

FINANCIAL POLICY AND PROCEDURE MANUAL

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ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular two-thirds majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronically within two weeks of the changes being accepted.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article 5.1.a.4, Article 5.2.ii.a-c and Article 6 of the Association's Bylaws.

ARTICLE III — BUDGET GUIDELINES

1. The budget of the Association must be presented to and approved by Council prior to May 31st of each year. The executive will prepare the budget and provide it for review two weeks prior to the May Council meeting.
 - a. Every month, the VP-Internal must provide detailed spending reports to the council as part of their monthly report.
 - b. Any documents provided to the Finance Committee may be requested by Council.
 - c. All expenditures and reimbursements must be claimed within one month of the expense, and settled within one month of the claim.
2. Amendment Procedures: Any adjustments to budget lines or future expenditures must be approved by Council with a two-thirds majority.

ARTICLE IV — GRANTS AND AWARDS

I. Conference/Travel Grants

The GSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate personal or departmental resources to do so. Conferences should advance the student's course of study. Applications will be accepted throughout the academic year.

1. General Regulations:
 - a. Applications for Travel Grants must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence.

- c. If the conference attended is outside the applicant's field of study, a supporting letter from the supervisor is required to show the advancement of student's course of study.
 - d. If the applicant is presenting, a copy of the conference programme must be submitted. The applicant's presentation has to be listed on the official programme to be qualified.
 - e. Applications must include a Travel Grant Application form (Appendix A) and a budget, which outlines all other sources of revenue and estimated expenses. A copy of receipts substantiating the costs outlined in the budget must be submitted (e.g. registration, airfare, ground-transit, hotel expenses). A per diem of \$40 may be included for each day of travel. These costs must exceed the amount of the award applied for.
 - f. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations at conferences outside North America
 - ii. \$600.00 for those students attending conferences outside North America
 - iii. \$500.00 for those students giving presentations at conferences within North America
 - iv. \$400.00 for those students attending conferences within North America
 - v. \$100 for those students giving presentations at conferences in Manitoba
 - vi. \$75.00 for those students attending conferences in Manitoba
 - vii. \$75.00 for those students giving presentations at conferences in Winnipeg
 - viii. \$50.00 for those students attending conferences in Winnipeg
 - g. No member of the Association may receive conference and travel grant(s) totaling in excess of \$500.00 from 18 April to 17 April of the following year. This would imply that multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 in said year.
 - h. All Conference/Travel grants submitted between 18 April to 30 April will be included with the new fiscal year (1 May to 30 April) of the following year.
 - i. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - j. Applications must be received within four (4) months of the conference date
 - k. Distance studies students are expected to follow the Conference/Travel Grants Award stipulations in accordance to the area they reside when applying (ie: If a student resides in Vancouver and attend a conference in Vancouver the grant will not exceed \$50.00, presenting in Vancouver will not exceed \$75.00, attending in British Columbia will not exceed \$75.00, presenting in British Columbia will not exceed \$100.00, and so on)
2. Conference grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so.

3. Priority for awards will be:
 - a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources
 - b. Students who are ATTENDING conferences who do not have access to outside resources
4. A summary of Conference Grant applications must be presented to Council for concurrence without debate at the monthly meeting.

II. Special Project Grants

1. The GSA makes funds available for special projects, events or items, which could potentially benefit the graduate student population at the University of Manitoba. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
 - a. Socials
 - b. Department publicity brochures
 - c. Personal Funding for graduate students
 - d. Travel to events
 - e. Membership dues
2. Applications will be accepted throughout the academic year by the Finance Committee of the GSA and be reviewed as follows:
 - a. Applications must be received no later than one (1) week prior to the Finance Committee Meeting.
 - b. Finance Committee will bring forth their recommendations on Special Project Grants to the monthly GSA Council meeting, where Council can debate and ask for more detail on the decisions made by the Finance Committee.
 - c. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled GSA Council Meeting.
 - d. All applications must be received within four (4) months of the special project event.
3. All proposals for individual, organization or department grants shall be considered by the GSA Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form (Appendix B). The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated.
 - a. Special Project Grants of \$250.00 or less must submit all documents but will not be required to present to the Finance Committee.
 - b. Recommendations for grants of \$250.00 or less must submit all documents but will not be required to present to the GSA Finance Committee
 - c. Recommendation for grants greater than \$250.00 will require the applicant to present to the Finance Committee. Council has the authority to debate each

