BC ADAPTIVE SNOWSPORTS

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BC Adaptive Snowsport (BCAS)

Human Resources Policy Manual

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1. Purpose

The purpose of this Human Resources (HR) Policy Manual is to provide a clear framework for the management of employees, contractors, and volunteers at BC Adaptive Snowsport (BCAS). These policies are designed to support a respectful, inclusive, safe, and high-performing workplace aligned with the organization's mission and values.

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2. Scope

This policy applies to all employees, contractors, and volunteers engaged with BCAS, unless otherwise specified.

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3. Guiding Principles

BCAS is committed to:

- Equity, diversity, and inclusion
- Accessibility for all participants and staff
- Respectful and professional conduct
- Transparency and accountability
- Compliance with applicable employment laws in British Columbia

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4. Employment Practices

4.1 Recruitment and Hiring

BCAS is an equal opportunity employer. Hiring decisions are based on qualifications, experience, and organizational fit. BCAS is committed to inclusive hiring practices and removing barriers to employment.

4.2 Employment Agreements

All employees will receive a written employment agreement outlining:

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- Role and responsibilities
- Compensation
- Hours of work
- Terms of employment

4.3 Probationary Period

New employees are subject to a probationary period of up to three (3) months, during which performance and suitability will be evaluated.

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5. Code of Conduct

All individuals representing BCAS are expected to:

- Act with integrity and professionalism
- Treat others with respect and dignity
- Maintain appropriate boundaries with participants
- Follow all safety and operational procedures

Harassment, discrimination, bullying, or any form of misconduct will not be tolerated.

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6. Equity, Diversity & Inclusion (EDI)

BCAS is committed to fostering an inclusive environment that reflects the diversity of the community. Discrimination based on race, gender, disability, sexual orientation, religion, or any protected ground is strictly prohibited.

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7. Accessibility

As an adaptive sport organization, BCAS prioritizes accessibility in employment practices, workplace accommodations, and program delivery. Reasonable accommodations will be provided upon request.

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8. Compensation and Benefits

8.1 Compensation

Compensation will be fair, competitive, and aligned with organizational resources and sector standards.

8.2 Benefits

Eligible employees may receive benefits as outlined in their employment agreements.

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9. Hours of Work and Attendance

Work schedules will vary depending on role and season. Employees are expected to:

- Adhere to agreed schedules
- Communicate absences promptly
- Maintain reliability and punctuality

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10. Leave Entitlements

BCAS provides leave in accordance with the British Columbia Employment Standards Act, including:

- Vacation leave
- Sick leave
- Bereavement leave
- Family responsibility leave

Additional leave may be granted at the discretion of management.

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12. Performance Management

BCAS supports employee development through:

- Regular feedback
- Performance evaluations
- Training opportunities

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13. Discipline and Termination

BCAS uses a progressive discipline approach where appropriate. Employment may be terminated in accordance with employment agreements and applicable legislation.

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14. Confidentiality

Employees must maintain the confidentiality of sensitive information, including participant data, organizational records, and internal communications.

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15. Conflict of Interest

Employees must avoid situations where personal interests conflict with those of BCAS. Any potential conflicts must be disclosed to management.

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16. Social Media and Communications

Employees must represent BCAS professionally in all public communications and on social media.

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17. Policy Review

This policy will be reviewed periodically and updated as required to reflect changes in legislation and organizational needs.

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18. Acknowledgement

All employees are required to review and acknowledge this policy manual.

Approved by BC Adaptive Snowsport Effective Date: June 2, 2026