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<p><b>Policy statements apply to all departments, programs, services, and operations. Any and all departmental policies must comply/align with the Policy Statements and be approved by the appropriate Department Oversight Committee.</b></p> <p><b>All Department Oversight Committees are accountable to the London Muslim Mosque Board in ensuring compliance with all Policy Statements. The London Muslim Mosque Board is accountable to the Membership in ensuring compliance with all Policy Statements</b></p> <p><b>Policy Statements enactment or amendment require London Muslim Mosque Board of Directors approval and are not operative until ratified by a 2/3 majority resolution of the Members as per General Operating by-law Article 11.</b></p>	

## PREAMBLE

Appropriate management of employees is a key responsibility of London Muslim Mosque (LMM). Compliance with legislation such as the *Human Rights Act* and *Employment Standards Act* as well as general policies and procedures requires consistency in how individual staff are managed, and a clear understanding of organizational policies, procedures, and reporting structures.

## POLICY

### Reporting Structure

The London Muslim Mosque Board of Directors as a whole directly employs and oversees the key leaders of the organization. These include the Operations Manager, Principals of the Schools, and the Imams. The Chair may be the day-to-day contact to the key leaders as needed.

- To fulfill their responsibilities of management of these staff, the London Muslim Mosque Board of Directors will set the expectations for these positions.

All other staff of the London Muslim Mosque will report to one of the key leaders. This means that no Board Director should be directing any staff.


### Employment Agreements

The employment agreements of the key leaders will be established and reviewed by the Chair plus one other board member on behalf of the Board of Directors.

Using a standard employment agreement where possible, each key leader will establish and review employment agreements for the position that report to them with the support of legal counsel as required.

Additionally:

- Each employee will have a Human Resources file maintained by the key leader in the department with minimum standards checklist items included

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- Ensure all employees have an employment agreement that complies with the Employment Standards Act and all relevant policies and is placed in the HR file
- Ensure all employees have a Vulnerable Police Record Check and is placed in the HR file
- Avoid unnecessary complexity and differing obligations to employees by maximizing consistency in employment agreements

#### **Hiring, Performance Management and Termination of Employees**

- The Board of Directors hires, manages performance, and terminates the key leaders
- Only an employee's key leader may hire, manage performance of and terminate an employee that reports to the key leader
- If another party, including a Board of Director, has concerns with an employee's performance, they must report these to the appropriate key leader for their consideration and appropriate action
- If there is a concern about a key leader, this will be reported to the Chair
- If the termination of an employee has organizational risk (including but not limited to potential for a human rights complaint, significant financial obligations regarding termination or severance pay, potential for media involvement), the potential termination must be brought to the London Muslim Mosque Board of Directors for approval prior to it occurring

#### **Human Resource Policies**

- London Muslim Mosque will develop organizational wide Occupational Health and Safety policies, and appropriate organization-wide Human Resource Policies
- These policies will be stored in such a manner that they can be accessed by all employees
- All key leaders and all Departments will ensure these policies are enacted within their area of responsibility
- Departments may create supplemental Human Resource policies where necessary based on their unique situation, as long as these policies do not conflict with the organizational Human Resource policies

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- Where a department believes that organizational Human Resource policies are detrimental to their department or not able to be enacted in their department, they will notify the Board of Directors of their concerns. The Board of Directors will discuss these concerns and determine how to address them, and the department will abide by the Board of Director's decision.

#### **Resolution of Employee Concerns and Issues**

Concerns and issues raised by employees regarding their employment at London Muslim Mosque and any disputes or complaints involving an employee will follow a clearly articulated process. At a minimum, this process must include:


- A determination by the key leader the employee reports to regarding the risk involved in the situation (in consultation with legal counsel if appropriate), and immediate action if needed to ensure the safety of all involved
- Engagement of the individual staff member by their key leader to understand and resolve the issue
- Escalation to the London Muslim Mosque Board of Directors as the final arbiter of the issue if previous steps have not resolved it to all parties' satisfaction
- Engagement of legal counsel in any step of the resolution process where it is prudent to do so considering the risks associated with the issue, or a need for subject matter expertise regarding any legislation or policy elements of the issue.

#### **Confirmation of Authorization:**

**I confirm this policy statement was approved by the Board of Directors:**

**Board Chair:** Bilal Rahhal.

**Date of Approval:** October 24, 2023

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Policy statements apply to all departments, programs, services, and operations. Any and all departmental policies must comply/align with the Policy Statements and be approved by the appropriate Department Oversight Committee.

All Department Oversight Committees are accountable to the London Muslim Mosque Board in ensuring compliance with all Policy Statements. The London Muslim Mosque Board is accountable to the Membership in ensuring compliance with all Policy Statements

Policy Statements enactment or amendment require London Muslim Mosque Board of Directors approval and are not operative until ratified by a 2/3 majority resolution of the Members as per General Operating by-law Article 11.

I confirm this policy statement was ratified by a 2/3 resolution at a duly constituted meeting of the Members.

Board Chair: \_\_\_\_\_ Date of Approval:\_\_\_\_\_