

Policy for Engaging Responsible People, Staff and Volunteers

First developed	Quarter 1, 2018
Last review date	Quarter 3, 2024
Scheduled review date	Quarter 3, 2026
Purpose	The purpose of this policy is to establish clear guidelines for the removal of individuals in positions of responsibility when they no longer meet the requirements of their role, fail to perform their duties, or violate the organization's values, policies, or legal obligations. This policy ensures that the removal process is fair, transparent, and aligned with the organization's commitment to maintaining high standards of leadership and accountability. This policy applies to all individuals in positions of responsibility, including but not limited to senior management, department heads, key personnel, and other roles requiring leadership, oversight, or decision-making authority.
Policy	The organization is committed to maintaining a high standard of leadership and responsibility within the workplace. When individuals in positions of responsibility fail to uphold these standards, corrective measures, including removal, may be necessary to protect the integrity of the organization, its employees, and stakeholders..
Processes	<p>Grounds for Removal</p> <p>Individuals in positions of responsibility may be subject to removal for the following reasons:</p> <p>Poor Performance</p> <p>Failure to meet the expectations and objectives of the role. Consistent underperformance, despite receiving feedback, coaching, or additional support.</p> <p>Inability to demonstrate the required leadership, decision-making, or management skills.</p> <p>Breach of Organizational Policies</p> <p>Violations of the organization's code of conduct, including acts of dishonesty, unethical behavior, or misconduct.</p> <p>Disregard for internal policies or procedures, including workplace safety, harassment, and anti-discrimination policies.</p> <p>Repeated non-compliance with organizational standards or regulations.</p> <p>Breach of Legal or Regulatory Obligations</p> <p>Engaging in illegal activities or behavior that violates industry regulations, laws, or ethical standards.</p> <p>Breach of fiduciary duties or involvement in financial impropriety. Compromising the organization's compliance with external regulatory requirements.</p> <p>Loss of Trust and Confidence</p>

	<p>Demonstrating behavior that results in a loss of trust or confidence from colleagues, subordinates, or key stakeholders.</p> <p>Displaying a lack of integrity, transparency, or accountability that undermines leadership effectiveness.</p> <p>Creating or contributing to a toxic work environment, including through bullying, harassment, or fostering a culture of fear or exclusion.</p> <p>Health and Well-Being Concerns</p> <p>If an individual's health or personal circumstances prevent them from fulfilling the duties of their role effectively and reasonably, and reasonable accommodations cannot remedy the situation.</p> <p>Long-term incapacity to perform the job that severely affects organizational performance.</p>
	<p>Process for Removal</p> <p>Identification and Documentation of Issues</p> <p>Performance Issues: The responsible individual's performance concerns should be documented through regular performance appraisals, feedback, and written communication outlining areas of improvement.</p> <p>Policy Breach or Misconduct: Any violation of organizational policies should be reported and documented, including details of the incident(s), witnesses, and any previous warnings.</p> <p>Legal or Regulatory Breach: For legal or regulatory violations, ensure that all relevant documentation and evidence is compiled, and consult legal counsel as necessary.</p> <p>Investigation</p> <p>An investigation must be initiated to gather facts and provide the responsible individual an opportunity to respond to the allegations.</p> <p>The investigation process will be conducted fairly, confidentially, and promptly by HR and relevant management or legal personnel.</p> <p>If legal, regulatory, or ethical breaches are involved, external expertise may be consulted for further investigation.</p> <p>Communication and Notice</p> <p>Notification: The responsible individual will be notified in writing of the concerns or allegations against them and informed of the impending investigation.</p> <p>Meeting: A formal meeting will be held with the responsible individual to discuss the findings of the investigation, allowing them to present their side of the case.</p>

	<p>Notice Period: If the decision to remove the individual is reached, they will be given appropriate notice or severance in accordance with their employment contract, except in cases of gross misconduct, where immediate removal may be justified.</p> <p>Review and Final Decision</p> <p>After the investigation and meeting, senior management or an appointed review committee will assess all evidence and feedback to make the final decision.</p> <p>The decision must be communicated to the responsible individual in writing, including the reasons for the decision and any terms of separation (e.g., severance, exit procedures).</p> <p>Exit Process</p> <p>Handover of Duties: A transition plan should be created to ensure that the individual's responsibilities are handed over to a suitable person without disruption to the organization.</p> <p>Return of Company Property: The individual must return any company property, including devices, files, access cards, and confidential materials.</p> <p>Access Termination: The individual's access to company systems, accounts, and physical premises should be terminated on the last day of employment.</p> <p>Final Settlement: Arrange for the final payment of any outstanding salary, benefits, or severance, as per the terms of the individual's employment contract.</p>
	<p>Appeals Process</p> <p>The responsible individual has the right to appeal the decision. A formal appeal must be submitted in writing to HR within a specified timeframe (typically 10-15 business days).</p> <p>The appeal will be reviewed by a separate panel or committee that was not involved in the original decision. This panel will reassess the facts, conduct additional reviews if necessary, and issue a final decision.</p> <p>The outcome of the appeal will be communicated in writing, and the decision of the panel will be final.</p>
	<p>Confidentiality</p> <p>The removal process will be conducted with the highest level of confidentiality to protect both the individual and the organization. Information regarding the removal will only be shared with those directly involved in the process or as required by law.</p>
	<p>Roles and Responsibilities</p>

	<p>Human Resources Department</p> <p>Ensure compliance with the removal process and provide guidance and support throughout the procedure. Conduct and/or coordinate investigations, documentation, and communication with the responsible individual.</p> <p>Managers and Supervisors</p> <p>Provide ongoing performance evaluations, address concerns, and document issues as they arise.</p> <p>Participate in the investigation process, provide relevant information, and ensure a smooth transition during the removal process.</p> <p>Executive Leadership</p> <p>Review and approve the final decision on the removal of individuals in senior positions.</p> <p>Ensure that the removal process is conducted fairly, legally, and in line with organizational policy.</p> <p>Monitoring and Review</p> <p>This policy will be reviewed annually or as necessary to ensure compliance with legal standards, regulatory requirements, and organizational best practices. Changes will be communicated to all relevant stakeholders.</p> <p>Policy Violations</p> <p>Any violations of this policy, such as failing to follow the established procedures for the removal of responsible individuals, may result in disciplinary action against those responsible for overseeing the process.</p>
<p>Policy Implementation and assignment of responsibility</p>	<p>All staff, volunteers and Board members are responsible for adhering to this policy</p>