submission and vote on acceptance. Presenters will be recommended to attend the following Council meeting to answer additional questions if required.

4. General Regulations:
 - a. Applications for grants must be complete or they will not be considered.
 - b. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
 - c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
 - d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
 - e. Grants will not cover services already provided at the University.
 - f. The maximum amount obtainable for any project is \$500.00.
 - g. Grants may not be used for departmental operating expenses. The cheques cannot be issued directly to U of M departmental bank accounts.
 - h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts or advertisements arising from that grant.
 - i. Recipients of special project grants are required to send a brief report of the event to the Vice President Internal within one (1) month of the event, to be included in the Vice President Internal's next report to Council.

III. Departmental Grants

1. Every departmental graduate students' association which is represented on HSGSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the GSA or HSGSA office no later than 4:00 pm on the following dates: **November 1st** to receive the December disbursement and **April 1st** to receive the May disbursements. Late applicants shall be penalized according to the following guideline:
 - a. Applications one working day late shall be penalized 5%
 - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%
 - c. Applications greater than 5 working days late, but less than one full month late, shall be penalized 25%
 - d. Applications greater than one full month late shall not be considered
3. Completed application forms must include the following:
 - a. The departmental association's name as it appears on bank account records.
 - b. The name and address of the bank as it appears on bank account records.
 - c. The account number as it appears on bank account records.
 - d. The names of two officers with signing authority and the signature of the HSGSA departmental representative.

- e. To qualify for the May disbursement, the departmental councilor shall submit the following with the application by April 1st:
 - i. A report of expenditures and revenue by April 1st of that fiscal year.
 - ii. A brief annual report of the association's events, activities and other business by April 1st (in accordance with Article V.2.b.vii of the Bylaws).
4. The Departmental Grant is calculated as follows for departments situated on the Fort Garry Campus and Health Sciences Campus:
 - a. \$20.00 per academic year for every graduate student paying full-time student organization dues to the GSA and belonging to the departmental association.
 - b. \$10.00 per academic year for every graduate student paying part-time student organization dues to the GSA and belonging to the departmental association.
 - c. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in May.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures as of September 30th will be used to calculate a projected fiscal enrollment: January 31st figures will be used as the actual enrollment for the fiscal year.
6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - a. The HSGSA Departmental Representative, or designated proxy, must attend at least **both** HSGSA Council Meetings held in September and October, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - b. The HSGSA Departmental Representative, or designated proxy, must attend at least three (3) of the four (4) HSGSA Council Meetings held from November to March inclusive, in order to qualify for the May disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - c. The Departmental representative, or designated proxy, must be a member of at least two standing committees of the Association and attend at least two-thirds (2/3) of those committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Council or General meeting. The Departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
8. It is the responsibility of the departmental representative to pick up departmental grant cheques after receiving notification from the HSGSA office.

