



POLICIES AND GUIDELINES

September 2024

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ANTI-HARASSMENT/BULLYING POLICY & GUIDELINES

POLICY:

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our Union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Harassment means using real or perceived power to abuse or humiliate. Harassment should not be treated as a joke. The uneasiness and discomfort it creates are not feelings that help us grow as a union. Harassment focuses on the things that make us different instead of the things that bring us together like shared concerns about our families, decent wages, safe working conditions, fairness at work, and justice in society.

We believe that Labour's policies and practices should reflect our commitment to equality. We urge members and staff to participate fully in activities mindful that all **people** deserve dignity, equality and respect.

PURPOSE:

To establish an Anti-Harassment/Bullying Policy and Guidelines for the Local.

PROCEDURE:

- Concerns can be taken forward to the President or any other Executive Board Member.
- Complaints will be investigated as timely as possible.
- Confidentiality will be respected to the extent of the law.

Revised: September 2018

Revised: March 2014

Original: May 2008

APPOINTMENT OF COMMITTEE MEMBERS

POLICY:

The appointment of committee members not otherwise ordered in the Constitution will be made by the President based on **several** considerations.

Committee members are expected to adhere to the COPE Local 397 Code of Conduct.

A Committee Chair has the right to remove a committee member, in consultation with the President, for cause.

PURPOSE:

To provide guidance for the appointment of committee members to various special interest/general COPE and **committees of the various federations and the Canadian Labour Congress (CLC).**

PROCEDURE:

Members who wish to volunteer shall **indicate** their intent. The intent will include a short bio and information on why the member wishes to participate on the Committee.

Revised: September 2023

New: September 2015

ASSET DISPOSAL

POLICY:

COPE Local 397 will donate assets to not-for-profit agencies and K-12 schools designated “high needs” under the public education umbrella, inclusive of First Nation Schools.

PURPOSE:

To provide policies and guidelines for the disposal of surplus assets, e.g., furniture, old computers, etc.

PROCEDURE:

At the discretion of the Executive Board surplus assets will be donated or sold using the following process:

- The United Way and School Boards will be advised that surplus assets are available for pickup, with a request for them to contact their principals accordingly.
- In the event that the United Way or the School Boards are uninterested in picking up and utilizing the offered assets, the items will be posted on the COPE Local 397 website www.cope397.ca for purchase by COPE Local 397 members only.
- The items will be posted on the COPE Local 397 Website for a period of one (1) week. If the item is not sold to any member or staff after the one (1) week posting period, any Executive Board member may purchase the item.
- The Treasurer will handle the sale of the disposed items.

The highest bid will be accepted. The winning bidder is to pay by either cash, credit/debit card or e-transfer prior to the item from the COPE Local 397 office. If the highest bidder is unable to pay with one of the listed payment methods, the bidder next in line will be offered the assets.

- In the event that COPE Local 397 is unable to sell or donate used assets, the assets will be recycled at an appropriate disposal site. Any computer(s), lap tops or electronic notepads or notebooks must be wiped clean prior to disposal.

Revised: November 2021

Revised: March 2014

Revised: June 2013

Revised: October 2008

Original: December 2007

BALLOT/CAMPAIGNING POLICY

BALLOT POLICY

A “double” envelope method of mail-out balloting shall be adopted. The “double” envelope method is being put into place to provide additional integrity to the process.

PURPOSE:

To provide a method for increased accountability in mail-out balloting, to ensure confidentiality and to monitor the balloting process.

PROCEDURE:

Ballots shall consist of a ballot form, a blank inner envelope and an outer envelope with a unique identifier. When the ballot is marked it must be sealed in the blank inner envelope which must then be sealed into the outer envelope with the unique identifier.

Any ballot not returned in this manner shall be deemed to have been spoiled.

