

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: L2 - STAFF TREATMENT
ADOPTED: 4-08
LAST REVISED: 12-09, 12-10

With respect to relations with paid and volunteer staff, the General Manager will not cause or allow conditions that are unfair, unsafe, or unclear.

The GM will not:

L2.1 Cause or allow harassment among staff and potential staff or discrimination based on other than business related criteria, individual performance, and qualifications.

L2.2 Operate without written personnel policies that: (a) clarify rules for staff, (b) provide for effective handling of grievances, (c) Prohibit staff and the GM from supervising or managing the work of any person who is a spouse, partner, immediate family member or person with whom a romantic or close familial relationship exists. and (d) establish communication, provide job descriptions, and evaluations.

L2.2.1 Operate without written policies that allow terminations to be grieved within a reasonable period of time.

L2.2.2 Operate without written policies that allow grieved terminations to be reviewed by a neutral, knowledgeable third party.

L2.3 Fail to provide for appropriate documentation, security and retention of personnel records and all personnel related decisions.

L2.4 Fail to abide by all workplace laws.

L2.5 Promise or imply permanent or guaranteed employment.

L2.6 Fail to survey and report on store work culture at regular intervals.