

KIDS 4 KIDS LEADERSHIP

Kids 4 Kids Leadership Program

Policy Manual

2018

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KIDS 4 KIDS LEADERSHIP

Kids 4 Kids Leadership Program

Introduction

Mission

Kids 4 Kids Leadership Program's mission is to continually improve and maintain a high level of excellence in order to meet and exceed our customers' needs and expectations.

Kids 4 Kids Leadership Program reserves the right to revise or add to our policies from time to time as deemed necessary. Employees will receive periodic updates to these policies as our business continues to grow, and are expected to familiarize themselves with these changes.

The provisions of this policy manual are subject to any federal or provincial laws that may prohibit or restrict their applicability.

Vision

1. Kids 4 Kids Leadership Program will create a safe and considerate working environment.
2. Kids 4 Kids Leadership Program will encourage originality, innovation and promote enthusiasm in meeting the requirements of our customers.
3. Kids 4 Kids Leadership Program will endeavour to cultivate profit growth through efficient production methods and procedures.
4. Kids 4 Kids Leadership Program will create a distinctive and progressive corporate culture.
5. Kids 4 Kids Leadership Program will make positive contributions to the community in which we operate and strive to become a model corporate citizen.

Values

1. COMMUNICATION - The most effective communication begins with listening. Leadership needs to set the example with active listening, especially when the information may be negative. An open environment encouraging discussion enhances involvement; feedback encourages improvement.
2. TEAMWORK - Teamwork is a necessity. Do not be limited by your job description but rather, act according to the situation. Draw on the skills and expertise of the team to achieve results.
3. RESPONSIBILITY - Each employee must understand his/her responsibilities clearly and execute them accordingly. Each Manager is responsible to assign and communicate those responsibilities.
4. HANDS ON APPROACH - Be available to contribute where required, visualize the situation, and take the necessary action.

Employment

[ACCOMMODATION POLICY ONTARIO](#)

[HUMAN RIGHTS POLICY ONTARIO](#)

Intent

Kids 4 Kids Leadership Program is committed to providing equal treatment with respect to employment without discrimination because of a prohibited ground as described by Ontario's *Human Rights Code* (the Code).

Kids 4 Kids Leadership Program has adopted this policy to ensure that our staff are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation. All employment services provided by Kids 4 Kids Leadership Program shall follow the principles of dignity, independence, integration, and equal opportunity.

Guidelines

The approach taken by Kids 4 Kids Leadership Program in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated, and medical professionals; and
- An approach that ensures confidentiality and dignity.

Purpose

Kids 4 Kids Leadership Program will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Code.

Kids 4 Kids Leadership Program will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Kids 4 Kids Leadership Program. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Duty to Accommodate

Kids 4 Kids Leadership Program will work to ensure that individuals protected under the Code are able to work effectively by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

Kids 4 Kids Leadership Program will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Kids 4 Kids Leadership Program encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

Accommodation

Accommodation shall be provided for individuals where the work must be modified or adjusted to address the needs of the individual based on protected grounds of discrimination under human rights legislation.

Kids 4 Kids Leadership Program shall provide accommodation as appropriate using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary or permanent, based on the requirements of the individual.

Responsibility

The process of accommodating individuals is a shared obligation of Kids 4 Kids Leadership Program, the employee, and any applicable unions representing employees. Management staff should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

Creating the Accommodation Plan

Any employee requesting accommodation must make a request to their manager or immediate supervisor in writing. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for the employee.

Kids 4 Kids Leadership Program shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, Kids 4 Kids Leadership Program shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

If an Employee Cannot be Accommodated in Their Current Position

In some cases, it will be reasonable to accommodate an individual in another position. The Human Resources department, working with appropriate Kids 4 Kids Leadership Program officers, the employee, and the union if applicable, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Kids 4 Kids Leadership Program shall ensure that the employee has the requisite qualifications and skillset necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

Appropriate Accommodations

Appropriate accommodations may include:

- Human support;
- Counselling and referral services;
- Temporary or permanent alternative work;
- Leaves of absence;
- Breaks

This list is not exhaustive.

Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Accommodating Job Applicants

Any applicant to Kids 4 Kids Leadership Program that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations. Kids 4 Kids Leadership Program will notify employees and the public about the availability of accommodation for job applicants who have disabilities in compliance with the [Accessibility for Ontarians with Disabilities Act, 2005](#).

