

The Strategic Ends of the Students' Union

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

In no specific order of priority, students will benefit from:

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse inclusive social interaction
- Products and services that cater to the financial needs of students

Land Acknowledgement

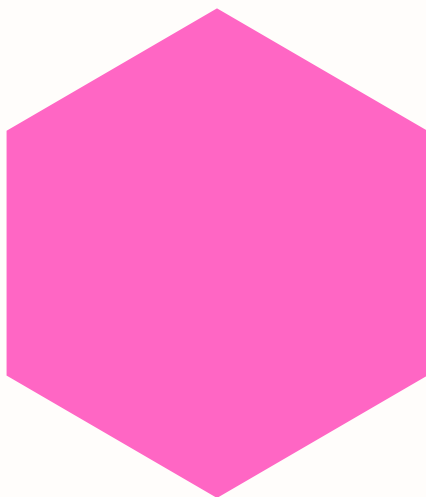
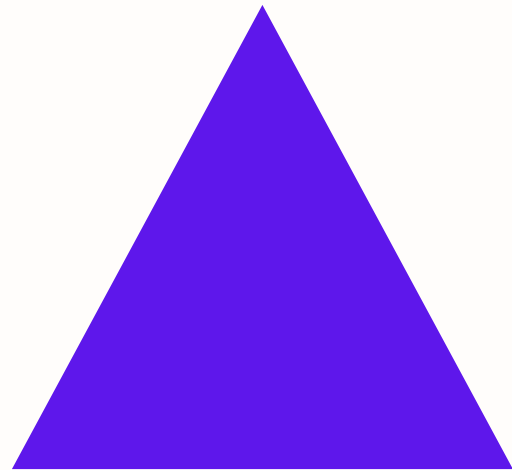
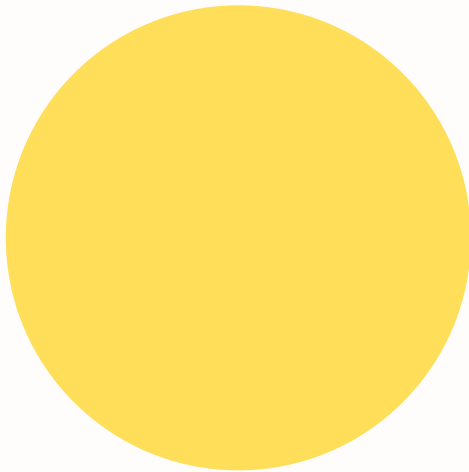
We acknowledge the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
8:30pm	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
8:32pm	1 min	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
8:33pm	1 min	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
8:34pm	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented.	D	Chair Abu-Rshaid	
8:36pm	30 minutes	Guest Speaker: Zanab Shah, Bettering (bettering.ca)	fi	Zanab Shah	
9:06pm	30 minutes	Guest Speaker: Adam Lawrence, Dean of Students Brantford Conestoga Partnership	fd	Adam Lawrence	
9:36pm	5 mins	Adoption of Consent Agenda: Monitoring Reports EL #2e - Financial Planning & Budgeting EL #2f - Asset Protection MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	
9:41pm	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
9:45pm	4 mins	Comments from the President & CEO	fi	President Spenler	
9:49pm	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
9:53pm	10 mins	Senate By-Election Plan	D	DPRM Muller	
10:03pm	10 mins	Direct Inspection Committee Elections EL #2n - Hiring Practices - Paid Staff GP # 2i - Chief Returning Office Constraint BMD #2d2 - Monitoring Executive Performance Feedback	D	Chair Abu-Rshaid	
10:13pm	5 mins	Outstanding Reports	fd	Chair Abu-Rshaid	
10:18pm	2 mins	Announcements	fi	Chair Abu-Rshaid	
10:20pm	2 mins	Action Items Summary	adm	Chair Abu-Rshaid	
10:22pm	1 min	Adjournment MOTION that the Board adjourn the March 4, 2024 Meeting	adm	Chair Abu-Rshaid	
Total 1hr 53mins					

LEGEND:

- fi, For Information
- fd, For Discussion
- D, Decision required
- adm, Administrative task

3-Part IDEAA Audit: SIAS Report Environmental Scan IDEAA Roadmap



acronyms/definitions

Bettering.ca

DEI

Diversity, Equity &
Inclusion

(used interchangeably at times with IDEAA)

IDEAA

Inclusion, Diversity,
Equity, Accessibility &
Antiracism

AR/ABR

Antiracism, Anti-Black
racism

SeS

Socio-economic status

SoGI

Sexual Orientation and
Gender Identity

ESGs

Equity-seeking groups

AOPs

Anti-oppressive practices

ISAR

Indigenous-specific
antiracism

our principles

Bettering.ca

Harm Reduction

We are dedicated to coming up with new ways to *reduce and minimize* harm within our control.

Recognizing that no one person, group, school or organization can completely eradicate all the harms of systemic discrimination, we turn our attention to what we can change instead of ruminating on what we can't.

For the Community, by the Community

Our work is informed, driven and motivated by the needs of ESGs in PSIs.

We look to the lived-expertise of our student communities to guide our next steps and work towards an inclusive, equitable and diverse future that honours those who've been excluded from decision making in the past.

Margin-to-Centre

This simple rule reminds us to place the needs of those *most vulnerable* at the heart of our decision making.

We all benefit from taking steps to improve the lives of those who are most affected by systemic oppression.

Material Change

We are focused on developing solutions, recommendations and interventions which:

- are driven by data
- are measurable in their success
- leave room to pivot if needed
- clearly define collective and individual goals for teams and their leaders
- offer timelines and step-by-step action plans

project overview

Bettering.ca

Objectives

Our goal is to support the WLUSU community by developing a clear roadmap for:

- accomplishing short-term (2-6 months), mid-term (6-12 months) and long term (1-3 years) DEI goals for the WLUSU & associated metrics to measure progress and success
- decision-making for DEI matters at the WLUSU
- addressing gaps and identifying vulnerabilities in the existing DEI framework
- prioritizing DEI action-items, next-steps and finalization of an overall DEI strategy
- embedding IDEAA principles and AOPs across the WLUSU's ways of working

3-Part IDEAA Audit

Part 1: The SIAS (Self-Identification, Attitude and Sentiment Survey)

This in-depth questionnaire **anonymously and confidentially** measures the attitude and sentiment towards inclusion, diversity, equity, accessibility and antiracism at WLUSU from employees, students and student leaders. Information collected in the SIAS is used to answer the following questions:

1. Who is at the table? Who is missing?
2. For those who've made it to the table, what are their needs?
3. For those who are missing, what hurdles stand in their way? How can we minimize them?

The data produced in the SIAS is analyzed with the intersections, identities and social location of respondents in mind.

The SIAS is completed virtually on a secure online platform

project overview

Bettering.ca

Part 2: Environmental Scanning

The environmental scan is completed by carrying out confidential 1-on-1 interviews with WLUSU community members with long-term tenure & reviewing the WLUSU's existing suite of internal policies and protocols. The purpose of this exercise is to gain an in-depth understanding of:

- the existing ways-of-working at the WLUSU and the workplace culture
- any lasting challenges the organization has faced in specific areas of DEI
- existing vulnerabilities in the DEI framework, or relevant patterns
- the strengths and limitations of the WLUSU structure

The Bettering team will invite permanent full-time and part-time staff at WLUSU to share their experiences with our consultants, but may also include board members, elected student leaders, leaders in DEI, and any other individuals with valuable insight identified by the WLUSU.

The goal of the environmental scan is to establish an understanding of the **state of DEI** at the WLUSU and prioritize dimensions of IDEAA.