IV. Awards

I. Graduate Teaching Award

1. The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to the teaching profession and graduate community.
2. Eligibility
 - a. Any member's thesis advisor, seminar or course instructor, or professor with whom the member has conducted research is eligible if:
 - b. The nominee is teaching or has taught a graduate level course during the current academic term.
 - c. Registered students in the Faculty of Graduate Studies are not eligible for this award.
3. The award will include a cash prize of two hundred and fifty dollars (\$250.00CAD), to be equally matched by the Faculty of Graduate Studies for a total of five hundred dollars (\$500.00 CAD), and a scroll given at Fall Convocation during the following academic year to commemorate the honour.
4. The Awards Committee will consider individuals who display a dedication to knowledge and sensitivity to their graduate students and the graduate student community.
5. Assessment
 - a. In order to properly assess the impact of the nominee, the Awards Committee requires that the nominating member provide the following:
 - b. One (1) completed Graduate Teaching Award Form (Parts I & II).
 - c. One (1) curriculum vitae that includes a selected list of graduate courses taught, a selected list of graduate students advised, and/or a selected list of graduate advisory committees.
 - d. Two (2) letters of recommendation from current or former graduate students.
 - e. Assessment will be undertaken by the Association Awards Committee.
6. Once an application has been successfully received by the Vice President (Academic) of the Association, all materials contained therein will be property of the Association Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed
7. The Vice President (Academic) will notify all candidates within five working days of the final confirmation provided by the Financial Aid and Awards Office
8. Presentation
 - a. The Association shall host an Awards Luncheon where monetary portion of the award will be presented.
 - b. A scroll shall be given at the Fall Convocation of the following academic year.

II. Graduate Student Awards

1. The Association confers peer-to-peer recognition of members who are currently not recognized by the University of Manitoba Graduate Fellowship or any national awards or granting bodies, including but not limited to:
 - a. The Natural Sciences and Engineering Research Council (NSERC)
 - b. The Social Sciences and Humanities Research Council (SSHRC)
 - c. The Canadian Institutes of Health Research (CIHR)
 - d. The Manitoba Health Research Council (MHRC)
 - e. The Manitoba Graduate Scholarship (MGS)
2. The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.
3. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a GSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative
4. Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.
5. Recipients must further meet the individual award criteria for the award applied.
6. Master's Award
 - a. Two (2) awards valued at twelve thousand dollars (\$12,000.00) each will be offered to students who:
 - i. are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program; and
 - ii. will be registered as a full-time Master's student for the academic year it is proposed for
 - iii. do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - iv. have contributed to society through scholarship and community involvement.
7. Doctoral Award
 - a. One (1) award valued at sixteen thousand dollars (\$16,000.00) will be offered to a student who:
 - i. is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program; and
 - ii. will be registered as a full-time Doctoral student for the academic year it is proposed for
 - iii. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program;
 - iv. does not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and

- v. has contributed to society through scholarship and community involvement.
8. Part-Time Award
- a. Two (2) awards valued at five thousand dollars (\$5,000) each will be offered to students who:
 - i. are enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program; and
 - ii. will be registered as a part-time Master's (not pre-Master's) or Doctoral student for the academic year it is proposed for
 - iii. do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, UMGF]; and
 - iv. have contributed to society through scholarship and community involvement.
9. Assessment
- a. In order to properly assess the impact of the applicant, the Association requires that the applying member provide the following by May 25th:
 - i. One (1) completed Graduate Student Award Form that includes a Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
 - ii. One (1) curriculum vitae that outlines academic, employment and community service.
 - iii. One (1) letter of recommendation from the student's advisor or supervisor.
 - iv. One (1) letter of recommendation from a person of the student's choosing.
 - b. Assessment will be undertaken by the Awards Committee.
10. Once an application has been successfully received by the Vice President (Academic) of the Association, all materials contained therein will be property of the Association Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
11. The Vice President (Academic) will notify all applicants within five working days of the committee's final decision.
12. The Association shall host an Awards Luncheon where the successful applicant for the upcoming academic term will be recognized. The Association requires that GSA Award winners present the developments in their research at the Awards Luncheon.