Applicants will be informed that accommodations are available, upon request, for the interview process, and for other candidate selection methods. Where an accommodation is requested, Kids 4 Kids Leadership Program will consult with the applicant and provide or arrange for suitable accommodation.

Undue Hardship

Kids 4 Kids Leadership Program shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs for the organization, or where the accommodation would create a health and safety hazard.

Responsive Dispute Resolution

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint through the Human Resources department.

Intent

Kids 4 Kids Leadership Program is committed to providing equal treatment with respect to employment according to the protected grounds established under the *Ontario Human Rights Code*. Kids 4 Kids Leadership Program has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

Definitions

Discrimination: any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

Guidelines

Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that Kids 4 Kids Leadership Program's practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

Protected Grounds

The following is a list of the protected grounds in Ontario:

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour
- Record of offences
- Sex
- Sexual orientation

Accessibility in Employment

Kids 4 Kids Leadership Program is committed to providing accessibility across all stages of the employment cycle, by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to Kids 4 Kids Leadership Program that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

Accommodation

Kids 4 Kids Leadership Program will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Kids 4 Kids Leadership Program. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Kids 4 Kids Leadership Program shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process. Kids 4 Kids Leadership Program will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Kids 4 Kids Leadership Program encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodation Plans

Any employee requesting accommodation must make a request to their manager or immediate supervisor in writing. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

Kids 4 Kids Leadership Program shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, Kids 4 Kids Leadership Program shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

Complaint

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to (Insert Title of Appropriate Authority).

Religious Accommodation

Kids 4 Kids Leadership Program is committed to respecting the religious beliefs and practices of all employees. Kids 4 Kids Leadership Program will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

Kids 4 Kids Leadership Program employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

Dress Code

Kids 4 Kids Leadership Program shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Inability to Accommodate

In the event an employee cannot be accommodated in their current position it will be reasonable to accommodate an

individual in another position. Management will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Kids 4 Kids Leadership Program shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to management.

Undue Hardship

Kids 4 Kids Leadership Program shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, Kids 4 Kids Leadership Program shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Reporting a Human Rights Issue

While Kids 4 Kids Leadership Program will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the company is in violation of the Code, they may make a written complaint to (Insert Title of Appropriate Authority). The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and
- A full description of what occurred.

Investigation

Once a written complaint has been received, Kids 4 Kids Leadership Program will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

Confidentiality

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

False or Frivolous Complaints

It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Compensation & Benefits

[SEXUAL HARASSMENT CHECKLIST FORM](#)

[EMPLOYMENT AND PAY POLICY](#)

Obtain a Description of the Incident / Claim:

- Use active listening. Ensure the employee provides full disclosure of the event / incident(s), and engage them in conversation. Avoid comments that deflect the seriousness of the charge.
- Acknowledge the difficulty associated with coming forward, and thank them for their candor.
- Maintain a professional attitude.
- Gather all pertinent facts, and avoid making any judgment.
- Contact your attorney if you think the matter could possibly lead to a claim.
- Obtain a written statement from the claimant.
- Ask who, what, when, where, why, and how. Determine the threat of retaliation, either real or perceived.
- Ask the employee how they would like to see the problem resolved.

Conduct an Investigation Into the Incident / Claim:

- Investigate immediately. Delaying or extending an investigation can cause witness testimony to become increasingly unreliable.
- Tread carefully: The manner in which the investigation is conducted may constitute grounds for a hostile environment claim.
- Diligent documentation of each step is required.
- Treat all claims seriously.
- Maintain confidentiality. Emphasize to those involved that your discussions are not to be shared with any unconcerned parties. Warn of possible disciplinary action associated with the spread of rumors, slander, or hearsay if necessary.
- Limit the number of persons who have access to the information. Communicate strictly on a "need to know" basis.
- The purpose of the investigation is to gather facts, not disseminate allegations. Avoid any leading questions that might compromise the investigation, and focus more on generalities.
- In the event that more than one allegation has been made, handle each one separately.
- To avoid defamation liability, never broadcast the facts of a given situation or the results as an example to others or as a training tool.