The Environmental Scan can be completed using in-person or virtual 1-on-1 interviews

project overview

Bettering.ca

Part 3: Developing the IDEAA Roadmap

The final phase of the IDEAA Audit is the delivery of a roadmap which synthesizes the findings of the SIAS and Environmental Scan to produce:

- short to long-term DEI goals across WLUSU portfolios
- roles, responsibilities and expectations for WLUSU employees, leaders and permanent staff
- the individual, programmatic and systemic (**IPS**) changes necessary for advancing DEI goals, including the possible integration of new education and training for staff, changes to policy and protocol, or development of equity policies
- a step-by-step action plan and timeline for systems-transformation at the WLUSU

Timeline

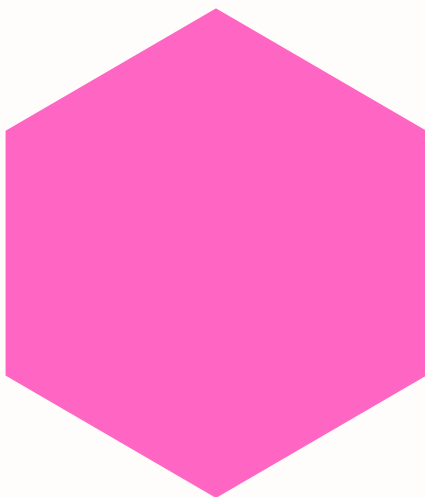
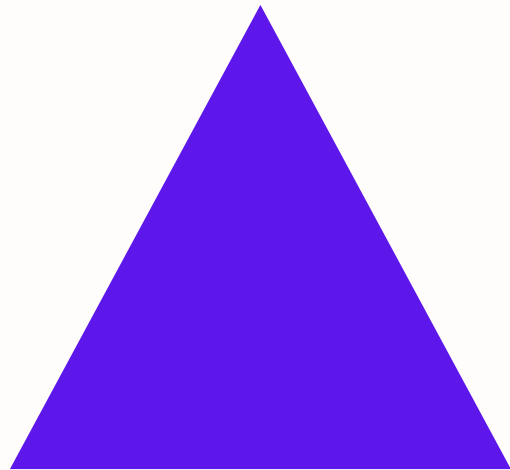
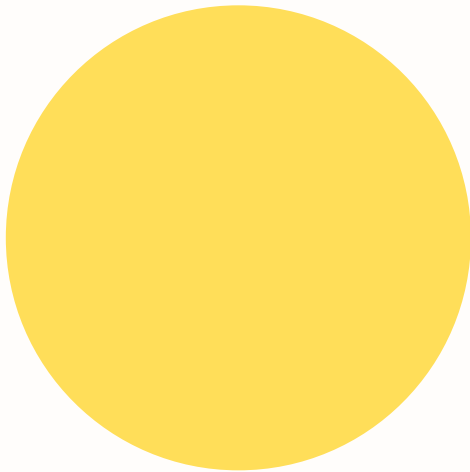
The timeline for an IDEAA Audit is largely dependent on the quality of data received during the SIAS and Environmental Scanning phase and can take 45-90 days.

As a practice, our aim is to deliver the final report and roadmap no later than early April to allow sufficient time for the outgoing executive team to review and share the findings with newly elected student leaders.

Accountability Guarantee

To ensure continuity in implementing strategies from the IDEAA roadmap, our team is available to consult with WLUSU for a 1-year period following the delivery of the final report. During this time, our team will also schedule 1-month, 6-month and 12-month check-ins to monitor progress and offer support or adjustment to the plan if needed.

3-Part IDEAA Audit: SIAS Report Environmental Scan IDEAA Roadmap



Executive Limitation #2F “Asset Protection”

This monitoring report for Executive Limitation Policy #2F “Asset Protection” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2023-24 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union

March 4th, 2024

(Board Policy is indicated in bold typeface throughout.)

Policy Wording EL#2f1: The President will not: Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.

CEO INTERPRETATION

I interpret “**prudent replacement value**” as the approximate amount of **\$9,000,000.00** as this covers the Students' Union business operations and its real estate holdings.

I interpret “**liability losses**” as injury or damages to the aforementioned parties including paid and unpaid staff.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. An agreement is held with a reputable insurance broker/agency to cover all assets, property, businesses and employee wages/honorariums of the Students' Union, an adequate coverage would be **\$9,000,000.00**.

EVIDENCE

1. Insurance Coverage: **Appendix F**
 - This document shows that the Students' Union is insured to an amount of well beyond the **\$9,000,000.00** threshold.

I report this section as **COMPLIANT**.

Policy Wording EL#2f2: The President will not: Subject facilities and equipment to improper wear and tear or insufficient maintenance.

CEO INTERPRETATION

I interpret "**improper wear and tear**" as consciously ignoring adequate storage maintenance, cleaning procedures and other processes regarding maintenance for Students' Union facilities and/or equipment.

I interpret "**insufficient maintenance**" as procedures of preservation not meeting the needs of restoration and failing to put in processes to perform such activities when there is a need.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. A process for regular maintenance is agreed upon with Wilfrid Laurier University Physical Resources. This serves agreement includes:
 - a. Building maintenance, as WLU owns the Fred Nichols Campus Centre, the Research and Academic Centre West for Golden Grounds.
 - b. Building maintenance for the Brantford Student Centre as property of the Students' Union.
- B. The Administration and Facilities Manager is trained on the procedure to request needed repair and maintenance.

EVIDENCE

1. Operating Procedures Agreement: **Appendix G**
 - Section 7b of this agreement sets out a plan for regular

- maintenance on all required spaces on the Waterloo campus.
- This section also includes regular maintenance on all required spaces on the Brantford campus.

I report this section as **COMPLIANT**.

Policy Wording EL#2f3: The President will not: Unnecessarily expose the organization, its Board, or staff to claims of liability.

CEO INTERPRETATION

I interpret “**unnecessarily expose the organization**” as haphazardly commit acts that go against the Students’ Union organizational policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students’ Union has multiple risk management policies and procedures in effect including:
 - a. Occupational Health and Safety
 - b. Human Resources
 - c. Liquor License
 - d. Food Handling Policies and Training
- B. The Students’ Union has been able to deal with any claims should they be presented.

EVIDENCE

- 1. Risk Management Policies: **Appendix I**
 - a. Occupational Health and Safety
 - b. Grievances and Whistleblower Policy
 - c. Alcohol Policies
- 2. All staff requiring Food Handling training will not perform their duties until this training is completed.
- 3. The Students’ Union has not received any liability claims this term.

I report this section as **COMPLIANT**.

Policy Wording EL#2f4: The President will not: Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor’s

standards.

CEO INTERPRETATION

I interpret “**Board-appointed auditor’s standards**” as in framework laid out by the auditors (who are appointed by the board), which establish a level of quality and attainment, and follow procedures that allow the auditors to reach the conclusion that the financial statements present fairly, in all material aspects, the financial position of the Students’ Union for the fiscal year.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students’ Union meets the Auditor’s standards and the audit report expresses an opinion without reservation.

EVIDENCE

1. The Board of Directors approved the auditor’s statement In January of 2022.

I report this section as **COMPLIANT**.

Policy Wording EL#2f5: The President will not: Make any capital purchase:

CEO INTERPRETATION

I interpret “**capital purchase**” as purchases of asset(s) and property that are amortized, over \$10 000 and have usefulness that will extend beyond one fiscal year.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. All sections of EL #2f5 are in compliance.

EVIDENCE

1. All sections of EL #2f5 are in compliance.

I report this section as **COMPLIANT**.

Policy Wording EL#2f5a: The President will not: Make any capital purchase: wherein normally prudent protection has not been given against conflict of interest;

CEO INTERPRETATION

I interpret “**prudent protection**” as completing the process of putting the asset(s) and property through policy and procedures, established by the Board in advance of the purchase to ensure there are no conflicts and careful thought and consideration have been given prior to the purchase.

I interpret “**conflict of interest**” as deciding pertaining to a capital purchase which directly results in a personal gain for the President and CEO over the interests of the Organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. A policy is established and enforced to prevent conflicts of interest as defined above.
- B. No capital purchases are made from an employee or from a company wholly owned by an employee with adequate approval from superiors.

EVIDENCE

1. Conflict of Interest Policy: **Appendix J**
 - This policy is in place to avoid conflicts of interests as defined above.

I report this section as **COMPLIANT**.

Policy Wording EL#2f5b: The President will not: Make any capital purchase: of more than \$5,000 without having obtained comparative prices and quality unless a regular or preferred supplier has been established;

CEO INTERPRETATION

I interpret “**having obtained comparative prices and quality**” as the Students’ Union budget manager intentionally seeking competitive pricing methods when inquiring about a capital purchase.

