



TREATMENT OF EMPLOYEES AND VOLUNTEERS

Category:	BOARD OVERSIGHT
Policy Number:	BO-11
Board Approval Date:	May 22, 2025

Objective:	Olds College of Agriculture & Technology (the College) shall ensure an environment for employees and volunteers that is safe, fair, respectful, non-discriminatory, and inclusive.		
Scope:	This policy applies to the President and senior administration responsible for People & Culture at the College.		
Definitions:	Positionality	The social and political context that creates an individual's identity in terms of race, class, gender, sexuality and ability status.	
Policy:	1.	Employees and volunteers shall have current, enforced, written People & Culture policies that clarify expectations and working conditions.	
	1.1	Policies shall provide for effective handling of grievances and protect against wrongful conditions.	
		1.1.1	Employees and volunteers shall have adequate protection from harassment and discrimination.
		1.1.2	Employees shall be informed of the performance standards by which they will be assessed.
		1.1.3	Volunteers will be provided with a scope of duties with appropriate orientation and training needed to perform their duties.
	2.	Employee and volunteer confidentiality shall be strictly maintained, except where specific disclosure is required by legislation.	
	3.	Employees and volunteers shall be protected from retaliation for respectful expression of dissent.	
	4.	The physical, social and psychological wellbeing of employees and volunteers will be protected.	
	4.1	The College will operate with an Emergency Response Plan of which employees are aware.	
	4.2	The College will have an enforced Code of Conduct, including conflict of interest provisions, that clearly outlines the rules of expected behavior for employees and of which all employees and volunteers are made aware.	



	5. The work environment shall be conducive of employees and volunteers openly honouring their positionality.
Related Information:	BO-9 Organizational Culture Oversight BG- Monitoring Organizational Performance <i>Labour Relations Act</i> <i>Freedom to Care Act</i>
Related Procedures:	
Review Period:	3 years
Revision History:	NEW: May 2025