community with the opportunity to fully enjoy the BCC's amenities in a healthy and safe environment. All employees, volunteers, members, participants, visitors and contractors/vendors must adhere to the BCC's Code of Conduct which guides all behaviour and activities related to the BCC.

PURPOSE

The BCC's Guiding Principles of respect, inclusivity, collaboration, accountability and sustainability inform how we make decisions and how we interact with each other. Employees and volunteers strive to reflect and respond to member and visitor needs. Our programs are the result of the hard work of a large number of BCC volunteers, offering a variety of programs and events for the benefit of the members and our surrounding community.

Why is this policy important?

This Code of Conduct forms the basis for good citizenship within the BCC and sets the expectation of how everyone at the BCC follows the guiding principles.

PROCEDURE

1. BCC employees and members will treat all other members, volunteers, participants, visitors and contractors/vendors with respect, courtesy and inclusiveness. Any form of bullying or harassment (such as emotional, physical, racist, sexual, homophobic, technological or verbal) will not be tolerated as per BCC's Code of Conduct policy.
2. BCC members will create a welcoming space and promote collaboration, cooperation, and partnership with each other and with other community groups.
3. BCC employees, members, volunteers, participants, visitors and contractors/vendors will treat the physical properties of the BCC with due care and respect, and shall not knowingly cause damage.

4. The BCC will inform all employees, members, volunteers, participants, visitors and contractors/vendors of all provisions of this Code of Conduct.
5. BCC employees and volunteers will work towards the good of the BCC and not for personal benefit.

Reporting:

Any BCC employee, member, volunteer, participant, visitor or contractor/vendor who experiences or witnesses a breach of the Code of Conduct by another BCC employee, member, volunteer, participant, visitor or contractor/vendor shall immediately inform the General Manager (GM) and/or Board President.

Resolution:

The GM/President will review the findings and determine the best course of action to address the breach such as mediation, removal of BCC responsibilities (if applicable), membership revocation, litigation, etc. If it is deemed necessary by the Board of Directors due to the situation, a third-party investigator may be brought in. In the case of membership revocation, Board of Directors approval is required.

Confidentiality:

All discussions and documentation pertaining to breaches or alleged breaches of the Code of Conduct will be handled in a confidential manner by all parties.

EVIDENCE: We are following the policy if...

- All documentation relating to breaches in the Code of Conduct policy is kept on file.
- The effects of a breach in the Code of Conduct are dealt with quickly and confidently.
- The BCC does not experience breaches in its Code of Conduct.
- BCC Members and partners describe BCC as a welcoming, inclusive place.

COMMUNICATION

This policy will be made available to all persons accessing the BCC.



CRIMINAL RECORD & VULNERABLE SECTOR CHECK POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) recognizes that employees, volunteers, members, participants, visitors, and contractors/vendors may have contact with vulnerable persons. All employees, volunteers, members, participants, visitors, and contractors/vendors over the age of sixteen (16) must submit a 'clear' Criminal Record Check (CRC) to the Buckhorn Community Centre (BCC) before commencing work.

The CRC submitted must be dated within one (1) year of its issue. This CRC is valid for three (3) years. In years two (2) and three (3), an Annual Self-Declaration for Vulnerable Sector Check (VSC) must be submitted acknowledging no arrests or convictions in the past year.

Further, employees, volunteers, members, participants, visitors, and contractors/vendors who could have contact with or access to vulnerable persons in their roles, must submit an annual 'clear' Vulnerable Sector Check (VSC) before commencing work in services involving vulnerable persons.

Vulnerable persons are identified as:

- ❖ Under the care of another individual for finances and personal care
- ❖ A person with diminished capacity to fully understand
- ❖ A person susceptible to harm including asylum seekers

PURPOSE

The Buckhorn Community Centre (BCC) requires a clear CRC and in some circumstances, may require a VSC to mitigate financial and operational risk. This policy also mitigates the risk of placing vulnerable persons in the care of individuals with a history of inappropriate or dangerous behaviour.