I interpret “**unless a regular or preferred supplier has been established**” as a supplier who has been vetted and has proven record to provide a quality product as a competitive price with experience.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students’ Union takes action to compare capital purchases over \$5,000 with multiple suppliers unless a preferred supplier has been identified.

EVIDENCE

1. There have been no capital purchases made over the cost of \$5 000.

I report this section as **COMPLIANT**.

Policy Wording EL#2f5c: The President will not: Make any capital purchase: of more than \$5,000 without a stringent method of assuring the balance of long-term quality and cost.

CEO INTERPRETATION

I interpret “**a stringent method of assuring the balance of long-term quality and cost**” as going through a strict process to ensure reasonable warranty guarantee on capital purchases.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. All capital purchases exceeding \$5 000 have a reasonable warranty purchased that will ensure that value is provided during its life expectancy.

EVIDENCE

1. There have been no capital purchase made over the cost of \$5 000.

I report this section as **COMPLIANT**.

Policy Wording EL#2f6: The President will not: Split orders to avoid the order meeting capital purchase criteria (#5)

CEO INTERPRETATION

I interpret “**split orders**” as dividing an order of a project into separate purchases to hide the true total cost of the purchase.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. Capital projects in excess of \$10 000 are presented to the Board separately from the approved budget document.
- B. Orders and subsequent payments for orders will be accepted only if the order is whole and there are no missing components.

EVIDENCE

- 1. All capital purchases made over the cost \$10,000 have been brought to the board.

I report this section as **COMPLIANT**.

Policy Wording EL#2f7: The President will not: Allow property, information and files to be exposed to loss or significant damage.

CEO INTERPRETATION

I interpret “**property**” as Students’ Union physical assets including but not limited to the Turret, Wilf’s, Golden Grounds, Williams, U-Desk, Students’ Union offices in Waterloo, Student Centre in Brantford and storage space.

I interpret “**information**” as the Students’ Union online resources including SAGE Program, digital and physical files.

I interpret “**loss or significant damage**” as not properly secured, maintained to a point of damage beyond or theft beyond repair or irrecoverable.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students' Union has procedures and resources in place to ensure reasonable precaution in taking to protect property, information and files;
 - a. Electronic Security Systems
 - i. Alarm systems for the Waterloo and Brantford properties
 - b. Video surveillance
 - c. Money handling systems
 - i. Safes to protect cash
 - ii. Secure procedures and resources to transfer cash
 - d. Secure locations
 - i. For physical files – locked cabinets
 - ii. For electronic information – private drives and accounts.

EVIDENCE

1. The FNCC and the Student Centre are equipped with electronic systems and video surveillance.
2. The Students' Union and its businesses have safes in locked offices to protect cash.
3. Recently upgraded servers are now in a fire and temperature protected WLU server room, and are frequently backed up.

I report this section as **COMPLIANT**.

Policy Wording EL#2f8: The President will not: Invest or hold operating capital in insecure instruments, including uninsured chequing accounts and bonds of less than R-3 rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.

CEO INTERPRETATION

I interpret “**insecure instruments**” as any mechanism that is not safe and deemed high risk for an investment.

I interpret “**operational transactions**” as day-to-day business proceedings including online banking systems, payroll, accounts payable and accounts

receivable.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. All Students' Union investments are made following the aforementioned protocol excluding operational transactions.

EVIDENCE

1. The organization holds no such investments.

I report this section as **COMPLIANT**.

Policy Wording EL#2f9: The President will not: Endanger the Organization's public image, or credibility.

CEO INTERPRETATION

I interpret "**endanger**" as to put at risk.

I interpret "**public image**" as perceptions the public and external parties have towards the Students' Union and its staff.

I interpret "**credibility**" as the quality of being trustworthy, professional and having integrity.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. There is no risk raised by the Board of the Organization's public image.
- B. The President holds themselves and their employees to an Employee Code of Conduct.

EVIDENCE

1. The Board of Directors has not notified the President of any actions that have risked either the Organization's public image, or its credibility in the eyes of the stakeholder.
2. Terms and Conditions for Full-Time Staff: **Appendix N**

- Standards to which the full-time staff are held accountable by the President.

I report this section as **COMPLIANT**.

Policy Wording EL#2f10: The President will not: Change the Organization's name or substantially alter its identity in the community.

CEO INTERPRETATION

I interpret "**identity in the community**" as familiarity behind the Students' Union brand and our work to the public and external partnerships. This includes perceived identity from external bodies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students' Union Board of Directors approves all substantial alterations to the Mission, Vision, Values, publically identifiable or recognizable marks, logos and name.

EVIDENCE

1. There were no substantial alterations to be approved.

I report this section as **COMPLIANT**.

Policy Wording EL#2f11: The President will not: Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

CEO INTERPRETATION

I interpret "**compromise the independence**" as engaging in actions which interfere with the integrity of auditing process, its advising or external monitoring.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. There are no complaints from the auditors or external consultants based on the Office of the President's behavior.
- B. The Board raises no concerns regarding the aforementioned interpretation.

EVIDENCE

- 1. No issues or complaints have been raised in reference to the above interpretation.

I report this section as **COMPLIANT**.

Global Policy Statement EL#2f: The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

CEO INTERPRETATION

I interpret "**corporate assets**" as property, information and files that belong to the Students' Union.

I interpret "**unprotected, inadequately maintained or unnecessarily risked**" as not having appropriate risk management mechanisms in place to help mitigate the room for error, including significant damage, loss of property, information and files.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:


- A. All sections of #EL2F are in compliance.

EVIDENCE

- 1. All sections of #EL2F are in compliance.

I report this section as **COMPLIANT**.

Appendix F

Commercial Insurance Summary Locations and Loss Payees		
Policy No. 552461627-1027	Declarations	Effective 2023-05-01
1. 75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario N2L 3C5 Contents Pitney Bowes Global Credit Services - Orangeville Box 278 Stn A Orangeville, Ontario L9W 2Z7	In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee. Re: Postage Machine.	
2. 103 Darling Street, Brantford, Ontario N3T 2K8		
3. 1 Market Street, Brantford, Ontario N3T 6C8 Equipment RCAP Leasing Inc. 5575 North Service Road, Suite 300 Burlington, Ontario L7L 6M1	In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee with respect to lease #97246-315689 Re: POS System	
4. 150 Dalhousie Street, Brantford, Ontario N3T 2J4		

Additional Insured

The Policy is extended to cover the following named as an Additional Insured with respect to the liability arising out of the operations of the Named Insured:

- Wilfrid Laurier University.
- All clubs, associations, and societies that are affiliated, ratified, and unincorporated

Further, the Policy shall not be cancelled, reduced, materially changed or altered without prior written notice. The prior written notice will not be less than 60 days.

Commercial Insurance Summary
Schedule of Insurance



Policy No. 552461627-1027

Declarations

Effective 2023-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
Property				
BF02N (02-18)	Commercial Building and/or Contents - Broad Form Blanket coverage applies Replacement Cost Endorsement Stated Amount - Waiver of Co-Insurance Endorsement Commercial Building/or and Contents Form	10,000	90%	9,000,000
E023N (07-17)	Flood Endorsement At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario) At Loc 2 (103 Darling Street, Brantford, Ontario) At Loc 3 (1 Market Street, Brantford, Ontario) At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	25,000 25,000 25,000 25,000		
E021N (07-17)	Earthquake Shock Endorsement At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario) Deductible percentage - 3% Deductible minimum amount - \$100,000 At Loc 2 (103 Darling Street, Brantford, Ontario) Deductible percentage - 3% Deductible minimum amount - \$100,000 At Loc 3 (1 Market Street, Brantford, Ontario) Deductible percentage - 3% Deductible minimum amount - \$100,000 At Loc 4 (150 Dalhousie Street, Brantford, Ontario) Deductible percentage - 3% Deductible minimum amount - \$100,000			
EP40N (03-19)	Edge Complete 3.0			
E042N (05-17)	Sewer Back Up Endorsement At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario) At Loc 2 (103 Darling Street, Brantford, Ontario) At Loc 3 (1 Market Street, Brantford, Ontario) At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	2,500 2,500 2,500 2,500		
E199N (06-20)	Virus and Bacteria Exclusion Endorsement			
E201N (04-21)	Cyber Incident Exclusion			
GE0001	Course of Construction Endorsement			500,000

