



BRUCE
Botanical Food Gardens

The logo features a green stylized plant icon above the word "BRUCE" in a large, bold, black sans-serif font. Below "BRUCE" is the phrase "Botanical Food Gardens" in a green, cursive script font.

**Employee
Guide
Book**



Employee Guide Book - Contents

Organization Information

1. Volunteer Code of Conduct
2. Discrimination and Harassment Policy
3. COVID-19 Guidelines

Employment Information

4. Employment Standards in Ontario
5. Workplace Safety and Insurance Board

Health & Safety Information

6. Health and Safety at Work
7. Heat Stress
8. Sun Safety
9. Poisonous Plants

Always uphold the mission & values of the Bruce Botanical Food Gardens (BBFG)

BE SAFE Wear required identification. All items of clothing must be suitable for the work environment and make sure to follow safe work practices.

BE RESPECTFUL You are working with others as a team so be considerate of how your actions or contribution affects your colleagues and the community as a whole. Demonstrate integrity, respect and professionalism to all.

BE HEALTHY We are committed to a healthy and comfortable work environment for all its volunteers. There will be no smoking, or the use of alcohol or drugs, as these may have serious adverse effects on yours or another's health, safety, and job performance.

BE COMPASSIONATE Contribute to a positive working environment. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated.

BE COLLABORATIVE When you are unsure, ask for help. Asking questions avoids many problems down the road and so questions are encouraged. Those who are asked should be responsive and helpful.

BE CONSIDERATE When you leave or disengage from your position, in whole or in part, we ask that you do so in a way that minimizes disruption. This means you should tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

BE HONEST Act with honesty and integrity when dealing with money, property and other organizational assets on behalf of the BBFG.

BE DISCREET Maintain confidentiality and respect the privacy of others. If you receive any personal information about another person in the course of providing volunteer services, you will be expected to receive it in confidence, and will not disclose it, except with consent.

BE PROFESSIONAL Fulfill responsibilities in a timely fashion and participate in any orientation/training. Within a reasonable time, check your emails or phone messages and respond, even to say that you do not have the time to help right away. We do appreciate any help you can give.

A copy of a detailed BBFG Volunteer Policy is available to you at any time.



Discrimination and Harassment Policy

Bruce Botanical Food Gardens (hereafter referred to as BBFG) is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

The objectives of this Policy are to:

- Make sure that members, patrons and associates BBFG are aware that harassment and **discrimination** are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law
- Set out the types of behaviour that may be considered offensive and are prohibited by this policy.

Harassment and discrimination will not be tolerated, condoned or ignored at BBFG. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination. BBFG is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities regularly monitoring organizational systems for barriers relating to Code grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

The following behaviour is prohibited:

Discrimination: means any form of unequal treatment, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

Introduction

The Board of Directors, following the advice of the Grey Bruce Health Unit and the Province of Ontario and in accordance with regulations made under the Reopening Ontario Framework has established these guidelines to be followed by all staff and volunteers.

Communication and Signage

Signage will be posted advising the public that the site is closed to visitors and only authorized staff and volunteers will be permitted to enter. A maximum of five (5) people will be permitted at any one time. The President of the Board of Directors may authorize entry by additional persons, provided that all public health guidelines and regulations are adhered to.

Prior to attending the garden, approval must be received from the garden co-ordinator to ensure that all attendance is recorded for contact tracing.

The COVID-19 workplace safety plan shall be updated regularly and posted at the gatehouse.

Additional signage will be posted within the site regarding physical distancing, restricted areas, no sharing of tools, handwashing and disinfecting procedures. Staff and volunteers shall obey all posted signs.

Screening

Before attending the garden, all employees and volunteers shall conduct a self-screening assessment.

The screening may be completed on-line: <https://covid-19.ontario.ca/screening/worker/> Results should be emailed to the garden co-ordinator prior to arrival, or

The screening may be completed off-line upon arrival, but prior to entering the site. The garden co-ordinator shall ensure that copies of the self-screening questionnaire are available.

Any employee or volunteer that cannot pass the self-screening shall be advised to stay or go home to self-isolate immediately and to seek advice from Public Health.

Any employee or volunteer that develops symptoms after a visit to the garden, shall inform the garden co-ordinator immediately.

Physical or Social Distancing

Worker and volunteers shall maintain a minimum of two (2) meters or six (6) feet of separation at all times, unless they reside in the same household.

Children should not accompany volunteers if they are too young to understand physical distancing and hygiene practices. Parents or guardians are responsible for following the guidelines on behalf of their children.

Hygiene

Workers and volunteers shall clean hands frequently using soap and water or an alcohol based sanitizer.

If you have to cough or sneeze, do it into your sleeve or a tissue. Dispose of the tissue into the trash and immediately wash your hands.

Avoid touching your eyes and face.

Disinfect common areas such as water faucets and door handles after use, with the provided disinfectant.