V. Hardship Funds

1. The GSA provides hardship funds to students with demonstrated temporary financial need.
2. Applicants for these funds should fill out the Hardship funding request form, for review by the Vice President Internal and Vice President Academic.
3. All applicants are expected to also apply for financial aid, or emergency funding through the University of Manitoba Faculty of Graduate Studies and Financial Aid and Awards offices.
4. All applicants will be kept confidential, with the Vice President Internal and Vice President Academic discussing the applicants' eligibility with the University of Manitoba Faculty of Graduate Studies and Financial Aid and Awards offices only.
5. All applications will be considered by the Vice President Internal and Vice President Academic for eligibility on a case-by-case basis.

The suggested maximum to be granted to any one applicant is \$1000.00 CAD (under discretion of the Vice President Internal and Vice President Academic)

ARTICLE V — HSGSA FINANCES

1. All HSGSA honouraria are paid through the GSA, as outlined in Article VI of the Bylaws.
2. The HSGSA shall receive 30% of the Association fees collected by the GSA from HSGSA members, as per Article VI.6 of the Bylaws.
 - a. The transfer of fees will take place in two dispersals: November 31st and May 31st. 50% of the total funds shall be transferred in each dispersal.
3. All departments under the purview of the HSGSA must submit applications to the HSGSA for Departmental Grants.
 - a. All HSGSA departments are subject to the same guidelines and expectations outlined in Article IV of this document.
 - i. All HSGSA Departments can fulfill their Council and Committee requirements through attendance at and participation on HSGSA Council and Committees.
 - b. The HSGSA shall evaluate the applications and HSGSA Council shall have the right of approval for all HSGSA Departmental Grant applications.
 - c. Once approved by the HSGSA, the list of successful applicants will be presented to the GSA Council for concurrence without debate.
 - d. All approved Departmental Grants will be dispersed by the GSA through the HSGSA Office.

ARTICLE VI — FUNDS AND RESERVES

I. Retained Earnings Fund

1. The Association shall establish and maintain a Retained Earnings Fund. The Fund shall be used to ensure the continued operation of the Association during periods of financial hardship. The Association shall borrow from the Retained Earnings Fund as necessary for approved budgeted purposes, but shall repay such funds when financially viable.
2. The Retained Earnings Fund need not be an established fund outside of the Association's regular checking account. However, when financially viable the Association may chose to invest the retained earnings fund in secured, short-term investments (one year or less). However, the first \$50,000 of the fund must remain liquid at all times, with each additional \$50,000 investment, or portion thereof, mature every three months.
3. The Association shall budget a minimum of 2% of its annual budget for the Retained Earnings Fund. In addition, the Association shall add all annual budget surpluses to the Fund.
4. The retained earnings fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
5. The Retained Earnings Fund shall be reported separately from the budget as an appendix.
6. The Retained Earnings Fund must be reviewed when the annual budget is debated and amended.
7. The Retained Earnings Fund shall be administered by the Finance Committee.
8. The Association may, on approval from Council, add non-budgeted income to the retained earnings fund.
9. The Retained Earnings Fund is not to exceed the largest annual budget recorded in the previous five fiscal years.
10. Any use of the Retained Earnings Fund for non-budgeted expenses shall be presented to Council, and can only be approved with a two-thirds majority.

II. Office Equipment Reserve Fund

1. The annual financial contribution of each GSA council shall be 2.5% of the annual budget per year to the Office Equipment Reserve Fund.
2. The Office Equipment Reserve Fund shall be maintained as part of the general operations bank account of the Association.
3. The Office Equipment Reserve Fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
4. The Office Equipment Reserve Fund shall be reported separately from the budget as an appendix.
5. The Office Equipment Reserve Fund must be reviewed when the annual budget is debated and amended.
6. The Office Equipment Reserve Fund shall be administered by the Finance Committee.
7. The Office Equipment Reserve Fund is not to exceed \$40,000 at any given time.
8. The Office Equipment Reserve Fund is to be used for, but not limited to:
 - a. Office furniture for the main GSA office

- b. Office computers, printers, faxes for the GSA office.
- 9. The Office Equipment Reserve Fund is not to be used for:
 - a. general revenue of the GSA
 - c. Office supplies (paper, ink, staples, paint, etc.)
 - d. Personal use
 - e. Office renovations exceeding \$10,000.
- 10. Any use of the Retained Earnings Fund for non-budgeted expenses shall be presented to Council, and can only be approved with a two-thirds majority.