Interviewing the Complainant:

- Obtain specific details. Determine complainant wants and needs.
- Determine the existence of a pattern of previous episodes or similar behaviour toward another employee, or if it was an isolated incident.
- Identify any contextual information wherein the conduct occurred. Where? What time?
- Determine the long and short-term effects of the conduct on the complainant. These may include economic, non-economic and/or psychological.
- Determine the relationship of time between the occurrence of the incident, its effect on the complainant, and the time when the complainant filed the report.
- Prepare a detailed time-line of events.
- Analyze the possibility that certain events may have triggered the complaint, i.e. , promotion, pay or transfer denial.
- Determine whether or not there are any possible motives on the part of the complainant for filing the complaint.
- Explain the seriousness of a sexual harassment charge, and that you will conduct a thorough investigation before reaching any conclusion.
- Assure the complainant that he or she will not be retaliated against for making the complaint.
- Avoid making any statements about the accused employee's character, job performance, or family life.

Interview the Accused:

- Obtain a written and oral statement from the accused.

- Identify any existing relationship between the accused and the complainant.
- Determine the existence of any prior consensual relationship between the parties. How long have they known each other? Is there a history of group or individual socializing?
- If the accused individual was a supervisor, indicate their job title, obtain a copy of their job description, and determine their specific duties at the time of the alleged harassment.
- Determine whether the accused directed, or had responsibility for the work of other employees or the complainant, had authority to recommend employment decisions affecting others or was responsible for the maintenance or administration of the records of others.
- The accused individual will likely deny the charges. Carefully observe the reaction, noting any elements of surprise, anger, or disbelief. Describe the details of the allegation and note the areas of disagreement between the testimonies supplied by both parties. If the accused denies the allegations, determine with the background, rationale, and motivation that could possibly have triggered the complaint.

Interviewing Witnesses:

- Obtain statements from any witnesses that either support or deny any of the allegations made.
- Assure all witnesses that their cooperation is important, that their testimony is confidential and that they will not be retaliated against for testifying.

Resolve the Complaint:

- Apologize for the incident occurring (if appropriate).
- If the complainant requires a transfer, obtain their consent and ensure that the transfer position is similar to their prior position, without any new negative aspects, e.g. less desirable location or hours of work. This will help to ensure that the complainant is not being illegally punished for reporting discrimination or harassment.
- The severity, frequency and pervasiveness of the conduct should be taken into consideration when imposing corrective action or discipline on the accused. There are several disciplinary options available, including:

oral and written warning

reprimand

suspension

probation

transfer

demotion

Termination of employment

- When imposing discipline on the accused, any forms of discipline short of discharge should be accompanied by a warning that any reoccurrence of misconduct may result in immediate discharge. If no discipline is imposed, document the rationale.
- Re-communicate your policy on sexual harassment, and provide counseling and training on sexual harassment, if appropriate.
- Carefully and fully document the investigation, the discipline imposed, and any remedial or preventative steps taken.
- Conduct follow-up interviews with the parties to inform them of the actions taken.

This policy has been created to provide information to current and potential employees of Kids 4 Kids Leadership Program's.

Scope

This policy applies to Kids 4 Kids Leadership Program, its employees and potential employees at all times and without exception.

General Guidelines

Kids 4 Kids Leadership Program has deemed pre-employment background checks for all levels of employment within the organization to be necessary to ensure candidates for employment are fully qualified and to allow for verification of information that has been provided by the candidate.

Background Checks are also used by Kids 4 Kids Leadership Program to ensure the safety and security of employees and its members within the organization and will allow us to provide a safe work environment for current and prospective employees.

Information collected as part of the background check can include but is not limited to

- Previous employment information.
- Criminal Record checks.

Employment with Kids 4 Kids Leadership Program will be conditional upon the pre-employment screening. Kids 4 Kids Leadership Program will ensure to receive consent from each candidate via written authorization prior to collecting any personal data and information.

Information Collection

At the offer of employment all candidates will be subject to a criminal background check no matter the position applied for. In upholding the individual's human rights and right to privacy, Kids 4 Kids Leadership Program will ensure that any further information collected is deemed to be necessary and appropriate for the position to which the candidate is applying.

All pre-employment background checks will be conducted in accordance with applicable federal and provincial legislation, and will only be conducted on candidates who have been offered employment with the organization.

Social Media

It is necessary to check potential candidate's social media sites. We need to know that social media input represents the values and image of the Kids 4 Kids brand.

Results

Pre-employment screening results will not be used as a basis for denying any candidate employment unless the denial of employment is determined to be due to job-related issues or workplace safety and security. However, if an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the company due to falsification of an application.