CAMPAIGNING POLICY

To ensure fairness of elections for all registered candidates the following campaigning guidelines are to be adhered to during the time of the election:

- Campaigning is not permitted on work time;
- **Employer** premises are not to be used for the purposes of campaigning;
- **Employer** systems (e-mail, mailroom, telephone, **chat system**) are not to be used for the purposes of campaigning;
- Candidates **are permitted to use Employer approved locations** for campaign information;
- Candidates will be permitted the use of the **steward contact** network for distribution of campaigning material, provided that there is no disruption of the workplace and this is done on rest and lunch breaks only;
- Requests to access SGI locations during non-business hours may be considered, and any such requests must be submitted to Employee Relations for review.
- Candidates **may provide COPE local 397 a half page (8x11) biography to be included in the ballot mailout. The Candidate’s Employers cannot be mentioned. Biographies should depict labour movement involvement and any qualifications.**
- Candidates cannot campaign on what they will do if elected. The Executive has defined roles and responsibilities, not goals and targets.

The campaigning activities of the registered candidates must not undermine, inhibit or cause any disruption in the workplace.

Revised September 2024

Revised: September 16, 2016

Revised: March 2014

New: September 2013

CAUCUS SOLIDARITY

COPE Local 397 will adopt the Labour Movement's use of the following guidelines, modelled after the Canadian Parliamentary System, to determine "Caucus Solidarity". Resolutions and decisions made are determined either through consensus or by vote.

- *In the Canadian Parliamentary system, the Prime Minister appoints a cabinet and holds cabinet and caucus meetings with elected members of the governing party. Cabinet solidarity refers to the tradition that once decisions are reached in cabinet/caucus, they are supported by all members, regardless of their opinion before consensus. A breach (or breaking with) cabinet solidarity traditionally requires the offending member's resignation or firing.*
- *Operating under the principle of "solidarity," means that an elected official may disagree and state their personal opinions during private meetings, but must present a unified front on all decisions to the public. Thus, the ministers must publicly support the decisions made by the Prime Minister and the Cabinet/caucus as a whole. Collectively, the ministers will be held accountable for these decisions, even if they do not personally agree with them.*
- *The Cabinet's collective decision-making process has traditionally been protected by the rule of confidentiality, which enhances Cabinet solidarity and collective ministerial responsibility. Confidentiality ensures that Ministers can frankly express their views before a final decision is made.*
- *The Cabinet works through a process of compromise and consensus building, which leads to a Cabinet decision. The Cabinet and its committees do not vote on issues before them. Instead, the prime minister (or committee chairperson) "calls" for the consensus after the ministers have stated their views on the matter under consideration.*
- *Cabinet solidarity means that all members of the Cabinet must support Cabinet decisions. In private, the ministers may voice their opinions and concerns. However, in public, the Cabinet ministers cannot disassociate themselves from or repudiate the decisions of their Cabinet colleagues unless they resign from the Cabinet. Additionally, Cabinet ministers must present their opinions during decision-making, but after the Cabinet makes a decision, the ministers must maintain confidentiality about the process.*
- *Canadian ministers are held jointly accountable for all decisions of the Cabinet, so they may have to answer for decisions they were personally against. Additionally, the ministers are individually responsible and accountable to Parliament for all acts by their respective departments. This principle of "ministerial accountability" means that each minister has ultimate responsibility for the proper functioning of his or her department and all other organizations within his or her portfolio.*

When attending a meeting, picket line, rally, convention, conference or otherwise named labour or political gathering, you are elected or appointed by COPE Local 397, and it is incumbent on you to adhere to the Oath you have taken, the COPE Local 397 Code of Conduct and the principle of "Caucus Solidarity", defined below:

- Once decisions are reached in caucus, they are supported by all members, regardless of their opinion before consensus.
- an elected Member, delegate of COPE Local 397, or a Member representing COPE Local 397 may disagree and state their personal opinions during private meetings, but must present a unified front on all decisions to the public. Thus, the Members must publicly support the decisions made by the caucus as a whole. Collectively, the Members will be held accountable for these decisions, even if they do not personally agree with them.