Commercial Insurance Summary
Schedule of Insurance



Policy No. 552461627-1027 Declarations Effective 2023-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
2485N (01-10)	Declaration of Emergency Endorsement			
BI14N (10-11)	Profits - Actual Loss Sustained Maximum indemnity period in months - 24 Profits - Actual Loss Sustained Form			3,349,000
BI07N (10-11)	Extra Expense			1,000,000
E033N (03-09)	Ordinary Payroll Profits Form (180 Days)			789,041
BI05N (01-11)	Contingent Business Interruption Profits - Recipient Property			250,000
EP41N (02-18)	Business Interruption Extension 3.0			
Equipment Breakdown				
BM12N (07-21)	Equipment Breakdown Max	10,000		
	Limits of Insurance - Included Option 3 Coverage			
Crime				
C112N (03-20)	Crime 2.0 Coverage	1,000		
	Employee Dishonesty			250,000
	Theft, Robbery or Burglary			30,000
	Fraud - Limit per Coverage			
	3.1 Money Orders or Counterfeit Money			25,000
	3.2 Forgery or Alteration			25,000
	3.3 Computer Fraud			50,000
	3.4 Funds Transfer Fraud			25,000
	Expenses - Blanket Limit			10,000
	4.1 Professional Fees			
	4.2 Theft, Robbery or Burglary Reward			
	4.3 Medical Expenses			
	4.4 Computer Data Restoration Expenses			
	Service Extension (aggregate)			10,000

Commercial Insurance Summary
Schedule of Insurance



Policy No. 552461627-1027

Declarations

Effective 2023-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
Liability				
LR20N (03-19)	Commercial General Liability Max			
	Products and Completed Operations Hazard Aggregate Limit			5,000,000
	Coverage A - Bodily Injury and Property Damage			5,000,000
	Property Damage Deductible	5,000		
	Coverage B - Personal Injury and Advertising Liability			5,000,000
	Coverage C - Medical Payments			25,000
	Coverage D - Tenants' Legal Liability	1,000		5,000,000
	Additional Insured Extension			
	Commercial General Liability Max Wording			0
	Liquor Liability			
	Participants Injury			
GE0002	S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy			5,000,000
	S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy Form			
L219N (10-11)	Legal Liability for Damage to Hired Automobiles (SEF 94)	500		50,000
L220N (01-15)	Contractual Liability Endorsement (SEF 96)			
L221N (03-09)	Excluding Long Term Leased Vehicle Endorsement (SEF 99)			
L257N (10-11)	Reduction of Coverage for Lessees or Drivers of Leased Vehicles Endorsement (OEF 98B)			
EL40N (03-19)	Liability Edge 3.0			
L307N (03-19)	Abuse Limitation Endorsement (Per Occurrence Basis)			
	Deductible - 10%			
	Sublimit:			
	Aggregate			500,000
	Each Claim			500,000
GE0003	Athletics Activities			
GE0004	Student Peer Counselling Extension			
	Aggregate Limit			500,000
D002N (09-17)	Non-Profit Organization Liability (D&O) (Claims Made Form)			
	A- Insured Person Non-Indemnifiable Liability: Aggregate Limit of Liability			5,000,000

Commercial Insurance Summary
Schedule of Insurance



Policy No. 552461627-1027

Declarations

Effective 2023-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
	B- Insured Person Indemnifiable Liability: Aggregate Limit of Liability			5,000,000
	C- Insured Organization Liability: Aggregate Limit of Liability			5,000,000
	Employment Practices Wrongful Act: Aggregate Limit of Liability			1,000,000
	Fiduciary Wrongful Act: Aggregate Limit of Liability			1,000,000
	Total Aggregate Limit of Liability per Policy Period			5,000,000
D150N (08-17) Abuse Exclusion (D&O)				
Umbrella Liability				
UL01N (08-19)	Commercial Umbrella Coverage			5,000,000
	Self insured retention - 10,000			
	Underlying insurance, as per attached schedule			
	Commercial Umbrella Wording			
U285N (08-19) Edge Umbrella Liability Limitation Endorsement				
U295N (03-19) Commercial Umbrella Liability Abuse Exclusion Endorsement				
Other				
G011N (09-22) General Conditions				
G021N (09-22) Commercial Policy Conditions and Statutory Conditions				
	Minimum Retained Premium 25%			
Annual Premium:				\$76,487

APPENDIX B – FACILITY AND ASSET MANAGEMENT OPERATIONS

1. General

- 1.1 The University shall, in all cases, supervise activities for the supply of custodial, grounds, maintenance, service for repairs, and minor renovations to the FNCC and/or SC. Such maintenance and repairs will be performed at the full cost of the Union unless specified otherwise in this appendix. In the process of managing the affairs of the FNCC and SC, the Union must comply with all relevant and current University policies.
- 1.2 The employees and agents of the University shall have the right of access at all times to the FNCC and/or SC.
- 1.3 The LLC and the AVP, FAM, prior to implementation, must review any plans for structural change, major renovations or capital improvement to the Union Space.

2. Waterloo Campus: Fred Nichols Campus Centre

2.1 Building Services

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance of the FNCC and all HVAC and infrastructure associated systems that service the building on a shared basis. Laurier will cover 23% and the Union 77%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the FNCC, including but not limited to the following:
 - (1) Elevators
 - (2) Systems under regulation by TSSA
 - (3) Mechanical Systems
- c) The Union shall reimburse the University for the cost of repairs required for the regulated equipment and systems listed in b) except where negligence on the part of the University has contributed to the repair requirement. The University is responsible to communicate any required repairs to these systems upon discovery of the concern.
- d) The costs related to the elevator systems in the FNCC will be shared using the same formula (Laurier 23% and Union 77%). Capital replacement will also follow the same formula in addition to a specific financing plan will be arranged with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- e) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the FNCC.
- f) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work.

2.2 Utilities

- a) The University shall supply utilities to the FNCC with the costs shared between the two parties using the same formula as defined above in Building Services (University 23% and Union 77%). This formula reflects the common use of space in the buildings for student study space, access to other buildings and space occupied by the University for Departments of the University.
- b) For the purposes of annual budgeting the University will provide the Union with the actual breakdown of usage for the preceding calendar year (January 1 – December 31) by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year.
- c) For clarity, electricity is directly metered for the FNCC and will be summarized monthly with reports being sent to the Union within thirty (30) days of the end of the month.. The charge for water and gas is based on a sq. ft. percentage and modified usage formula.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

2.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated cost for the associated supplies. Any additional work required beyond what is defined will be invoiced separately as agreed upon between the parties.

Cleaning Schedule:

Monday to Sunday daily requirements Nights (10:00 pm – 6:30 am, 2 people)

24 Hour Lounge & Cubicles:	Garbage stations, glass cleaning
Washrooms:	Full cleaning
Food Court:	Floors, washrooms, glass, handrails, garbage receptacles
Wilf's:	Full cleaning (Kitchen cleaning between 3am to 5am)
International News:	Floors, garbage
Hallways:	Dust mop, floor scrubber machine
Turret/Hawks Nest:	Full cleaning (Floors / all washrooms) OT as required
Foot Patrol office:	Full cleaning, garbage
South stairwell:	Loading area, doors, glass, elevator (floors/tracks/stain steel)
Quad entrance stairwell:	Full cleaning

Saturday and Sunday (12pm - 6pm, 1 person)

24 Hour Lounge Cubicles:	Tables, garbage, vacuum
Washrooms:	Full cleaning
Student Affairs Office, Campus Clubs room:	Saturday - Dust & Vacuum only
Student Union Office & Board room:	Sunday - Dust & vacuum only, collect front, back garbage stations inside main office
Cashier Office:	No cleaning on weekends
Quad Front Entrance:	Garbage, glass cleaning

Food Court:	Public washroom cleaning
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Monday to Friday (6 a.m. to 2:30 pm, 1 person) Before 8a.m.