Kids 4 Kids Leadership Program will adhere to the Human Rights Code and will not deny any individual employment based upon a pardoned conviction. Alternatively, all pre-employment screenings with positive criminal record checks will be reviewed on a case-by-case basis, and individuals with a history of convictions on their records will be considered based upon the nature of the crime to the position, the length of time since the conviction, the number of convictions and any potential threats posed to the business and workforce.

Appeals

Should employment be denied to a candidate based upon the results of the pre-employment screening, the candidate may appeal the decision of the Review Committee to the Kids 4 Kids Leadership Program Appeal Board on the grounds of procedural fairness or that the decision or recommendation was unreasonable. The Appeal Board will hear the appeal on an expedited basis.

Confidentiality

Kids 4 Kids Leadership Program guarantees that all information attained from references and the criminal background check process will only be used as part of the employment process and kept strictly confidential. Human resources will maintain a log that will include the position you are applying for, your name, and the date of the background check. Be aware, only appropriate human resource personnel at Kids 4 Kids Leadership Program will have access to this information.

Pay

Kids 4 Kids employees receive the current minimum wage rate. Higher rates may be available to qualified candidates.

Kids 4 Kids employees are paid for the hours they work. They are not paid for sick days or time off. This is a casual position that only pays for time worked.

Conduct

[DRESS CODE AND PERSONAL HYGIENE POLICY](#)

Intent

Kids 4 Kids Leadership Program requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

Guidelines

Hygiene

Kids 4 Kids Leadership Program employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / antiperspirant to minimize body odours.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails (frac14 inch long or less).
- Wash hands after eating, or using the restrooms.

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or hose must be worn with shoes.
- Neat and well groomed hair, sideburns, moustache and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.
- Secured long hair (hair must be tied back to prevent potential for being caught in equipment).
- Clothing must not interfere with the safe operation of equipment.
- No dark glasses (unless prescribed by a physician).
- Limited jewellery and no dangling or large hoop jewellery that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.
- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

Inappropriate Attire (also applicable to Casual Friday)

The following items are not permitted in any area during normal working hours:

- Sweat pants
- Jogging pants
- Pants that expose the midriff, underwear or leggings
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear

- Mini-skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
- Plastic flip-flops or sandals
- Beach footwear.

Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.
- Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.

ACCEPTABLE CONDUCT

Kids 4 Kids staff represent the Kids 4 Kids leadership brand. How they act during a Kids 4 Kids program as well as their social media presence reflects the quality and integrity of the program.

Kids 4 Kids will not upload photos or text on their social media sites that reflect poorly on Kids 4 Kids. Staff will be asked to remove inappropriate content. If the content is not removed staff members may be terminated.

Staff is not to use inappropriate language or humor during Kids 4 Kids sessions.

Staff will not yell, humiliate or embarrass Kids 4 Kids members or staff.

Staff will not smoke during Kids 4 Kids sessions or consume alcohol before or during a Kids 4 Kids session.

Health & Safety

[INCIDENT ACCIDENT POLICY](#)

[ATTENDANCE POLICY 2018](#)

[HEALTH AND SAFETY POLICY ONTARIO](#)

[INCLEMENT WEATHER POLICY](#)

[FOOD SAFETY POLICY](#)

INCIDENT & ACCIDENT POLICY

This Incident Report and Accident Form is intended to assist your organization with the provision of proper procedures in the event of a workplace incident or accident. The creation of complete documentation, proper reports and investigations of workplace incidents will lead to your organizations readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

If there is an incident or accident during a Kids 4 Kis Program parents will be informed. The school administrator will also be informed if deemed necessary. Forms will be filled out and kept by Kids 4 Kids Leadership Program Inc.

Employee Information:		
Name:	Age:	Sex:
Incident Number:	Phone Number:	
Incident Date:	Employee Position:	
Department/Contractor:	Employee Number:	

Incident Type		
Injury <input type="checkbox"/>	Exposure <input type="checkbox"/>	Illness <input type="checkbox"/>
Spill <input type="checkbox"/>	Property Damage <input type="checkbox"/>	Major Potential <input type="checkbox"/>
Environmental Incident <input type="checkbox"/>	Other, Specify:	

Incident Information		
Incident Date (dd/mm/yyyy): / / Time of Incident (24 hour clock):		
Reported on: / / Time Reported (24 hour clock):		
Supervisor:	Building/Area:	Specific Location:
Injured Person:	<input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Public	

