

## CIVIC THEATRES TORONTO

## REPORT FOR ACTION

### Human Resources Policies

**Date:** August 31, 2018

**To:** The Human Resources, Compensation and Labour Relations Committee and The Board of Directors of Civic Theatres Toronto

**From:** Vice President of Finance & Administration

#### SUMMARY

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The purpose of this report is to present updated Human Resources policies, as noted in Attachments 1, 2, 3 and 4.

#### RECOMMENDATIONS

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The Vice President of Finance & Administration recommends that the Board of Directors of Civic Theatres Toronto:

1. Receive this report information.

#### FINANCIAL IMPACT

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There is no financial impact other than those outlined in the report

#### DECISION HISTORY

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On November 30, 2017, the Board of Directors of Civic Theatres Toronto approved Human Resources policies.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.CT23.5>

On January 25, 2018, the Board approved Policy #201 - Workplace Violence and Harassment

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.CT24.5>

## **COMMENTS**

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This report presents the following policies:

1. Fit for Duty Policy, Attachment 1: a new policy, as a result of legislation coming in the fall legalizing the use of marijuana.
2. Substance Abuse Policy, Attachment 2: a new policy, as a result of legislation coming in the fall legalizing the use of marijuana. This policy expands on the Fit for Duty Policy.
3. Workplace Violence Policy and Procedure, Attachment 3: this is an updated version of the policy brought forward to the Board in January 2018. This policy is now broken down into two parts; Workplace Violence Policy and Procedure, and Respectful Workplace Policy and Procedure.
4. Respectful Workplace Policy and Procedure, Attachment 4: this policy augments the Workplace Violence Policy and Procedure.

## **CONTACT**

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## **SIGNATURE**

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William Milne  
Vice President of Finance & Administration

## **ATTACHMENTS**

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Attachment 1 - Fit for Duty Policy  
Attachment 2 - Substance Abuse Policy  
Attachment 3 - Workplace Violence Policy and Procedure  
Attachment 4 - Respectful Workplace Policy and Procedure