- Caucus' collective decision-making process has traditionally been protected by the rule of confidentiality, which enhances caucus solidarity and collective Member responsibility. Confidentiality ensures that Members can frankly express their views before a final decision is made.
- Caucus solidarity means that all members of the Caucus must support Caucus decisions. In private, the Members may voice their opinions and concerns. However, in public, the Members cannot repudiate the decisions of their Caucus unless they resign from the Caucus.
- Additionally, Members may present their opinions during decision-making **in Caucus**, but after the **vote**, the Members must maintain confidentiality about the **results**.
- Any Member found to be in **violation** of this Policy **may** face sanctions.
- **Members involved in Multiple Caucus must cast their vote with the sponsoring Caucus.**
- **Members involved in multiple Caucus's must clearly state from what Caucus or Committee they are a member of when speaking at a union event.**

Revised: September 2023

Revised: March 2023

New: June 2017

CODE OF CONDUCT

The COPE Local 397 CODE OF CONDUCT contains the follows excerpts:

- Our Code of Conduct sets out our standards and expectations of the behaviour of our elected officers, staff and members at National Conventions and Conferences, all schools, meetings, and other events attended as a representative of COPE Local 397.
- The Code of Conduct is intended to deal with complaints of inappropriate behaviour at events attended as a representative of COPE Local 397.
- As COPE Local 397 members, elected officers and staff we must commit to the Union and each other that we will be governed by the principles of our Code of Conduct.
- We will agree:
 - **to respectfully hear** the views of others,
 - to communicate openly and honestly,
 - to offer support and encouragement to everyone,
 - **not to discriminate**
 - **to agree there is no tolerance for (understanding and refrain from) abuse:**
 - **bullying, harassment, discrimination, profanity, offensive language and verbiage, inappropriate conduct.**

Revised September 2023

Revised: March 2023

New: June 2017

ELECTIONS – PRAIRIE COUNCIL

The following shall have representation at the Prairie Council table:

Saskatchewan Government Insurance (SGI):	
Rural North - Lloydminster/Meadow Lake / North Battleford/ Kindersley / Prince Albert/ Tisdale	3 members
Regina	9 members
Saskatoon	3 members
Rural South - Swift Current/Moose Jaw, Weyburn/Estevan/Yorkton/Winnipeg	3 members
NDP Provincial Office	1 member
NDP Caucus Office	1 member
NDP Constituency Assistants	1 member
Calgary Unit	1 member
University of Regina Faculty Association	1 member
Rural Municipality of Alexander	1 member
Edmonton Unit	1 member

As outlined in the COPE Local 397 Constitution, Article 12.3 Elections to Prairie Council guidelines to elect a Prairie Council member are as follows:

12.3 Elections to Prairie Council

12.3.1 The Prairie Council members of the various units, including an alternate from each unit, shall be elected by a plurality vote, by a method approved by the Prairie Council, to be held amongst the active members of the Unit or Sub-Local; there shall be no voting by proxy.

12.3.2 The election for each Prairie Council member shall be held in **prior** to December and shall be for a two (2) year term. Notice of the election is to be communicated to all Units for five (5) days in advance.

a) Effective the election following the ratification of this constitution, Prairie Council term of office shall be a two (2) year term.

12.3.4 Results of the election for Prairie Council member and alternate shall be transmitted to the Local office within ten (10) working days of the election.

PURPOSE

To clarify who may vote for each of the **positions** and outline what type of campaigning for the Prairie Council position may occur.

PROCEDURE

1. At the **end of the** term from the identified **positions** listed above, notice must be **shared with the** Membership alerting them of an opportunity to become a Prairie Council Member.
2. **An SGI Regina membership meeting shall be held specifically to elect Regina Prairie Council Members.**
3. The Saskatoon **SGI** elections will take place at their Sub-Local meeting. Only SGI members can vote for SGI Prairie Council nominees.
4. **No campaigning can be done on employers' time.**
5. The candidate with the most votes shall be declared the elected representative to the Prairie Council.
6. The number of votes received by each candidate will not be revealed to the elected Prairie Council or the candidates.