Boardroom, Conference Rooms, Kitchenette & High Table:	Full cleaning
NE and NW Stairwells:	Full cleaning
U-Desk:	Wednesday full cleaning, garbage daily, computer counter

Monday to Friday After 8a.m.

Cubicles, Food Bank, Microwave & Campus Clubs Room:	Tables, vacuum, dust, garbage, glass spot cleaning, door handles, garbage stations
Washrooms:	Clean, dust mop, wet mop, flush toilet after clean, stainless
Quad Front Entrance:	Garbage (2x daily), glass cleaning, hand rail disinfectant, stainless ledges
Food Court:	Public washrooms – Check up
Turret & Hawks Nest:	Floors, walls spot cleaning, washrooms, tables, garbage
Wilf's:	Washrooms check up
North Elevator:	Floors, tracks & stainless steel
Cashier Office:	Friday morning clean up

General:

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly),
- Replace light bulbs as needed
- Summer projects will be determined by Union staff and communicated to FAM staff. Charges related to projects will be covered by the Union
- All supplies and equipment required will be paid for by the Union

2.4 Grounds and Waste Management

- a) The University and the Union will each contribute 50% of the cost of repairs and disposal services in relation to the compactor.
- b) It is anticipated that the waste removal process using the compactor will be changed within the term of this agreement which will require the parties to revisit the cost sharing of that new process once confirmed.
- c) The Union will be solely responsible for the costs associated with recycling and organic waste collection related to the operations of the FNCC.

3. Brantford Campus: Student Centre

3.1 Building Services

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance at the SC and all HVAC and infrastructure associated systems that service the building on a shared basis. The University will cover 50% and the Union 50%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the SC, including but not limited to the following:
 - (1) Elevators
 - (2) Systems under regulation by TSSA
 - (3) Mechanical Systems
- c) The costs related to the elevator systems in the SC will be shared using the same formula (University 50% and Union 50%). Capital replacement will follow the same formula in addition to a specific financing plan arranged, if requested, with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- d) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the SC.
- g) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work..

3.2 Utilities

- a) The University shall supply utilities to the SC with the shared cost between the two parties using the same formula (University 50% and Union 50%). This formula reflects the common use of space in the buildings for student study space and space occupied by the University for administrative departments of the University. This will replace the annual payment provided by the University to the Union that previously was in place from the Office of Student Affairs.
- b) For the purposes of annual budgeting the University will provide the Union with the breakdown of usage for the preceding calendar year (January 1 – December 31 by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year.
- c) Golden Grounds is a Union operated business that occupies space outside of the SC. The cost recovery rate for Golden Grounds will be all inclusive for cleaning and utilities and will be confirmed for budget purposes as per the same schedule as described in section (b). The rate for this space will be \$15 per square foot for each year for the term of the Agreement, including optional extensions.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

3.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated costs for the associated supplies. Any additional work required will be invoiced separately as agreed upon between the parties.

Cleaning Schedule:

Monday to Friday daily requirements (3:00 am – 7:30 am, 1 person)

Front entrance and elevator lobby	Full cleaning, garbage
WLUSU Offices:	Floors, washrooms, glass, handrails, garbage receptacles
Washrooms:	Full cleaning
24 Hour Lounge	Full cleaning
Student Affairs Offices:	Full cleaning (Kitchen cleaning between 3am to 5am)
Wellness Centre:	Floors, garbage
All Hallways:	Dust mop, floor scrubber machine
Foot Patrol/Clubs office:	Full cleaning
Stairwells:	Full cleaning
Multi-Purpose Room:	Full cleaning

General:

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly)
- Replace light bulbs as needed
- Set-ups requests in the Multi-Purpose Room
- Afternoon policing of spaces when required
- All supplies and equipment required will be paid for by the Union

OCCUPATIONAL HEALTH AND SAFETY

Health & Safety Statement

The Wilfrid Laurier University Students' Union is committed to preventing occupational illness, injury and disease in the workplace. In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices, and in compliance with legislative requirements. We will ensure hazard information, proper safety equipment, training and competent supervision is provided to all employees.

Supervisors will ensure safe work practices and procedures are established and followed for their work areas in accordance with ministry standards and legal requirements, and that all employees receive adequate training on their specific tasks and equipment within. They will ensure all equipment remains safe and in proper working order, personal protective equipment is in proper working order and worn when necessary, and healthy working conditions are maintained in their designated work areas. Supervisors will immediately report any hazards, or changes to the working environment, to their staff, Human Resources, President and Executive Director, and will follow all proper procedures in case of emergency and/or injury. They will investigate and resolve any work refusals, as well as investigate any incident that results in injury and proscribe changes to training or working environment, as needed. Every employee and volunteer will follow ministry standards, legal regulations and the developed safe work policies and procedures for their specific tasks and equipment, including wearing the proper personal protective equipment as required, as to not endanger themselves or their fellow coworkers. Employees and volunteers must report any hazard or violation of the Occupational Health and Safety Act to their supervisor immediately, as well as any incident or injury that occurs. Employees and volunteers will follow all proper emergency procedures.

Workplace Violence & Harassment Statement

The Students' Union is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Violent behavior in the workplace is unacceptable from anyone. We maintain a zero-tolerance policy on violence, harassment and discrimination of any kind, perpetrated against or by any employee, volunteer, customer, vendor, contractor, visitor, or any other person at Wilfrid Laurier University. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

With respect to workplace violence and harassment as defined above, any contravention may result in removal from the property, discipline or dismissal and/ or police involvement.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. We will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. The Students' Union will ensure this policy and the supporting program are implemented and maintained.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every employee and volunteer must work in compliance with this policy and the supporting program. All employees and volunteers are encouraged to raise any concerns about workplace violence, and to report any violent incidents or threats to their supervisor or Human Resources immediately.

Joint Health & Safety Committee (JHSC)

An up-to-date listing of the Joint Health and Safety Committee is located on the Students' Union Health and Safety boards in Waterloo and Brantford.

New Joint Health & Safety Committee worker members are elected annually in April. The committees meet four (4) times per year.

Incident Reporting

In the case of any incident sustained by an employee, customer, or visitor on Students' Union premises, a *Students' Union Incident Report Form* must be completed within twenty-four (24) hours and submitted to the direct supervisor. The forms can be found on a Students' Union Health and Safety Board, or on the J:/drive under J:\WLUSU\WLUSU-Share\JointHealthSafety. If you have trouble locating the form, please contact your supervisor for assistance.

Immediately after being filled out, the reports must go directly to Human Resources. Human Resources will then report the incident to the Workplace Safety and Insurance Board, as required. Serious incidents will be brought to the attention of the President and Executive Director by Human Resources.

Incident Report forms are reviewed quarterly by the Joint Health and Safety Committee in order to establish ongoing trends to prompt change of protocol or training, as needed.

Hazard Reporting

When a hazard is identified in the workplace, an employee or volunteer must report immediately to their supervisor and/or submit a Hazard Report Form found either electronically on the Students' Union website. The Supervisor must take immediate action or notify Human Resources if additional time or resources are needed to remove or fix the hazard. If an Employee does not feel the reported hazard has been adequately resolved, they may initiate a work stoppage.

Hazard Reports are reviewed quarterly by the Joint Health and Safety Committee in order to establish ongoing trends to prompt change of protocol or training, as needed.

Workplace Violence and Harassment Reporting

The Occupational Health and Safety Act defines **workplace violence** as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, and/or a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The Occupational Health and Safety Act defines **domestic violence** as workplace violence when an individual who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – physically harms, or attempts or threatens to physically harm, that worker at work. The Occupational Health and Safety Act defines **workplace harassment** as engaging in a course of vexatious comment, conduct or behavior that is known, or ought reasonably to be known, to be unwelcome against a worker in a workplace. This includes psychological harassment or personal harassment.

The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years). However, there may be situations where the conduct happens only once.