Injury/Illness			
First Aid <input type="checkbox"/>	Medical Aid <input type="checkbox"/>	Modified Work <input type="checkbox"/>	Lost Time <input type="checkbox"/>
Injured Body Part:			
Describe Injury:			

Incident Information	
Was First Aid Given? <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom:
Was injured transported to medical aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where to?	
Name of Doctor	
Injured during normal work? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Note: If more than one person injured, answer the above questions on a separate piece of paper and attach to form.*

Property/Equipment/Environmental Damage/Impact	
Description of Damage:	
Estimated Cost:	Critical Part? <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation of Risk Potential		
Loss Severity Potential:		
Moderate <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>
Probable Recurrence <input type="checkbox"/>	Occasional <input type="checkbox"/>	Rare <input type="checkbox"/>

**(NOTE: Injured persons personal information identified on this form is to be used only for purposes of incident investigation and follow-up with that injured person by Kids 4 Kids Leadership Program. The information will not be shared for any other reason.)*

Copies to: Human Resources (original), Director/Dept. Manager, Contractor, List others:

Analysis:

Description of Incident:

Causes:

Immediate:

Basic/underlying:

Recommended corrective action(s):

Immediate:

Long term:

Person(s) responsible for action(s)/Department:

Actions taken:

At Kids 4 Kids we are committed to ensuring the safety of the children who attend each program. To provide a safe environment, we have developed the following attendance taking process:

THE PROCESS:

We will send out a reminder email to parents prior to the program starting, to inform them of our attendance process.

KIDS 4 KIDS RESPONSIBILITIES

At the beginning of each session, Kids 4 Kids will:

- Take attendance immediately.
If a child is not in attendance, we will check with the YMCA. (if they attend) We will contact the school office. We will phone parent's contact phone numbers.

PARENT'S RESPONSIBILITIES

- Parents must remind their child the morning of the program to go to Kids 4 Kids after school.
Parents will email Kids 4 Kids if their child is sick or will not be attending.
Parents will put a reminder in their child's school agenda so their classroom teacher can remind their child to go to Kids 4 Kids.
Parents will contact the YMCA (if their child attends) informing them that their child is in Kids 4 Kids.
Parents will contact the bus company or inform their teacher if their child takes the bus.
Parents will provide a contact telephone number where they can be reached immediately.
- Kids 4 Kids is limited to what we can do if a child does not show up to the program. After we make the phone call to the parent, we are unable to do anything else.

We do not pick up children from their classrooms, so we depend on the help and cooperation of parents to ensure their child arrives at Kids 4 Kids safely. Safety is our priority.

Intent

Kids 4 Kids Leadership Program is vitally interested in the health and safety of the children who attend Kids 4 Kids Programs and camps. Protection of its members from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe, healthy environment. All supervisors must be dedicated to the continuing objective of reducing risk of injury. Kids 4 Kids Leadership Program is ultimately responsible for members health and safety, and will take every reasonable precaution possible for the protection of our attendees.

Kids 4 Kids Leadership Program will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the workplace from injury through dereliction of duty towards safety.

Kids 4 Kids Leadership Program will act in compliance with all applicable workplace health and safety legislation.

Guidelines

Employee Responsibilities We will check "play area" for potential hazards. Play areas can include a gym, classroom, library, concourse, or outside playground.

Hazards can include and are not limited to:

- Corners on desks, sharp objects
- Tripping hazards
- Furniture children can climb on
- Slippery floors
- Spills
- Chemical hazards
- Glass, needles
- Medications
- Electrical hazards
- Playground equipment
- Strangers on site
- Icy areas on the playground

EQUIPMENT

We use low impact, elephant skin balls when playing games like dodgeball. These balls limit potential injury.

We do not use playground equipment when outside on school playgrounds.

APPROPRIATE CLOTHING

Staff and students will wear indoor running shoes when playing cooperative games inside. Children must wear appropriate clothing if program is being run outdoors. This includes a jacket, a hat and gloves, in the winter and appropriate footwear.

Intent

The purpose of this policy is to outline Kids 4 Kids Leadership Program procedures during cold/inclement weather situations.

Employees

In the event of either extreme cold weather conditions, extreme inclement weather conditions or a combination of both, Kids 4 Kids Leadership Program may elect to close operations for the day, and re-open when it is deemed safe to do so.