Why is this policy important?

A CRC and VSC will identify if an employee or volunteer candidate have a history of crime and offences, particularly relating to vulnerable persons. Requesting a clear CRC and VSC demonstrates BCC's due diligence towards keeping people safe from physical and sexual abusers and keeping the organization safe from individuals seeking criminal activity.

PROCEDURE

The Human Resources (HR) Committee of the BCC will indicate in all recruitment promotional materials that candidates will be required to submit a disclosure statement regarding any prior convictions and also submit to a CRC and VSC regarding any criminal activity involving vulnerable individuals.

GENERAL GUIDELINES:

- Persons will be directed to contact their local police or OPP detachment dependent upon where they reside.
- If the candidate has a satisfactory CRC completed within six (6) months of hire/recruitment, a new CRC will not be necessary.
- Annual updates on any changes will be expected and reported to General Manager (GM).
- Employees will be reimbursed for the cost of a CRC or VSC.

EVIDENCE: *We are following the policy if...*

- All designated employees, volunteers, members, participants, visitors, and contractors/vendors will submit completed CRCs and VSCs before commencing paid and voluntary employment
- All designated employees, volunteers, members, participants, visitors, and contractors/vendors will submit completed their Annual Self-Declaration for Vulnerable Sector Check (VSC)
- A copy of any related documentation is maintained in the personnel file of the employee or volunteer in a secure location

COMMUNICATION:

All employees, volunteers, members, participants, visitors, and contractors/vendors will be made aware of this policy and it will be reinforced at recruitment and orientation.

Unsatisfactory findings:

A negative CRC or VSC will be received by the GM who will immediately confer with the HR Committee on the action necessary. Work will not be assigned to this individual until a decision has been determined within two (2) weeks of receiving an unsatisfactory report.



SCENT-FREE POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) has a Scent-Free Policy which requires anyone entering the facility to refrain from using scented body products. Products include but are not limited to perfume, cologne, body lotion and spray, hairspray, and aftershave.

PURPOSE

The BCC strives to provide a safe and comfortable environment for everyone using the facility.

Why is this policy important?

This policy demonstrates the BCC's consideration for people who may be sensitive to scented products and that exposure poses a health risk. People may experience migraines, headaches, allergic reactions, and other symptoms which can be attributed directly to scented products.

PROCEDURE

General Manager (GM) or designate (i.e., Volunteer Coordinator, Event Lead) will be responsible for enforcing this policy.

GENERAL GUIDELINES:

- Anyone entering the facility wearing what employees determine to be an undue amount of a scented product will be directed to this policy and may be asked to leave the area at the discretion of the GM or designate.

EVIDENCE: We are following the policy if...

- There is rarely a reported incident of a breach in the Scent-Free Policy.
- Reported incidents are dealt with as soon as they become known.

COMMUNICATION

Notification of the BCC's Scent-Free Policy Statement will be posted:

- at all entries to the facility,
- on the BCC website,
- in newsletters where appropriate, and,
- in social media notices when advertising for an event.



SMOKING, VAPING OR CANNABIS USE POLICY

POLICY STATEMENT

By Order from Peterborough Public Health and in compliance with the Smoke-Free Ontario Act, of 2017, the Buckhorn Community Centre shall permit:

No person is to use or consume tobacco, cannabis or any related products, or vape of any kind on BCC property other than in the designated area.

PURPOSE

The Buckhorn Community Centre ensures compliance with Peterborough Public Health.

Why is this policy important?

<https://www.ontario.ca/page/where-you-cant-smoke-or-vape-ontario>

Under the Smoke-Free Ontario Act, of 2017,

"You cannot smoke or vape on the outdoor grounds of a community recreational facility or any public area within 20 metres of its grounds.

A community recreational facility is an enclosed public place or enclosed workplace that offers athletic and recreational programs to the local community and is owned or operated by:

- *a not-for-profit corporation*
- *an organization registered as a charity*
- *the province*
- *a municipality*

Definitions:

"smoking" means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).