Revised : September 2024

New: June 2017

ELECTIONS – SCRUTINEERS

POLICY:

COPE Local 397 will permit a candidate scrutineer to be present at Executive Board Election ballot counting as per COPE Local 397 Constitution Article 14.13.

PURPOSE:

To allow a **COPE Local 397 Member, acting as** scrutineer to be present at the ballot count as requested by the candidate(s) with regulations as outlined in the Procedures section below.

PROCEDURE:

To ensure that the candidates are allowed a representative of their choice to be present at ballot counting time, subject to the following regulations:

- Candidate must notify the COPE Balloting Board Chair via email at the COPE Union Office's email address: cope397@cope397.ca five (5) business days prior to the date of the actual vote count taking place and provide the name of the Scrutineer to be in attendance.
- Only one (1) Scrutineer is allowed per candidate.
- A Non-Disclosure/Confidentiality Agreement must be signed by all Scrutineers.
- Electronic devices are not permitted in the ballot counting room.
 - Electronic devices include (but are not limited to) cell phones, cameras, blue tooth devices, or any other electronic device that may convey information to anyone located outside of the ballot counting room.
- The Balloting Board Chair will ensure that any and/or all electronic devices are **removed from the room, and secured.**
 - The Scrutineer cannot leave the ballot counting room while the ballots are being counted.

- If the Scrutineer must leave, their electronic device will be returned to them with the understanding that they cannot return until the ballot counting is completed and an elected individual is declared.
- The Balloting Board Chair will remind the Scrutineers present that the Scrutineer has the right to question a ballot but cannot interfere with the ballot counting process.
- The Balloting Board Chair has the authority to eject a Scrutineer if they are interfering with the ballot counting process.
 - The Scrutineer is subject to COPE Local 397 Constitution Article 15 – Election Offences.
- The Balloting Board Chair will, once all ballots are counted, return any electronic devices that were collected prior to the vote count taking place to the proper owner.
- The Balloting Board Chair will notify all candidates of the outcome after the ballot count has been completed regardless if they had a Scrutineer appointed or not.
 - Scrutineers will be allowed to notify the candidate they are representing if they were the successful candidate or not.
 - The Scrutineer shall NOT provide any specific count detail to the Candidate regarding the outcome of the election.
- If it is learned that the Scrutineer has divulged specific detail, the following rules will apply:
 - The Scrutineer is subject to COPE Local 397 Constitution Article 15 – Election Offences.

Revised September 2024

Revised: September 2017

New: June 2017



POLICIES AND GUIDELINES

FAMILY CARE EXPENSES

POLICY:

- The Union will reimburse Members for actual and reasonable expenses they incur for family care which are over and above any costs they would ordinarily have incurred had they not been involved in local Union business, to a maximum of **\$75** per day in total without prior approval.

PURPOSE:

Encourage those Members with child and/or elder care expenses to attend Union functions.

PROCEDURE:

- Receipts are required for validation.
- Handwritten receipts will be accepted.
- If expense exceeds **\$75** per day, prior approval will be required by the Treasurer. The President or 1st Vice-President may also grant approval when the Treasurer may be unable to do so. **(Refer to Expense Policy)**
- Any authorized Local Union activity will be covered, exclusive of Union social events.

Revised. November 2021

Revised: September 2018

Revised: March 2014

Revised: October 2013

Original: May 2008



FEDERATION(S) OF LABOUR CAMP COUNSELLOR

POLICY:

COPE Local 397 may provide Union Leave for one (1) Member to **per Federation(s) Camp** attend on behalf of the Local to participate as a Camp Counsellor.

If more than one Member applies and they are accepted as a Camp Counsellor, the Union Leave will be split between the accepted Members and vacation time must be used to cover time away from the Employer's work place.

PURPOSE:

To allow Members who wish to volunteer their time to a Union approved camp program the ability to attend with as little financial impact or loss of vacation time as possible.

PROCEDURE:

Requests to be covered under the Camp Counsellor Policy require that a written request by the Member be submitted to the COPE Local 397 office for consideration.