Workplace harassment can involve unwelcome words or actions that are known, or should be known, to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace. It can also include behavior that intimidates, isolates or even discriminates against the targeted individual(s).

The Occupational Health and Safety Act defines **workplace sexual harassment** as engaging in a course of vexatious comment or conduct against a worker, in a workplace, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome. Workplace sexual harassment includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome.

The comments or conduct typically happen more than once, although a single unwelcome solicitation or advance from a manager, supervisor, or another person who has the power to reward or punish the worker may constitute workplace sexual harassment. Multiple events can occur over a relatively short period of time or over a longer period.

Workplace sexual harassment can involve unwelcome words or actions associated with sex, sexual orientation or gender that are known, or should be known, to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace. It can also include behavior that intimidates or isolates individual(s).

If an employee All complaints and investigations will be dealt with in a fair, respectful and timely manner. The Students' Union will take reasonable precautions to protect workers from all sources of work-related harassment.

Supervisors are responsible for supporting a respectful workplace by reinforcing a zero-tolerance policy, and providing harassment information and training to employees. Employees and volunteers must comply with the workplace harassment policy and follow procedures for reporting incidents of work-related harassment.

Everyone is encouraged to work together to support a safe, healthy and respectful workplace.

Emergency Procedures

If you have any problems related to security, such as: theft, fights, or threats to safety, please inform your direct supervisor or manager-on-duty immediately. They, in turn, will contact Wilfrid Laurier University Special Constable Services for assistance.

WATERLOO COMMITTEE

© = Certified in Occupational Health & Safety

Secretary:	Kelly Lee ©	klee@wlu.ca
Worker Co-chair:	Lindsay Amorim	lamorim@wlu.ca
Management Co-chair:	Shawna Wey	swey@wlu.ca
Worker Members:	Rachel Wegener	rwegener@wlu.ca
	(More to be elected by end of September 2023)	
Management Members:	Mary Jimson	mjimson@wlu.ca
	Michelle Finch ©	mfinch@wlu.ca
	Megan Lacoursiere ©	mlacoursiere@wlu.ca
	Sarah Brophy	suvpfvo@wlu.ca

MEETINGS

Meetings Are Held: Quarterly – once per academic term (Fall, Winter, Spring/Summer)

Location: In the Wilfrid Laurier University Student's Union Boardroom

FIRST AID CERTIFIED EMPLOYEES

<u>Name:</u>	<u>Department:</u>	<u>Certification Level:</u>	<u>Expiry (dd-mm-yy):</u>
Ashley Atcheson	Hospitality	Standard & CPR/AED C	14-10-2024
Grace VanHooydonk	SU Desk	Standard & CPR/AED C	18-02-2025
Jason Verhoeve	Programming	Standard & CPR/AED C	14-10-2024
Phil Champagne	Leadership	Standard & CPR/AED C	14-10-2024
Rachel Wegener	SU Desk	Standard & CPR/AED C	30-08-2025
Sam Anhorn	Hospitality	Standard & CPR/AED C	14-10-2024
Sarah Brophy	Volunteer Ops	Standard & CPR/AED C	24-06-2024

EMERGENCY WARDENS

Fred Nichols Campus Centre

Ground Floor: Dennis Robus (WLU Food Services) & Stephanie Smith (WLU Food Services)

1st Floor: Mary Jimson (Hospitality) & Kelly Lee (SU Desk)

2nd Floor: Shawna Wey (HR) & Meg Bagley (Programming)

3rd Floor: Sam Anhorn (Hospitality) & Andy Neilson (Hospitality)

Building Evacuation Coordinator: Phil Champagne (Leadership)

BRANTFORD COMMITTEE

© = Certified in Occupational Health & Safety

Secretary: Lindsay Amorim lamorim@wlu.ca
Worker Co-chair: Shawna Wey © swey@wlu.ca
Management Co-chair: Michelle Finch © mfinch@wlu.ca

Worker Members: To be elected in September 2023
Management Members: Koval Vyas suvppsb@wlu.ca

MEETINGS

Meetings Are Held: Quarterly – once per academic term (Fall, Winter, Spring/Summer)

Location: In the Wilfrid Laurier University Student's Union Boardroom

FIRST AID CERTIFIED EMPLOYEES

<u>Name:</u>	<u>Department:</u>	<u>Certification Level:</u>	<u>Expiry Date:</u>
Jason Verhoeve	Programming	Standard & CPR/AED C	14-10-2024
Phil Champagne	Leadership	Standard & CPR/AED C	14-10-2024

EMERGENCY WARDENS

Student Centre

Basement: Anthony Massi (Leadership)

1st Floor: Angela King (Administration)

2nd Floor: Not currently filled (Health Services)

3rd Floor: Not currently filled (DEO)

Research and Academic Centre West

1st Floor: Tara Velanoff (Bookstore)

2nd Floor: Not currently filled (Faculty)

3rd Floor: Lisa Wood, Nicole Morgan, Robert Kristofferson, Tarah Brookfield (Faculty)

Building Evacuation Coordinator: Brenda Murphy (Faculty)

Appendix J

CONFLICT OF INTEREST POLICY

The Students' Union has adopted this policy to ensure that our business interests are protected, employee safety and productivity are maintained, and the best interests of all members are upheld. The Students' Union generally allows outside employment where: the secondary employment causes no adverse effects to the employee's performance of job duties at the Students' Union; the secondary work is performed after the employee's regularly scheduled working hours; and, there is no conflict of interest. Furthermore, where a situation arises where an employee is required to conduct business or provide services to a family member, or associate, this may create a real or perceived conflict of interest for both the company and the employee in question. As such, the Students' Union requires any employee that feels they may have a conflict of interest to immediately notify their immediate supervisor for relief. This policy shall:

- i. Provide reporting guidelines for moonlighting employees;
- ii. Examine the Students' Union limitations for secondary employment;
- iii. Discuss the Students' Union Confidentiality Agreement;
- iv. Outline the Students' Union stance on secondary employment with clients and/or vendors;
- v. Define the Students' Union policy on secondary employment conducted while on leave;
- vi. Define the Students' Union policy regarding potential conflicts of interest in the hiring process;
- vii. Define the Students' Union policy regarding potential conflicts of interest in the transaction of business; and
- viii. Define the Students' Union policy regarding potential conflicts of interest in the use of personnel and/or equipment for non-business purposes.

Reporting

Any Students' Union employee that wishes to work for any amount of time after their regularly scheduled hours should discuss the matter with their direct supervisor and/or Human Resources prior to their acceptance of the secondary employment. The employee may be required to disclose information pertaining to the proposed

secondary employment to allow a Human Resources review. The review will simply ensure that there is no conflict of interest.

Non-Compete / Confidential Information

To ensure the safe-keeping of confidential information, Students' Union employees are strictly prohibited from seeking secondary employment with any organization that competes either directly or indirectly with the Students' Union, or that conducts business that is similar to the Students' Union. This is in keeping with the Students' Union Confidential Agreement which Students' Union employees are required to sign as part of their contract agreement prior to their employment with the Students' Union.

Secondary Employment with Clients and/or Vendors

Advance written permission to hold any outside employment or business interests with any organization that conducts business with the Students' Union, its suppliers, or dealers must be obtained from the Students' Union senior management. Failure to obtain advance written permission may result in disciplinary action, up to and including termination of employment at the Students' Union.

Within Employment Hiring Practices

Family Members

The Students' Union shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the prerequisite qualifications. An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or perceived. For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Sister, Brother, Daughter, Son, or any In-Laws.

Employee Relationships

Any Students' Union employees involved in romantic relationships, or that become married or live in the same household shall not be perceived as presenting a conflict of interest, provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or perceived, created as a result of the relationship. In the event that either a managerial/subordinate, or conflict of interest issue arises, the Students' Union will work with the employees to accommodate them in a reasonable fashion.

