

BOARD POLICY
HUMAN RESOURCES (EMPLOYEES & VOLUNTEERS)

Preamble The Royal Ontario Museum (ROM) values its *employees* and *volunteers* as key assets. The ROM aims to provide a working environment that recognizes individual integrity, commitment, reliability, initiative, and co-operation. As a principal objective, the ROM strives for the highest ethical standards in all aspects of Museum operations, including human-resource management, and for those standards to be understandable, meaningful, and consistently and fairly applied.

Policy
Employees

With regard to employees, it is the policy of the ROM to

- Comply with the Province of Ontario’s Employment Standards Act, Labour Relations Act, Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Pay Equity Act, other relevant legislation concerning human resources, and the collective agreements covering specific employee groups of the ROM.
- Provide equal opportunity in employment and to recruit, promote, appoint, and assign on the basis of merit without discrimination as defined by the Province of Ontario’s Human Rights Code.
- Develop and communicate appropriate job descriptions that outline duties and responsibilities of each position consistent with the goals and objectives of the ROM and where required, in accordance with the applicable collective agreement.
- Develop and implement fair, equitable, and competitive compensation and benefits practices that are designed to attract, motivate, and retain employees with the education, skill, and experience necessary for the ROM to achieve its goals and objectives.
- Provide appropriate training and support for professional, career, and leadership development for employees, and to facilitate the on-going integration of knowledge and skills with the ROM’s strategic goals and objectives.
- Establish employee performance standards and evaluation procedures that enhance the quality of job performance; provide opportunities for professional growth based on open and honest reporting relationships; and promote the development, implementation, and measurement of individual and organizational goals.
- Provide a safe and healthy work environment.
- Provide an environment in which individuals are treated with respect and dignity, free from abuse, harassment, and discriminatory practices.
- Respect and value the contributions and input of all employees.
- Communicate effectively and regularly and encourage dialogue with employees on financial, strategic, and policy issues relating to Board and operational decisions.
- Foster and support cooperation in complementary activities conducted at the ROM by employees and volunteers.

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- Volunteers*
- With regard to volunteers, it is the policy of the ROM to
- Foster and support a strong volunteer base and develop active partnerships in all activities that support the objectives of the ROM.
 - Recruit, appoint, and assign on the basis of merit, without discrimination, as defined by the Province of Ontario’s Human Rights Code.
 - Encourage the volunteer organizations that provide services to the ROM to develop volunteer placement profiles outlining the volunteer’s activities, where appropriate.
 - Encourage the volunteer organizations that provide services to the ROM to provide relevant training and support for the professional and leadership development of volunteers, where appropriate.
 - Facilitate the on-going integration of volunteer knowledge and skills with the ROM’s strategic goals and objectives.
 - Provide a safe and healthy work environment.
 - Provide an environment in which individuals are treated with respect and dignity, free from abuse, harassment, and discriminatory practices.
 - Respect and value the contributions and input of all volunteers.
 - Communicate effectively and regularly and encourage dialogue with volunteers on financial, strategic, and policy issues relating to Board and operational decisions.
 - Foster and support cooperation in complementary activities conducted at the ROM by employees and volunteers.

Explanation of Terms

employee: an individual who fills a position approved by the Director & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by the ROM for a limited duration.

volunteer: a term that applies to all individuals who provide their time and service to an activity that supports the objectives of the ROM and is authorized and sponsored by the ROM, and for which they are not paid by the ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers and the ROM Reproductions Association, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.

Date June 21, 2001

Amended Revisions will appear in bold and underlined font.
June 18, 2009 (housekeeping changes only)

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Approval:

Chair of Board

Director & CEO

MONITORING

Adherence to Policy – Employees

Board: The Human Resources & Compensation Committee will periodically review management’s adherence to the policy.

Management: The Director & CEO, the ~~Chief Operating Officer~~ **Deputy Director, Operations**, and the ~~Executive Director~~, **Vice-President**, Human Resources & Organizational Development will ensure that the Human Resources & Compensation Committee has all the relevant information for determining adherence.

Adherence to Policy – Volunteers

Management: The ~~Vice-President~~ **Deputy Director**, Collections & Research, the ~~Chief Operating Officer~~ **Deputy Director, Operations**, and the President, Department of Museum Volunteers will ensure that the Board of Trustees has all the relevant information for determining adherence for volunteers under their respective areas of responsibility.

Policy Review

<i>Method</i>	Internal Report
<i>Responsibility</i>	Human Resources & Compensation Committee
<i>Minimum Frequency</i>	Biennially (June 2007)