A Union Leave Voucher must be completed for the Camp that the Member has attended as a Counsellor. This time away must correspond to the amount of time recorded in Employer's absence recording system and be only for the time spent away from the Employer's office.

If it can be determined that the Member did not attend the approved Camp as a Counsellor and personal time has been claimed as lost time, the Member may not be considered for future events.

A written report, outlining the Camp and the experience had, must be supplied to COPE Local 397 for posting on the COPE Local 397 website.

Revised: March 2023

Revised: November 2021

New: September 16, 2016

FEDERATION(S) OF LABOUR SUMMER CAMP

POLICY:

Attendees

- The Union will pay up to the equivalent of four full registration fees **per Federation(s) Camp** to be divided among all applicants.
e.g., if we have 10 applications, the four full fees will be divided among all 10. If one child applies, that child will have their fee paid in full.
- **Priority will be given to COPE397 members, then staff.**
- **Sponsorship may be considered by Prairie Council for children outside the House of Labour that otherwise wouldn't have the opportunity.**
- Please note, donations, gifts and sponsorships will be considered under their respective policies.

PURPOSE:

To provide guidance on how the Union participates in the Saskatchewan Federation of Labour (SFL) Summer Camp through donations and attendees.

PROCEDURE:

Parents will be contacted after all registrations are received, to notify what amount the Union will contribute per camp attendee.

Revised: March 2023

Revised: March 2014

Revised: December 2011

Original: May 2008



POLICIES AND GUIDELINES

FINANCIAL SPONSORSHIP

POLICY:

Appropriate requests for sponsorship may be granted to events that are put on by bargaining unit employers for the purpose of advertising.

- Sponsorship may be considered when the event is Union related.
- Individual member requests for sponsorship for events such as a sports team may be considered if the team consists of a majority of COPE Local 397 members.
- Value of the sponsorship to be determined based on the relative benefits of each event.

PURPOSE:

To determine when sponsorship is appropriate and to define parameters when considering events and value for the purpose of promoting COPE Local 397.

PROCEDURE:

Requests for financial sponsorship are to be submitted to the Executive Board or Prairie Council (*if timely*), for approval.

Revised: March 2014

Revised: June 2013

Revised: October 2008

Original: December 2007





POLICIES AND GUIDELINES

FRAGRANCE/SCENT-FREE POLICY

COPE Local 397 will be fragrance/scent free.

PURPOSE:

In response to health concerns, COPE Local 397 has developed a Fragrance/Scent Free Policy for the comfort and health of all staff and visitors.

Scented fragrances and/or scented products can trigger reactions such as respiratory distress and headaches.

Therefore, for the comfort and health of all, COPE Local 397 staff and visitors are asked not to use perfumes or scented products when attending the COPE 397 office and/or events.

New: September 2017

HONOURARY MEMBERSHIP

POLICY:

A former member shall be considered for an Honourary Membership on a case-by-case basis.

Members cannot self-nominate.

Each member put forth for an Honourary Membership shall have a brief presentation made on their behalf **to Prairie Council** showing why they merit this special consideration. **Prairie Council will make a determination on whether or not to grant Honourary Membership status.**

PURPOSE:

To provide guidelines as to who should be provided an Honourary Membership to the Local.

Revised: September 2015

Revised: March 2014

New: September 2013

INSURANCE / PARKING

POLICY:

- It is the responsibility of Members on Union business to pay for their insurance deductibles in the event of a loss.
- It is the responsibility of Members on Union Business to pay for tickets received for parking/traffic offences.

PURPOSE:

To clarify the Union's responsibility regarding insurance deductibles, traffic offences or parking tickets.