In the event of closure due to weather conditions, Kids 4 Kids Leadership Program employees will be contacted to inform them of the decision to close, and this will be done with as much advanced notice as is possible. Employees will be contacted at the phone number(s) that they have provided to Human Resources in their Employee Contact Information Sheet.

Unless notified otherwise, or pending police ordered road-closure, employees of Kids 4 Kids Leadership Program are expected to arrive, on-time, for regularly scheduled work.

If road conditions, or weather conditions, create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift, the employee should use his/her judgment. In this event, the employee will be expected to contact his/her immediate supervisor to inform them of their absence due to weather conditions.

Registrants

If a Kids 4 Kids Leadership Program is canceled due inclement weather, parents will be informed by email or a phone call about program cancelation. If schools are closed, Kids 4 Kids will be canceled as we would not be able to access the facility.

Kids 4 Kids will add a session onto the end of the program series to make up for the missed meeting. If this is not possible, parents can make up the missed session at other locations. Refunds are not issued.

SEVERE COLD

If we are using the outdoors for our program we will use our discretion when going outside in the extreme cold. It will be mandatory for children to have winter jackets, snow pants, hats, gloves and winter boots when outside in extreme cold temperatures.

Intent

Food Safety is the number one concern of Kids 4 Kids Leadership Program. This policy has been adopted to ensure that food that is brought in by employees and volunteers meets the prescribed safety standards of [Health Canada](#).

1. Kids 4 Kids members may have a snack during each session. We are a peanut-free environment. No peanut products are allowed to be eaten during a session.
2. Kids 4 Kids members will remain seated while eating. They are not permitted to play games until they have finished eating.
3. Children will be encouraged to wash their hands before and after eating.
4. Pizza is served on the last Kids 4 Kids session. We purchase our pizza from companies that guarantee a peanut free product. Gluten and dairy-free options are available.
5. Hands will be washed prior to serving pizza.
6. If Kids 4 Kids members are given a candy treat, we will ensure these products are peanut-free.
7. Candy treats will be limited to once per five week program.
8. Children who require an epi-pen must have it on them at all times.

ANAPHYLACTIC REACTION

If a Kids 4 Kids member has an anaphylactic reaction they will:

1. receive the medication from their epi-pen.
2. 911 will be called immediately.
3. parents will be called after 911 has been notified.

Guidelines

Food Allergies

The human body's immune system responds aggressively to particular protein(s) when an individual is allergic to certain foods and can trigger reactions that can be life-threatening.

Some common allergic reaction symptoms can include but are not limited to the following:

- Trouble breathing, speaking or swallowing
- Hives or a rash
- Weakness or fainting
- Diarrhea
- Vomiting
- Cramps
- Swelling of the eyes, face, lips, throat and tongue
- Drop in blood pressure
- Shock
- Loss of consciousness
- Rapid heart beat
- Flushed or pale face

If a child brings in a snack, it is important to consider that some people may have food allergies. If an individual informs you that they have a food allergy, be sure that their food allergy is taken seriously.

More information about food allergies can be found on the [Canadian Food Inspection Agency](#) website.

Operations

[COLLECTION AND DESTRUCTION OF CUSTOMER INFORMATION POLICY](#)

Intent

The purpose of this policy to establish the procedures and processes that Kids 4 Kids Leadership Program will follow when collecting and disposing of customer information. Kids 4 Kids Leadership Program has adopted this policy to ensure that all Kids 4 Kids Leadership Program employees are aware of the importance of properly collecting, protecting and destroying customer information. The collection of customer information is an increasingly important aspect of our business, and is a critical element for all employees – customer interactions.

Guidelines

Collect Customer Information

Kids 4 Kids Leadership Program employees are directed to ensure that customer information is gathered during each initial customer contact. This is a critical element in the ongoing success of our business. As a result, Kids 4 Kids Leadership Program will monitor employee interactions and performance metrics regarding the collection of customer information.

The following information should be collected:

- Customer Name/Child's name
- Address
- Province / Territory
- Postal Code
- Telephone Number
- Email Address
- Preferred Method of Contact
- Notes Regarding Customer Interests/medications/Disorders

If we use customer personal information to make a decision that directly affects the customer we will retain that personal information for at least one year so that the customer has a reasonable opportunity to request access to it.

We will retain customer personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

Obtain Consent for Collection, Use or Disclosure

Kids 4 Kids Leadership Program employees must obtain the consent of an individual for the collection, use or disclosure of his or her Personal Information.