ARTICLE VII — AUDITS AND TRANSPARENCY

- 1. Audit
 - a. The audit will be undertaken on an annual basis by an external accounting body which will be chosen at the preceding AGM. The annual audit will be of the Graduate Students Association and the Health Science Graduate Students Association as a single financial body.
 - b. The Finance Committee and Executive Committee will provide all information requested by the auditing body, and will receive any and all feedback on behalf of the Association.
 - c. All HSGSA documents will be provided by the HSGSA Executive.
 - d. The Finance Committee is responsible for summarizing and presenting audit information at the following AGM.
 - e. All audit documents are available for examination by any member of the Association.
 - f. All monthly Financial documents, both those submitted to the Finance Committee and those submitted to Council, are a matter of public record and can be requested by any member of the Association.
- 2. Credit Card and Signatory Restrictions
 - a. The Association shall have no more than three credit cards for use as specified in this policy.
 - b. Only the President, Vice President (Internal) and Vice President (External) shall have signing authority and use of the GSA credit cards.
 - c. The GSA credit cards are only to be used in circumstances where a post-purchase or pre-purchase cheque or customer billing account cannot be used. This includes but is not limited to liquor purchases from the Manitoba Liquor Control Commission, air travel and food orders.
 - d. Any unforeseen use of the credit card by the GSA executive is subject to review by the finance committee.
 - e. The GSA credit cards are not to be used for the following
 - i. personal purchases
 - ii. capital purchases
 - iii. general cash-flow of the GSA
 - iv. cash advances
 - f. The GSA credit cards shall be restricted up to a maximum of \$5,000.

- g. All purchases exceeding \$350 must be pre-approved by the Finance Committee, unless they are already budgeted for or have a motion from full-council.
- h. All signing authorities for the GSA credit cards are personally responsible for the purchases on their specific GSA credit card.
- i. All purchases must have their accompanying receipts and must be submitted to the Office Manager (GSA) or Vice President Internal (HSGSA) within one month of the date issued.
- j. The Vice President (Internal) must present a report on the activities of the GSA credit cards to each Finance Committee meeting and to full-council when the annual budget is presented and reviewed.
- k. Any perceived misuse of the GSA credit cards by a signing authority shall be brought forward to the next full-council meeting for review. The signing authority of the member in question shall be immediately suspended until the full-council meeting.
- l. Any misspent funds from the GSA credit cards shall be repaid in full by the executive member who signed the receipt. The sum may be recovered through a reduction in the wages of the executive member.
- m. The GSA credit cards are to be kept in a secure locked location when not in use.

ARTICLE VIII — ETHICAL PURCHASING

1. Definitions:

- a. “Institution(s)” means all institutions or groupings of institutions that require compliance with the Policy for their bulk purchasing, licensing and/or procurement activities.
- b. “Company” refers to the organization from which the GSA buys products, subject to the parameters of this Policy.
- c. “Supplier” means any natural or legal person who provides [Company] with goods and/or services integral to, and utilized in/for, the production of the company’s goods and/or services.
- d. The term “subcontractor” means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier’s and/or [Company]’s goods and/or services.
- e. The term “child” means any person less than 15 years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 years of age if minimum wage law is set at that age in accordance with developing country exceptions under ILO Convention 138 enforced.
- f. The term “basic needs” are wages, which are obtained through collective bargaining and meet local standards. In the absence of free collective bargaining, wages that meet “basic needs” should be defined as wages paid for a normal 48 work week that are sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents. In defining wages that meet basic needs, factors that should be taken into account include the average number of dependents and the average number of wage earners per family.