Revised: March 2014

Original: May 2008

OBSERVANCE OF THE OATH OF OFFICE

As elected Members to Prairie Council, we take the following Oath of Office:

“I, _____, DO HEREBY SINCERELY PLEDGE MY WORD AND HONOUR TO PERFORM THE DUTIES ASSIGNED TO ME IN THE LOCAL UNION CONSTITUTION, TO THE BEST OF MY ABILITY AND WITH COMPLETE GOOD FAITH TO SUPPORT, ADVANCE AND CARRY OUT ALL OFFICIAL POLICIES OF THE LOCAL UNION AND TO PROMOTE A HARASSMENT AND DISCRIMINATION-FREE ENVIRONMENT. I WILL, AT ALL TIMES, DEVOTE MY EFFORTS TO FURTHER THE AIMS, OBJECTIVES AND BEST INTERESTS OF THE CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION. I WILL ALSO SURRENDER ALL BOOKS, PAPERS AND OTHER PROPERTY OF THE LOCAL UNION IN MY POSSESSION TO MY SUCCESSOR IN OFFICE.”

Revised: March 2023

New: June 2017



POLICIES AND GUIDELINES

PICKET LINE POLICY

POLICY:

COPE Local 397 Members will respect and not cross the picket lines set up by other Unions.

COPE Members that participate in another Union's picket line must observe the procedures as set out below.

PURPOSE:

To maintain an orderly, disciplined, legal show of solidarity for another Union's adversity, while recognizing that any support is a reflection of COPE Local 397.

PROCEDURE:

Before volunteering to walk another Union's picket line, COPE Local 397 Members will register with the Picket Captain, and adhere to any of their requests, inclusive of picket line discipline and rules.

If there are questions regarding procedure or participation, the COPE Local 397 Member will immediately contact the Union Office for clarification and guidance.

Revised: November, 2021

Revised: March 2020

Revised: March 2014

Revised: June 2013

Original: March 2008



PRIVACY POLICY

POLICY:

COPE Local 397 collects certain personal information in order to:

- Maintain a Register of Members;
- Collect and manage union dues;
- Assist COPE Local 397 in representing members with respect to employment under collective agreements and organizing drives;
- Establish and maintain communication with members and respond to their inquiries.

COPE Local 397 may disclose relevant personal information for the purpose of representing our members. We may also share a member's information for the purpose of conducting our duties as a Trade Union and employer.

COPE Local 397 does not sell membership lists. Except as noted above, or where authorized by law, COPE Local 397 does not collect, use or disclose personal information without consent.

COPE Local 397 will make reasonable security arrangements to protect personal information in its custody and control. COPE Local 397 has installed reasonable security safeguards to prevent unauthorized access on its computer system. Access to personal information is limited to select employees and/or members who require access to the information in the performance of their job function or assigned duties.

Members of COPE Local 397 may request access to the personal information that they have provided and may request corrections or changes to personal information.

In the event of a discrepancy, legislation shall prevail.

PURPOSE:

To guide the practices concerning the collection, use, disclosure and protection of personal identifiable information to meet the requirements under the pertinent privacy legislation for the provincial or territorial jurisdiction.

Personal information collected is used and retained in the course of conducting our duties as a Trade Union and employer.

PROCEDURES:

Any questions regarding privacy matters may be addressed to the COPE Local 397 Privacy Officer. The duties of the COPE Local 397 Privacy Officer are assigned to the 2nd Vice-President.

Revised: April 2013, March 2014, September 2015, **November 2021**

Original: May 2008



POLICIES AND GUIDELINES

PROMOTIONAL ENGAGEMENT

POLICY:

Donation requests **may** be submitted to the **COPE Local 397 Office for determination.**

Promotional Items

May be provided upon request for events.

Promotion Items for Member Engagement:

A Member will receive a gift card (from a unionized retailer) if they attend three out of five general membership meetings in a calendar year. The amount will be determined by Prairie Council at the December meeting.

PURPOSE:

To promote membership engagement.

To provide guidance when the Local receives a request for a donation of promotional items.

To provide inventory control for the promotional items.

PROCEDURE:

- Requests will be submitted in writing **to the COPE 397 Office.**

Revised: September 2023

Revised: November 2021

Revised: March 2014

Revised: January 2009

Original: December 2008



RELEASE OF FINANCIAL INFORMATION

POLICY:

COPE Local 397 will release financial information as required under applicable legislation, provincially and federally.

This information is confidential to the Local, and it is in the best interest of the membership that this information not be publicly distributed.

