

**THE CANADIAN ASSOCIATION  
OF BUSINESS STUDENTS**

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# BUSINESS ETHICS & HUMAN RESOURCES POLICY

## **POLICY COORDINATORS**

**Chairperson**  
Board of Directors  
[chair@cabsonline.ca](mailto:chair@cabsonline.ca)

**President**  
CABS Leadership Team  
[president@cabsonline.ca](mailto:president@cabsonline.ca)

## **DATE EFFECTIVE**

February 28, 2020

*Upon being duly motioned and seconded and in witness herein, we hereby acknowledge that the content of this document represents the true nature of the Business Ethics and Human Resources Policy of the CANADIAN ASSOCIATION OF BUSINESS STUDENTS, INC. [The Corporation], which has been approved by a 2/3 majority vote of the Board of Directors of [The Corporation], at the Board meeting held February 28, 2020. We further acknowledge that this Policy shall be interpreted under the laws in effect in the province of Ontario, judicial district of Mississauga (the original place of incorporation)*

## **GENERAL PROVISIONS**

### **1. PURPOSE AND SCOPE**

- a. The Business Ethics and Human Resources Policy provides the framework for cultivating and maintaining high professional standards among the employees of the Corporation. This Policy details how the Corporation is to undertake specific employee-related tasks, including how to recruit and hire employees, facilitate employee training, and address employee misconduct.
- b. The Business Ethics and Human Resources Policy is sovereign to the By-Laws of the Corporation and is aligned with all other governing documents of CABS.

### **2. DEFINITIONS**

- a. The terms that appear in this policy are defined in the Policy of Definitions; terms that do not appear in that list of definitions but do appear in the “Definitions” section of the Bylaws of the Corporation are equally enforceable in this policy.
- b. “Employee” means any person who has agreed to work for the Corporation for any length of time; this includes all volunteers, directors, associate directors, executive directors, directors of the board, and Officers, but excludes independent contractors.
- c. “Head Office Director” means any Employee of the Corporation who works within the portfolio of an Officer, but does not work within or under a Program Team.
- d. “HR Committee” means the Business Ethics and Human Resources Committee established under Article 3 of this Policy.

### **3. BUSINESS ETHICS AND HUMAN RESOURCES COMMITTEE**

- a. The HR Committee must be struck annually by the Board of Directors during the Annual General Meeting.
- b. The HR Committee must be composed of
  - i. One (1) member of the Leadership Team, and no fewer than four (4) others, of which at least two (2) must be sitting Board Members, of which at least one (1) must be a sitting Alumni Board Member, and
  - ii. The HR Committee must include no less than one (1) non-male-identifying person and one (1) person of colour.
- c. The Chairperson of the Board must facilitate the appointment process during the following regular meeting of the Board.
- d. Duties of the HR Committee shall include, but are not limited to,
  - i. Ensuring the proper administration of training for all members of the CABS team, including sexual harassment and sensitivity training,
  - ii. Conducting exit interviews for departing employees,
  - iii. Administering the transition and onboarding of new employees and Leadership Team members,
  - iv. Managing the online incident reporting portal,
  - v. Reviewing incident reports, and
  - vi. Making recommendations to the Board regarding responses to reported incidents within a reasonable amount of time after receiving a report.

### **4. PERFORMANCE OF DUTIES**

- a. Employees will hold their performance to accepted standards agreed to by the Leadership Team throughout their respective volunteer terms of service to the Corporation as enforced by a signed volunteer contract.
- b. Employees will hold themselves to a high standard and remain cognizant of the purpose of the Corporation, and that they stand for the holistic betterment of business students across Canada.

### **5. EMPLOYEE CONDUCT**

- a. Employees will conduct themselves in a positive, constructive manner throughout their respective volunteer terms of service to the Corporation, embodying the values of leadership, progressiveness, trust, and respect.
- b. Employees will conduct themselves in a manner which embodies a courteous, respectable, and hardworking business professional, and stand as a role model for current and future business students.
- c. Employees must maintain the utmost vigilance in circumstances where the Corporation interacts directly with the Membership, including conferences and competitions, as well as through online interactions. Within reasonable limits, Employees are expected to uphold the wellbeing and safety of all delegates.
- d. Employees should report, without undue delay, any transgression of this Policy.