1. The consent of an individual is required for the collection, use, or disclosure of Personal Information. Ask the customer if you may collect some information about them. If they reply in the negative, explain the benefits as stated within this Policy.
2. In obtaining consent, Kids 4 Kids Leadership Program employees will ensure that the customer is advised of the identified purposes for which Personal Information will be used.
3. Kids 4 Kids Leadership Program will require individuals to consent to the collection, use or disclosure of Personal Information as a condition of the supply of a product or service (For use only if such collection, use or disclosure is required to fulfill identified, legitimate purposes).

Inform the Customer of the Benefits

In the event that a customer inquiries into the rationale for collecting their information, inform the customer that by collecting their information, we are able to:

- Process and fill orders;
- Refill orders as specified;

- Ensure proper billing;
- Service customer accounts;
- Access customer accounts to provide friendly, knowledgeable service based on their individual needs; and
- Offer friendly advice regarding alternate Kids 4 Kids Leadership Program product offerings, special offers and discounts.

Securing Personal Information

Kids 4 Kids Leadership Program is committed to ensuring the security of customer personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

We will use appropriate security measures when destroying clients' or customers' personal information such as: shredding documents and permanently deleting electronically stored information.

We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Offer Assurance of Privacy

Inform the customer that all information gathered will be kept confidential, and will subject to our Privacy Policy.

It has always been Kids 4 Kids Leadership Program's priority to safeguard any information provided by our customers. We are committed to meeting, and where possible, exceeding, the requirements of all applicable privacy legislation that relates to our business.

At Kids 4 Kids Leadership Program, customer information is maintained as strictly confidential. Unless the customer authorizes us to release it, or release is required by law, we will not disclose any customer information to third parties. We never sell, lease or trade information about our customers or their accounts to other parties, unless authorized to do so, or unless required by law.

Technology

[CORPORATE SOCIAL MEDIA POLICY](#)

Intent

This document is designed to provide all Kids 4 Kids Leadership Program employees with guidelines regarding the appropriate use of the company's social media accounts with Facebook, Twitter, LinkedIn, MySpace, the company's blog (this list is not exhaustive).

Guidelines

- Employees may not disclose confidential or proprietary information on any of Kids 4 Kids Leadership Program's social media pages. The disclosure of confidential or proprietary information without prior authorization may result in immediate termination.
- Kids 4 Kids Leadership Program employees will be held responsible for what they write or post on any of Kids 4 Kids Leadership Program's social media pages. Inflammatory comments, disparaging remarks, or negative / inappropriate language or posts are not permitted.
- Kids 4 Kids Leadership Program employees are directed not to engage in discussions regarding competitors' products, legal issues in which the company is involved, or government issues related to the company and our industry without prior approval from management.
- Employees are required to respect copyrights and never post text, images or video created by someone else without proper attribution and/or authorization. If employees have questions about copyright law and/or the usage of certain media, they may contact (Insert applicable authority).
- Social media is not a substitute for inter-company communications. Important information should be transmitted within normal company communication channels (i.e. the company's email platform), and not through social media outlets.
- Social media is not a substitute for customer service. Employees are required to refer customers to (Insert name of applicable department) instead of handling inquiries entirely through social media.
- In the event that a Kids 4 Kids Leadership Program staff member discovers any group(s) that users have formed to discuss the company, its products, or services, employees are requested to bring them to the attention of management.
- Employees are required to relay important issues to management as soon as possible.
- Employees should always carefully consider what to post in response to an argumentative or accusatory post. If employees have any questions regarding how to respond to a particular post, employees should discuss the issue with management prior to posting.
- Always adopt a positive attitude when responding to comments on the company's pages or applications, or comments about the company in general.

Company Photography

Consent is required prior to posting any photographs of employees in the company on any of Kids 4 Kids Leadership Program's social media pages. For additional information, please see the (Insert name of applicable policy, e.g. the Photography in the Workplace Policy).

Social Media

An employee of Kids 4 Kids staff represent the values of the Kids 4 Kids Leadership Program and summer camps. Staff are not to discredit or negatively affect the Kids 4 Kids brand by uploading questionable content, which can include text, photos, video. etc. All Kids 4 Kids staff must represent the brand by role-modelling appropriate online behaviour. Failure to do so may result in job termination.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Policy Manual of Kids 4 Kids Leadership Program. Further, I agree to adhere to this Policy Manual and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this Policy Manual, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____