- g. The term “local” refers to businesses, which produce and manufacture their goods within 60km of the City of Winnipeg.
- h. The term “fair trade” refers to businesses or organizations, which pay workers a premium price for their products, support the rights of workers to organize, invest in social programs in the community of production and who produce products in a developing nation.

2. Application:

- a. This policy is to be used for the purchase of all goods possible, unless the cost of non-ethical goods is cheaper by 10% or more.
- b. This policy should be read as a policy internal to the GSA as well as a guide for our business partners.
- c. This policy is to be implemented, enforced and reviewed by the finance committee of the GSA.

3. Labour Standards: all companies, suppliers and subcontractors involved in the production and/or distribution of products for retail or wholesale shall ensure that:

a. Forced Labour

- i. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.
- ii. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.

b. Discrimination

- i. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, nationality, ethnicity, sex, pregnancy, religion, disability, gender, marital status, sexual orientation, union membership, illness, or political affiliation.

c. Harassment or Abuse

- i. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.

d. Hours of Work

- i. Personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.
- ii. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.

e. Freedom of Association and the Right to Bargain Collectively

- i. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

- ii. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.
 - iii. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.
 - iv. Workers' representatives shall have complete access to membership lists and other necessary documents.
 - v. Employers are encouraged to recognize workers' organizations succession rights where national or provincial/state law is not present.
 - vi. Business shall be encouraged to unionize new shops, if workers at an existing shop are unionized.
- f. Wages and Other Compensation
- i. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.
 - ii. In any event wages paid for a standard working week should be sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents.
 - iii. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.
 - iv. Employers are strongly encouraged to provide safe, adequate childcare facilities for their workers.
 - v. Employers are strongly encouraged to allow 1½ sick days per month per employee, at no loss of income to the employee.
 - vi. Equal work for equal pay policies are to be practiced by the employer.
 - vii. Employers are strongly encouraged to have a diverse management staff.
- g. Pricing and Timelines
- i. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.
- h. Health and Safety

- i. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.
 - ii. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided.
 - iii. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident.
 - iv. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.
 - v. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.
 - vi. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.
 - vii. Fire exits and fire extinguishers should be mandatory in all buildings including housing.
 - viii. Building must be kept up with the local and/or national building codes.
- i. Employment Relationship
 - i. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.
 - ii. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
 - iii. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.
 - iv. Employers are discouraged from closing a plant/shop in a location to relocate a shop due to cheaper labour or looser government regulations.
- j. Reproductive Rights
 - i. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.
 - ii. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.
 - iii. Maternity/parental leave is strongly encouraged in the absence of a national or provincial/state law or program.
- k. Child Labour

- i. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).
 - ii. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.
 - iii. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.
 - l. Homeworkers
 - i. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular work week and the piece rate or other form of remuneration shall constitute a living wage.
 - ii. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.
 - iii. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.
 - iv. The other provisions of this policy shall also apply to homeworkers.
- 4. Environment Standards
 - a. Location
 - i. The GSA shall attempt to give priority to producers, manufacturers and service providers who are locally based.
 - ii. The GSA shall attempt to purchase products directly from their producers.
 - b. Material
 - i. The GSA shall attempt to buy products where the material used is biodegradable and/or recyclable where applicable.
 - c. Pollution
 - i. The GSA shall attempt to purchase products from environmentally consciences and sustainable producers and suppliers.
 - ii. Local standards for water, air, and land pollution should be met.
- 5. Certification Standards
 - a. Environmental
 - i. The GSA shall attempt to seek products carrying the eco-logo certification.
 - ii. The GSA shall attempt to purchase organic foods which carry organic certification.
 - b. Social Justice
 - i. The GSA shall attempt to seek products which are fairly-traded or certified as fairly-traded, particularly coffee, sugar, tea, chocolate and textiles.
 - ii. The GSA shall not purchase goods from businesses on the Canadian Labour Congress's boycott list.