Within the Transaction of Business

The Students' Union has a mandatory obligation to perform a conflict of interest search prior to beginning a working relationship with any new vendor, supplier, or business partner. This is to ensure fiduciary and due diligence processes are upheld. If any Students' Union employee has reason to believe that a conflict of interest has occurred or is possible, it is their duty to report it to their direct supervisor and/or Human Resources. Employees should avoid any interest, investment or association that creates a conflict of interest or that interferes with their ability to perform their duties at the Students' Union. Students' Union employees should avoid the creation of any personal direct or indirect interest or relationship with any organization that

competes with Students' Union, or provides products and/or services to Students' Union. If any employee believes that they may have a conflict of interest, they must immediately disclose this fact to their direct supervisor and/or Human Resources.

Within Use of Personnel and/or Equipment for Non-Business Purposes

The Students' Union strictly prohibits the use of personnel (including volunteer staff) and/or equipment for non-Students' Union business, as their use may be improper, illegal or create a conflict of interest. Where Students' Union resources (including property, equipment and personnel) are used for unapproved purposes, they may create a negative impact on our business, and the community perception of the organization.

Reporting a Conflict of Interest

Employees

Employees who believe they have witnessed a conflict of interest or where they reasonably believe that they may be engaged in any activity which could present a conflict of interest must immediately disclose this fact to their direct supervisor and/or Human Resources.

Supervisors & Managers

Supervisors and managers are directed to take all appropriate steps to prevent and stop conflicts of interest in their areas of responsibility. Any supervisor or manager who is subject to, witnesses, or is given written or verbal complaints of conflict of interest shall work to minimize or eliminate the issue at hand. In the event that this is not possible with the available resources, the supervisor / manager is required to report the conflict of interest to Human Resources.

Investigation

The Students' Union seeks to resolve claims of conflicts of interest as expediently as possible. Investigations shall be conducted and the appropriate actions taken no longer than 10 business days following the filing of a complaint.

The employee's direct supervisor / manager and/or Human Resources shall be responsible for determining and administering the methods and means for addressing complaints. This shall be accomplished through the following methods:

- I. Determining the veracity of allegations of a conflict of interest;
- II. Determining whether or not a reported act is indeed a conflict of interest;
- III. Resolving the conflict of interest;
- IV. Administering punitive or corrective actions as appropriate; and
- V. Administering punitive actions if allegations were knowingly falsely made.

At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this Policy has been violated, and submit to Human Resources for filing.

FULL-TIME / SALARY EMPLOYMENT TERMS & CONDITIONS

Probationary Periods

- I. Newly hired employees shall be subject to a probationary period of 90 calendar days.
- II. Under the provisions of the probationary clauses, all new employees shall have their status of employment reviewed by Human Resources or their direct supervisor before the expiration of the probationary period. At any time within the period of probation, the employment status of a new employee may be terminated without explanation or notice within the Ontario Employment Standards Act.

Employee Orientation and Training

This manual will cover all pertinent policies, rules, regulations and guidelines for Students' Union full-time / salary employees. In addition to this manual, each employee will also receive training document(s) or manual(s) for their specific business operations, position(s) and/or department, as well as in-business related training before working independently in the business operation(s). This in-business training will include, but is not limited to, workplace policy & procedures, customer service, health & safety, and job specific skills necessary to succeed at work. In addition, to complete the probationary employment requirements, all employees will participate in employee orientation ensuring that they are fully orientated to the specific job and employer information. Employee orientation will be included with the training on the employee's first day.

Current Legislated Training

- I. New Employee Health & Safety Orientation for Workers
- II. OR if under 25 years old Young Worker Health & Safety Orientation
- III. WHMIS [Workplace Hazardous Materials Information System]
- IV. AODA [Accessibility for Ontarians with Disabilities Act]
- V. Integrated AODA

Noncompliance with the policies and procedures of the Wilfrid Laurier University Students' Union outlined in this manual, as well as business operation(s) and/or job specific manual(s), in addition to health & safety policies, will result in disciplinary actions as outlined in the provisions of the Progressive Discipline Policy.

Payroll Information

All employees must complete a hire package including a contract, job description, authorization to hire form and both provincial and federal tax forms prior to starting work with the Students' Union. Employees will not receive compensation until banking information (either a void cheque or direct deposit form) is received and this package is completed in full. It is the policy of the Students' Union to compensate all employees via direct deposit, bi-weekly. Your paystub will be available online via DayForce.

Performance Appraisal

Performance appraisals are a key component of employee development. The performance review is intended to be a fair and balanced assessment of an employee's performance. Regular performance appraisals provide employees the opportunity to:

- Discuss job performance

- Set goals for professional development
- Establish objectives for contributing to the department's mission
- Discuss expectations and accomplishments

Representing the Students' Union

While we cannot police your activities outside of the Students' Union, be mindful of how your activities will impact your job performance. As an employee of the Students' Union, you represent the Students' Union and its values. Any off-duty behaviour reflects directly on the Students' Union and our business establishments.

Resignation

An employee who decides to resign must submit a letter of resignation to their supervisor and Human Resources. The letter of resignation should specify the effective date of resignation and offer an appropriate notice period of no less than two (2) weeks, or as otherwise detailed in the employment agreement.

Return of Students' Union Property

All Students' Union property, including: training manuals, keys, computer equipment, books, identification cards, credit cards, parking permits, athletic membership cards, etc.; must be returned to the Students' Union on their last day with the Students' Union.

Transfer/Notice Period

For internal candidates who have been successful in gaining another position, the notice period shall be a minimum of two (2) weeks. Certain positions may require longer periods of notice and thus shall be negotiated by the President, Executive Director, Human Resources and relevant department director in order to accommodate the recruiting, hiring, and training of a replacement.

Contract Positions

The Students' Union may elect to hire individuals on a short-term basis or with a reoccurring end-date. Traditionally, these positions are designed to aid during peak periods or seasons throughout the year, or are employment on a yearly basis (such as the annual executive team). An employee may be offered to return annually in the same role (or successful in obtaining a new role); they would be deemed contract employees. As a contract employee, certain guidelines outlined within this manual may or may not be applicable. The specifics will be outlined within each employment contract.

Position Redundancy & Layoff

The Students' Union may declare a position redundant or reduce the number of hours of a position, possibly making the position part-time. This may occur, when necessary due to lack of work, a reorganization of duties or a reduction of services. Employees who have successfully completed their probationary period will be issued in writing a notice of layoff and payment in lieu of notice based on the Ontario Employment Standards Act regulations.

Salary Administration

Within budgetary limits, the Students' Union will strive to maintain a fair and equitable salary administration program based on salary ranges comparable to those of other

Students' Associations across Canada. The Board of Directors, at any time due to financial or other reasons and/or concerns, may suspend annual salary increases.

Cost of Living Allowance

Cost of Living shall be calculated using data published in the Consumer Price Index by Statistics Canada through averaging the twelve monthly rates of the previous calendar year. Human Resources and the Director, Finance & Administration, in consultation with the Executive Director, shall determine if the Students' Union can afford to increase salaries as per the Consumer Price Index. Depending on the financial stability of the organization and the financial implication of the Cost of Living adjustment, an adjustment may not be granted in a given fiscal year. Should an adjustment be granted, it shall take effect on the first pay period of the new fiscal year. If Consumer Price Index released by Statistics Canada indicates a negative increase in the cost of living, no adjustment will be granted and salaries shall remain level.

Dress Code

This policy standardizes a Dress Code across all Wilfrid Laurier University Students' Union offices. The Students' Union adopts a minimum standard Business Casual Dress Code. This minimum standard Dress Code applies to employees whenever and wherever they represent the Students' Union.

Employee Responsibilities

Employee's are expected to dress professionally and in a manner consistent with the Wilfrid Laurier University's public agency corporate environment. Employees should be mindful of their work day calendar and "dress for their day" by wearing more professional clothing when meeting with University or external partners.

Clothing is expected to be clean, in good shape and free from visible rips, tears, holes or other heavy wear.

If an employee has questions or concerns they are to speak with their supervisor to help clarify expectations.

If an employee has concerns about another employee's clothing, they are to speak to that employee's supervisor in private, so the supervisor can manage the issue directly

Employer Responsibilities

Enforcement of the Dress Code policy is the responsibility of Students' Union management. If clothing fails to meet the Business Casual Dress Code standards, the employee's supervisor will speak to the individual about the violation, and issue a verbal warning to the employee. Further Dress Code infractions will result in formal corrective discipline by the supervisor or the Human Resources department.