"vaping" means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

PROCEDURE

1. Signage, from Peterborough Public Health, indicating the BCC is a smoke-free area is posted in and outside of the main facility, pavilions, ball diamond, and covered patio area.
2. A designated area away from buildings and where the public may congregate, is permitted for smoking or vaping. Persons must stay in this designated area when smoking or vaping.
3. Bylaw Officers from Peterborough Public Health will make random stops at the BCC to check for compliance with this smoking and vaping policy. Offenders may be fined by Public Health.

4. Employees or volunteers will not act as enforcers of this policy but may indicate where the designated smoking or vaping area is located.

EVIDENCE: We are following the policy if...

- There is rarely a reported incident of use or consumption of tobacco, cannabis, or any related products on BCC property.
- People who smoke or vape are compliant in using the designated area.
- Peterborough Public Health does not fine anyone for non-compliance.

COMMUNICATION

This policy will be posted and made available to employees, volunteers, members, visitors, participants, and contractors of the BCC.



USE OF INFORMATION TECHNOLOGY POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) provides a framework to guide all users in the acceptable usage of free information technology resources at the BCC. This policy applies to all employees, volunteers, members, participants, visitors, and contractors/vendors to the BCC.

DEFINITIONS:

Information Technology resources include, but are not limited to computer systems, open and secure data storage media, WIFI, software applications, hardware, and/or any other electronic or telecommunications (including telephones, etc.) media used for the digital transmission of information, on-site or remotely, through which the BCC provides access or is connected.

Why is this policy important?

This policy ensures that the BCC is protected from the unauthorized use of information technology to damage or disregard any BCC operations in any way.

PROCEDURE

All employees, volunteers, members, participants, visitors, and contractors/vendors can access BCC information and technology services, as prescribed by their roles & responsibilities.

Employees, volunteers, members, participants, visitors, and contractors/vendors may access the free WIFI provided with login by the BCC.

GENERAL GUIDELINES:

- Information technology use shall be provided for activities that support BCC business programs, services, administrative processes, and other BCC-sanctioned initiatives.
- The BCC recognizes that occasional use of information technology services may be required from time to time to attend to personal matters. Limited personal use of

BCC-provided information technology services is permitted so long as it does not interfere with an individual's work and does not disrupt other BCC businesses.

- Users shall not use BCC information technology for personal gain or profit (i.e., promoting a political agenda or operation of a personal business).
- Use of Information technology shall not be used for any illegal purpose and shall comply with all relevant legislation, such as the Ontario Human Rights Code, the Criminal Code of Canada, and the Copyright Act of Canada.
- The BCC reserves the right to access and manage all information stored on or transmitted within the information technology infrastructure and further, may monitor computer or internet use to ensure that such use is consistent with the purposes, goals, and policies of the BCC and with relevant legislation and guidelines.
- The BCC reserves the right to deny access to any person who has a reported incident of unauthorized use or misuse.
- To ensure integrity, security, and access to information technology, users shall be responsible for ensuring that IDs and/or passwords remain confidential. Users shall not access information technology resources with any ID and/or password that have not been issued to them by BCC General Manager (GM) or designate.
- Users shall be responsible and personally accountable for all information technology use associated with their account including materials collected, stored, displayed, transmitted, or copied using BCC resources.
- The BCC reserves the right to disconnect systems from the network that are suspected of having viruses, malware, harmful content, or present a security risk to BCC systems and/or the BCC community.

EVIDENCE: We are following the policy if...

- There is rarely a reported incident of unauthorized use of the BCC's information technology resources.
- Reported incidents of unauthorized use are dealt with as soon as they become known. The User may be banned from access to BCC's information technology resources to prevent further unauthorized use.

COMMUNICATION

This policy will be posted and made available to employees, volunteers, members, participants, visitors, and contractors/vendors to the BCC.