## **6. NON-EMPLOYEE CONDUCT**

- a. For the purpose of this Policy, a non-Employee is any individual who is not a Board or Leadership Team member who becomes involved with the Corporation in some capacity, such as through volunteering, attending conferences or competitions, or engaging with the BSA of a Member School.
- b. This Policy only governs conduct as it pertains to activities operated by or on behalf of the Corporation. This Policy does not apply to an individual's activities outside of the scope of the Corporation, unless such activities impact any function of the Corporation.
- c. Non-Employees will comport themselves professionally and with the utmost dignity and respect for others.
- d. Non-Employees should report, without undue delay, any transgression of this Policy.

## **7. EMPLOYEE REPORTING & CONFLICTS OF INTEREST**

- a. All Employees will act in accordance with the underlying purpose of the Corporation, and will not undertake any activities that harm the integrity and going concern of the Corporation or its partners, stakeholders, or members.
- b. Employees will act in the best interest of the business students in Canada, making decisions that support the furtherance of the goals and objectives of the Corporation and the students which it serves.

- c. Employees shall not promote, partake in, or tolerate discrimination based on a protected grounds as identified in relevant provincial human rights legislation and will duly report any incidents to the Corporation. Discrimination includes bias in hiring or provision of services, exclusion or alienation during conferences, competitions, or meetings, and discriminatory comments made either in the context of an Employee of the Corporation or in any other context whereby the Employee's comments reflect upon the Corporation.
- d. All Employees shall not promote, partake in, or tolerate any form of abuse, including verbal abuse or sexual harassment, and will duly report any violation of the *Criminal Code* to the Corporation or to the police, as required.
- e. Property belonging to the Corporation and its events and programs cannot be illegitimately used for the personal gain of any individual.
- f. Under no circumstances can an Employee accept any gift or token that could be considered a bribe.
- g. An Employee must disclose to the Board any situation wherein the Employee stands to benefit, or appears to benefit, from a business decision of the Corporation.
- h. An Employee involved in a decision-making process who presents a conflict of interest with respect to the decision must be recused from the process.

## **8. INCIDENT REPORTING & REVIEW**

- a. An incident includes any situation wherein the reporting party subjectively believes that the reported party has violated the interests or integrity of the reporting party, another individual, or the Corporation. Violations may include, but are not limited to, bullying, lewd conduct, unwanted sexual advances, unwanted physical contact, discriminatory conduct, the purchase or consumption of prohibited substances, any violation of an event's applicable code of conduct, or any violation of the *Criminal Code*.
- b. An incident report must include:
  - i. The names of parties involved, unless the provision of any such details would violate the privacy of the victim;
  - ii. Details of the event being reported, including the date, time, and location; and

- iii. A complete description of the event being reported.
- c. To report an incident, a person may:
  - i. Make a statement, by any medium, to any Director or Member of the Board of Directors or Leadership Team, or
  - ii. Submit an anonymous report through the online portal.
- d. Where a Leadership Team member or Board member receives an incident report, the recipient must provide said report to the HR Committee without undue delay.
- e. The details of an incident report will remain maximally confidential and confined only to the members of the HR Committee and the recipient, should the latter not be a member of the HR Committee. Where possible, confidential details, especially the names of victims, should be excluded from the disclosure and recommendation provided to the Board.
- f. The HR Committee must commence an investigation within a reasonable time after receiving an incident report.
- g. Investigations pursuant to an incident report may include contacting the parties named in the incident report and soliciting witness statements. The investigation shall be carried out in such a way as to protect the identity and interests of the victim and the reporting party.
- h. If the HR Committee determines that the reported incident is an emergency, or constitutes an offence under the *Criminal Code*, the HR Committee must report the incident to the relevant authorities without undue delay.
- i. Incident reports will be redacted and stored indefinitely, with each incident report given a unique identification number.

## **9. THE ONLINE PORTAL**

- a. The HR Committee shall create and maintain an online portal to be used for incident reporting.
- b. The online portal will provide for anonymous submissions, but will allow the reporting party to self-report their identity if they so choose.
- c. The online portal must remain open to submissions at all times.
- d. Reports submitted through the online portal shall only be accessible to the members of the HR Committee.