When the information is distributed, **to Executive Board and Prairie Council members, they** will be reminded of the confidential nature of the information.

Rationale:

To comply with legislation and ensure confidentiality of COPE Local 397's financial information.

PURPOSE:

To provide guidelines with respect to the release of financial information

PROCEDURE:

Any member wishing to view financial information must make arrangements with the Local's Treasurer to meet at the COPE Local 397 office for viewing purposes only. No copying or photography of documents is permitted.

Revised. November 2021

Revised: September 2015

Revised: March 2014

Original: January 2009



POLICIES AND GUIDELINES

RELEASE OF DOCUMENTS

POLICY:

If requested, **documents relevant to the member's files may be viewed by** the pertinent member(s) upon the sole discretion of the President of the Local, or in their absence, the 1st Vice-President.

PURPOSE:

To provide guidelines with respect to the release of **documents**.

Procedure:

Any member wishing to view documents must make arrangements with the Local's President to meet at the COPE Local 397 Office for viewing purposes only. No copying or photography of documents is permitted.

Revised; March 2023
Revised: March 2014
Original: January 2009



SCHOOLS/CONFERENCES

POLICY:

For various labour schools/conferences the Local may send up to five (5) participants, exclusive of facilitators. Applicants who have not attended previous labour schools and/or conferences will be given preference.

PURPOSE:

To provide guidance regarding who attends the labour schools/conferences.

PROCEDURE:

- Notice/application will be provided to the Stewards for posting on the bulletin boards. As well, notice will be posted on our website at www.cope397.ca
- Application(s) will be considered by the Executive Board. The Executive Board will have the power to add participants if the number of qualified applicants should exceed five (5).

FAILURE TO ATTEND

Where there has been a registration fee, hotel room booking and/or air fare paid for a convention, conference, educational, meeting or other event approved by and paid for by COPE Local 397 and there is an unexcused failure to attend the event and/or a failure to notify the COPE Local 397 office of non-attendance and COPE Local 397 is held responsible for the expenditure, such failure will result in a penalty of not being able to attend event(s) for a period of one (1) year.

In the event the member is again approved to attend an event, after there has been such failure as noted above, the member shall be required to pay for the registration fee, hotel room costs and/or air fare and submit an Expense Voucher for reimbursement.

Revised: September 2017

Revised: March 2014

Original: May 2008

SOCIAL MEDIA POLICY

POLICY:

- This policy provides guidance for Members use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURE:

The following principles apply to professional use of social media on behalf of COPE Local 397 as well as personal use of social media when referencing COPE Local 397.

- Members need to know and adhere to best practices when using social media in reference to COPE Local 397.
- Members should be aware of the effect their actions may have on their images, as well as COPE Local 397's image. The information that Members post or publish may be public information for a long time.
- Members should be aware COPE Local 397 may observe content and information made available by Members through social media. Members should use their best judgment in posting material that is neither inappropriate nor harmful to COPE Local 397, its Members, or affiliates.
- Although not a **complete** list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, **racist, homophobic, transphobic, sexist, ethnic, ageist**, or that can create a hostile work environment.
- Members are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Members should **contact Cope Local 397. The decision is the responsibility of the Executive Board.**
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer these inquiries to **the Executive Board.**
- If Members encounter a situation while, using social media, that threatens to become antagonistic, Members should disengage from the dialogue in a polite manner and seek the advice of COPE Local 397.
- Members should get appropriate permission before referring to or posting images of current or former Members, or affiliates. Additionally, Members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

- Social media use should not interfere with a Member’s responsibilities to COPE Local 397.
- If Members publish content that involves work or subjects associated with COPE Local 397, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent COPE Local 397’s positions, strategies or opinions.”
- Members should assume that their posts will be seen and read by labour leaders and affiliate members and these posts will reflect on COPE Local 397.
- It is highly recommended that Members keep the COPE Local 397 related social media accounts separate from personal accounts.
- **Members should not be under the influence when posting.**
- **COPE Local 397 social media posts must be reviewed and approved by the COPE Local 397 Executive Board.**

Revised September 2024

New: September 2018



POLICIES AND GUIDELINES

STEWARD POLICY

POLICY:

All Members of COPE Local 397 Prairie Council, Executive Board and all Shop Stewards must complete COPE Local 397 COPE School within one year of being elected to their position.