Use of Masks

Properly fitting masks that cover the nose, mouth and chin must be worn at all times while indoors or completing tasks outdoors but unable to maintain a physical distance of two (2) meters.

Use of Tools and Equipment

Avoid sharing tools. Volunteers are asked to bring their own tools and protective equipment and take them home at the end of their shift. Staff will be assigned tools and personal protective equipment for their individual use.

Where sharing a certain piece of equipment is unavoidable, the equipment shall be cleaned and wiped down with a disinfectant between uses. Equipment with metal or fiberglass handle is preferred over wood for this type of use.

Eliminate the need to touch surfaces where possible. For example, leave doors open to common areas that may need to be accessed throughout the day and designate a single person to be responsible for a task rather than doing many things in different spaces.

Failure to Observe Guidelines

If a staff member or volunteer witnesses a violation of these guidelines, they shall report it immediately to the garden co-ordinator.

The Board of Directors reserves the right to ask any staff or volunteers to leave the garden at any time if they fail to observe the guidelines.

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario.

Employers are prohibited from penalizing employees in any way for exercising their ESA rights.

**FAIR AT
WORK
ONTARIO**

What you need to know

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit:

[Ontario.ca/minimumwage](https://www.ontario.ca/minimumwage).

Hours of work and overtime

There are daily and weekly limits on hours of work, and rules around meal breaks, rest periods and overtime.

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay.

Vacation time and pay

Most employees earn vacation time after every 12 months of work. There are rules around the amount of vacation pay an employee earns.

Termination notice and pay

In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include pregnancy, parental, family caregiver, personal emergency leave (paid and unpaid) and sexual and/or domestic violence leave (paid and unpaid).

Learn more about your rights at:

[Ontario.ca/employmentstandards](https://www.ontario.ca/employmentstandards)

1-800-531-5551 or TTY 1-866-567-8893

 @ONlabour  @OntarioMinistryofLabour

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster including rights to severance pay and special rules for assignment employees of temporary help agencies.



Subscribe to stay up-to-date on the latest news that can affect you and your workplace:
[Ontario.ca/labournews](https://www.ontario.ca/labournews)

In Case of Injury at Work

1
 Get first aid immediately, if needed

2
Worker:
 Tell your employer about the injury

Employer:
 Arrange and pay for transportation to get medical care, if needed

3
Employer:
 Pay worker's wages for day of injury

4
Employer:
 Report injury to WSIB within 3 days if it involves

- health care treatment, or
- time away from work, or
- lost wages

wsib
cspaat
 ONTARIO

Questions? Call 1-800-387-0750

www.wsib.on.ca

Health & Safety at Work

➤ Prevention Starts Here

Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

➤ Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:

ontario.ca/healthandsafetyatwork



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➤ Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

➤ Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

Employers must NOT take action against workers for following the law and raising health and safety concerns.

➤ Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

➤ Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.



Protect Yourself from Heat Stress

Sun exposure can cause heat stress
Outdoor workers are at risk

Six Simple Steps

1. Know the signs and symptoms of heat stress
2. Watch out for symptoms in yourself and others
3. Wear sunscreen, a hat, and lightweight, loose-fitting clothing
4. Drink water often – avoid drinks with alcohol and caffeine
5. Take breaks in the shade and more often on hot days
6. Know how your workplace deals with heat stress

Report All Heat Stress Concerns to Your Supervisor!

Contact sunsafetyatwork@ryerson.ca for more information.

This project is funded by the
Canadian Partnership Against Cancer and Health Canada.



Image provided by the
Queensland Department of Health

SUN SAFETY AT WORK

Protect Your Skin and Eyes From the Sun

Exposure to ultraviolet (UV) radiation can cause skin cancer, sunburn, skin damage, cataracts, and other conditions

Outdoor workers are at risk

Six Simple Steps

1. **Cover up** - wear loose clothing, long sleeves and pants
2. **Protect your eyes** - use UV protective eyewear
3. **Cover your head, neck and ears** - wear a wide brimmed hat, hard hat with a brim and use a neck flap
4. **Take your breaks in the shade** - get out of the sun when you can, especially between 11am-3pm, when UV radiation is the strongest
5. **Use sunscreen and lip balm** - use at least an SPF 30 broad spectrum, water-resistant sunscreen and don't forget to reapply
6. **Be skin safe** - report changes in skin spots and moles to your doctor as soon as possible - early detection is important

Contact sunsafetyatwork@ryerson.ca for more information.

This project is funded by the
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To avoid potentially poisonous plants, stay away from any wild or unknown plants that have--

- Milky or discolored sap.
- Beans, bulbs, or seeds inside pods.
- Bitter or soapy taste.
- Spines, fine hairs, or thorns.
- Dill, carrot, parsnip, or parsleylike foliage.
- "Almond" scent in woody parts and leaves.
- Grain heads with pink, purplish, or black spurs.
- Three-leaved growth pattern.