## **10. GROUNDS FOR DISCIPLINARY ACTION**

- a. Employees and non-Employees are subject to disciplinary action where the individual's conduct includes
  - i. Excessive alcohol consumption,
  - ii. Use or abuse of drugs, including marijuana,
  - iii. The reckless endangerment of others,
  - iv. Abusive behaviour, including discrimination and bullying, and
  - v. The commission or attempted commission of any offence under the *Criminal Code*, especially including harassment, sexual harassment, assault, sexual assault, and destruction of property.
- b. Employees and non-Employees are subject to disciplinary action where the individual's conduct incites, abets, or otherwise unreasonably fails to prevent activities or behaviours that create an appreciable risk to the Corporation or those individuals for whom the Corporation has responsibility. Such activities or behaviours include
  - i. Excessive alcohol consumption,
  - ii. Use or abuse of drugs, including marijuana,
  - iii. The reckless endangerment of oneself and/or others,
  - iv. Abusive behaviour, including discrimination and bullying, and
  - v. The commission or attempted commission of any offence under the *Criminal Code*, especially including harassment, sexual harassment, assault, sexual assault, and destruction of property.

## **11. EMPLOYEE DISCIPLINE**

- a. Should an Employee violate any of the above guidelines, immediate and swift action will be taken to review all reported incidents. Violations will be reviewed in a timely manner and with regard to the severity of the violation.
- b. The Board of Directors is empowered to determine suitable disciplinary measure or measures which may include, but are not limited to:
  - i. Ordering that the Employee undergo re-training and rehabilitation;

- ii. Ordering the Employee's cooperation in a reconciliation process, at the consent of the victim where applicable;
- iii. Terminating the Employee's contract;
- iv. Removing any eligible performance based honoraria from the Employee's benefits;
- v. Disallowing privileges such as free entrance to conference events or expense reimbursements;
- vi. Imposing financial liability for actions that have adversely affected the Corporation; and
- vii. Pursuing legal action.

## **12. NON-EMPLOYEE DISCIPLINE**

- a. Should a non-Employee violate any of the above guidelines, immediate and swift action will be taken to review all reported incidents. Violations will be reviewed in a timely manner and with regard to the severity of the violation.
- b. The Board of Directors is empowered to determine suitable disciplinary measure or measures which may include, but are not limited to:
  - i. Ordering the individual's cooperation in a reconciliation process, at the consent of the victim where applicable;
  - ii. Banning the individual from participation in meetings, events, or other opportunities provided by or on behalf of the Corporation for a finite or indefinite period of time; and
  - iii. Pursuing legal action.

## **13. TRAINING AND DEVELOPMENT**

- a. All Employees will be overseen in their running of events and programs owned by the Corporation to ensure their successful execution.
- b. Officers will dedicate part of their role to the appropriate on-boarding, training, and management of event and program teams to ensure that all Employees are positioned to successfully execute their roles.

- c. Officers will hold themselves responsible for ensuring an adequate, constructive, and collegial learning environment for all volunteers of the Corporation.

#### **14. RECRUITMENT**

- a. For information regarding the recruitment and selection of volunteers for competitions and conferences, refer to the Competitions and Conferences Policy.
- b. Recruitment of “Head Office” Directors reporting directly to the Management Team can be conducted on an on-going basis throughout the year.
- c. Recruitment of “Head Office” Directors will be at the discretion of each respective Management Team member and his or her portfolio.
- d. Officers may add additional “Head Office” Directors as required to accommodate the Corporation’s changing initiatives and fluctuating needs, such that minimum 1 “Head Office” Director be staffed for each separately identifiable program run as a service by the Corporation to its stakeholders
- e. The Board of Directors need not approve program or “Head Office” related recruitment but should be updated on a timely basis as recruitment occurs.

#### **15. TERMINATION FROM AND RE-ALLOCATION WITHIN THE CORPORATION**

- a. Any termination procedures of the Corporation will be directly managed by the Employee who is the immediate superior to the Employee to be terminated.
- b. Termination will be justified where the impugned Employee’s superior satisfies the Employees’ respective supervising Officer that the Employee’s conduct has proven detrimental to the effectiveness of the Corporation and/or its offerings. Such conduct may include insubordination, tardiness, absence, or failure to perform the duties described in the job description.
- c. All Program Team-related changes shall be vetted by the Program Team’s designated Officer.
- d. All “Head Office” Director changes will be vetted by the Officers and disclosed to the Board of Directors.