For those members who took training prior to 2014, or are re-appointed/re-elected Prairie Council, Executive Board or Shop Stewards, must retake the training at the first available sitting of COPE School.

Stewards, who have not taken COPE School and have been asked by a Member to assist in a meeting with management, must receive authorization from the COPE Local 397 office to act in the capacity of a Shop Steward prior to attending the meeting they have been invited to.

PURPOSE:

To provide Members fair representation when facing Management by ensuring that training is current and reflects the Locals current information needs.

PROCEDURE:

Upon becoming a Prairie Council Member, Executive Board Member or a Shop Steward, basic training must be completed within one year of appointment or at the first available instance of COPE School.

New: November 2021



POLICIES AND GUIDELINES

UNION LEAVE

POLICY:

COPE Local 397 will reimburse the Member's Employer for time away from the Member's workplace for Union Business only, during regularly scheduled work **hours**.

PURPOSE:

To ensure that COPE Local 397 dues are used to pay for the Member's attendance at the required Union function, activity or school that they were given permission to attend by the Union Office and their Employer.

Tending to personal business on Union Leave when the Member's presence is expected at an event, function or school will not be paid for and must not be claimed.

PROCEDURE:

Requests to attend a Union event, function or school, must be sent to the respective Employer and approval given to be away from the workplace (after attendance has been approved by Prairie Council, Executive Board or the President).

A Union Leave Voucher must be completed for each event attended on the Union's behalf and only for time spent away from the Employer's office.

If the event, function or school that Union Leave has been granted for, ends before the scheduled end time and the attendee's scheduled work day the attendee shall return to **work if possible and time and location permitting**.

If it can be determined that the Member did not attend the approved event, function or school and the Member has claimed personal time as Lost Time, the Member **will** not be considered for future events.

Furthermore, approved vacation by your employer cannot be rescinded and substituted with union leave in the event a Union activity that the Executive Board or Prairie Council member would be required to attend conflicts with the approved vacation granted by your employer. Meeting dates are sent to Executive Board and Prairie Council Members at the beginning of each calendar year specifically so that this situation can be avoided.

Revised. November 2021

Revised: June 9, 2017

New: September 16, 2016



UNION SUPPORT

POLICY:

To support Unionized members in their workplaces by our patronage as much as possible. In every possible way, unless required products and services are unavailable, the following hierarchy will be supported:

1. Union made
2. Saskatchewan made
3. Canadian made
4. North American made

PURPOSE:

To support Union first.

PROCEDURE:

Whenever possible, support Union made products and services.

Revised: March 2014
Original: May 2008

VACANCIES ON EXECUTIVE BOARD

POLICY:

Except for the positions of President or **First** Vice-President when there is a vacancy on the Executive Board, **for more than 30 consecutive days, the Executive Board will appoint an interim member to fill the vacancy. Notice will be sent to the Member's personal email and posted to the Private Members' Site for seven days to advise them of the vacancy and request for applications.**

This policy extends to any leave expected to be greater than 30 days.

PURPOSE:

To provide a procedure for filling vacancies on the Executive Board.

Revised: September 2023

Revised: November 2021

Revised: September 2015

Revised: March 2014

Revised: June 2013

Original: April 2013

WEBSITE CONTENT

POLICY:

Articles submitted for posting to the website will be reviewed prior to posting.

PURPOSE:

To provide guidance for submission of website articles.

PROCEDURE:

All articles submitted for website posting are to go first to the President and/or **Communication/Research Officer** for review and editing, as required. If the website article is edited it will be referred back to the author to confirm the changes are acceptable; the article will then be forwarded to the President for approval.

Revised. November 2021

Revised: March 2014

Revised: June 2013

Original: March 2008