Permitted

- SHOES: Loafers, dressy clogs, boots, flats, dress heels, dress sandals, leather deck-type shoes, conservative athletic or walking shoes, and office sneakers;
- BOTTOMS: Slacks, dress pants, and pants; jeans are permitted as long as the wash is solid throughout the pant without visible fading; skirts and dresses are permitted so long as they rest no higher than six (6) inches above the top of the employee's knee;
- TOPS: Blouses, button-up shirts, quarter-zip shirts with collared shirts beneath, collared shirts, or collarless polo shirt;

- SCENTS: Perfumes, colognes, and other scents are permitted with restraint, as others may be sensitive to these items.

Not Permitted

- Items bearing controversial or offensive graphics or slogans;
- Overalls, sweats, workout clothes or jogging suits;
- Form fitting or revealing clothes unless covered with an appropriate top or bottom;
- Pajamas and other bedroom attire;
- Shorts;
- Hats;
- Flip flops and slippers;
- T-shirts, unless part of an outfit with a covering blouse, shirt, jacket, or dress; and
- Hoodies or causal sweatshirts.

Special Considerations:

- Video Conference Meetings: While attending video conference meetings representing the Students' Union, employees are expected to follow the Business Casual Dress Code.
- Team Spirit Fridays: Wilfrid Laurier University or Students' Union branded t-shirts or sweaters are permitted on Friday, so long as the employee does not have any meetings that would require professional attire, and so long as the employee abides by the rest of the rest of the Business Casual Dress Code specifications.

Exemptions from the Dress Code

The Students' Union is a diverse workforce; accordingly, exceptions from the Business Casual Dress Code are to align employees' attire with clothing appropriate to their duties. Exceptions are to be approved through an employee's supervisor and department leadership under the following circumstances:

- Circumstances related to employee health, ability, religion and other categories that warrant a reasonable accommodation;
- Positions which utilize a uniform;
- Job duties requiring outdoor or physical labor, or additional safety concerns; and
- Circumstance requiring work outside of normally scheduled work or working hours, e.g. on-call, institutional and SU events.

Personal Information

NEVER give out the personal information of other employees to anyone, including customers and other employees. The personal information, which includes their contact information (phone and e-mail) and scheduled shifts, is confidential. When in doubt, ask your direct supervisor.

Phone Etiquette

The office phones are for official use only. When answering the phone, please be polite and courteous, and say "Good (morning, afternoon, evening), (your business), (your name) speaking, how may I help you?"

Cash Handling

All employees who deal with cash are responsible for the cash float and deposits. As such, each employee must take great care in making change and entering

transactions for customers. All Moneris (debit/credit) and OneCard transactions must balance with the Point-of-Sale transactions. Any discrepancies will be the responsibility of the employee.

Wilfrid Laurier University Smoking Policy

Wilfrid Laurier University Policy 7.8 states: Smoking is prohibited in all university buildings owned or operated, leased or rented. Smoking is prohibited inside all buildings. It is also prohibited within ten (10) meters of any building, or if the building is less than ten (10) meters from the property line, prohibited ten (10) meters from any doorway.

As such, the Fred Nichols Campus Centre (Waterloo campus) and Students Centre (Brantford campus) is a non-smoking environment and Students' Union employees are not permitted to smoke within ten (10) meters of any Wilfrid Laurier University building. If any employee smokes during their breaks, they must be out of uniform.

Alcohol and Illegal Drugs

The Students' Union holds a zero-tolerance policy regarding the consumption of any alcoholic beverage(s), recreational or illegal drug(s) (including Marijuana) prior to, or during shift. If any employee is witnessed or suspected of being intoxicated or under-the-influence, they will be immediately sent home and pending a meeting with the department supervisor and Human Resources, terminated from their employment contract.

Stealing, Theft and Fraud

The Students' Union values all of its Employees, Volunteers, and their property, and expects that Employees in turn value the company and its assets. Therefore, we will not tolerate any Employee or Volunteer theft, stealing or acts of fraud of any kind, including fraudulent time card reporting. This includes theft of money, information, products, inventory, tools, equipment or any item, information or idea that belongs to the Students' Union or to an Employee, Volunteer, Customer or Business Partner of the Students' Union. Employees are expected to act faithfully and honestly toward the Students' Union, and must exercise discretion in dealing with information obtained in the course of their employment.

Depending on the scenario and severity of theft or fraudulent behavior, the Employee can face charges under the Canadian Criminal Code, immediate termination from their position(s), as well as the Employee may face potential legal action against them for restitution of the funds, products, inventory, assets, etc., that were taken. Any employee who reports an incident is protected from reprisal under the Students' Union Whistle-Blower policy.

If an Employee steals, behaves in a fraudulent manner, or conducts any of the below listed behaviors, the Employee will be IMMEDIATELY terminated from their position(s) with the Students' Union. The Employee will not be entitled to notice of termination or termination pay as per Employment Standards Act regulations. Unless authorized by your Supervisor, the following behaviors are considered theft:

- I. Giving away items that are for sale, free of charge;
- II. Selling products or equipment that are not for sale;
- III. Providing discounts for individuals who are not eligible for discounts;

- IV. Discounting items which are not eligible for discounts;
- V. Consuming company product without previously purchasing the item;
- VI. Taking product(s) or equipment home;
- VII. Creating your own meals;
- VIII. Falsifying transactions, including, cash transactions, Moneris, OneCard and Point-of-Sale;
- IX. Taking money from the company;
- X. Misappropriating customer banking information, or company checks;
- XI. Miscalculating or reporting of scheduled and worked hours;
- XII. Sharing or selling Students' Union information or trade secrets;
- XIII. Receiving bribes or commissions from suppliers/or customers;

ATTENDANCE & SCHEDULING

Hours of Work

Core office hours of the Students' Union office are 8:30am to 4:30pm, Monday through Friday. Employees must understand that the nature of our organization does not always permit operations to take place during core business hours. The hours of each business / department operation will vary, and may be modified at any time throughout the year to reflect customer demands. Employees asked to perform such duties will be granted equal hours off as time in lieu on a one-to-one (1:1) ratio.

Punctuality and Absenteeism

You and your direct supervisor will set out office hours for you, and must be communicated to the Administration Assistant, unless otherwise outlined in the employment contract. If you know you are going to be late due to unforeseen circumstances, you must contact your direct supervisor immediately. You may not leave early or start late without prior approval from your direct supervisor.

Breaks and Meal Periods

All full-time / salary employees that work an eight (8) hour work day, are provided a one (1) hour paid break per day, unless otherwise outlined in the employment contract. If an employee works less than eight (8) hours in one work day, they are provided a thirty (30) minute paid break. Employees must be on-call during this break and able to return to work if needed, and whatever time owing must be given in lieu.

Food Service Policy: Due to the nature of the food service business, breaks are not able to be taken during peak periods – between 11:30am to 2pm for lunch or 5:30pm to 8pm for dinner – within your direct supervisor's discretion.

Pay and Vacation Time

Vacation time is provided by the Students' Union for the purpose of contributing to the health and well-being of employees, whereby our employees may refresh themselves and maintain a healthy work/life balance.

All full-time employees are entitled to vacation on the following grid:

Vacation Level	Years of Service	Yearly Vacation Allotment	Vacation Pay (% of earnings)
A	< 1	80 hours = 10 days	4%

Policy Statement Wording EL #2e:

With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.

The President will not:

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
 - a. Credible projection of revenues and expenses;
 - b. Separation of capital and operational items;
 - c. Cash flow analysis;
 - d. Disclosure of planning assumptions;
 - e. A plan for project financing;
 - f. The over \$10,000 expense report from the previous fiscal year.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without quarterly reports of actuals to projections.

Executive Limitation #2e “Financial Planning & Budgeting”

This monitoring report for Executive Limitation Policy #2e “Financial Planning & Budgeting” is presented in accordance with the monitoring schedule set forth by the Board of Directors. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union
March 4th, 2024

Global Policy Statement EL#2e: With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.

I interpret “**relevant Board policies**” as all documents, guidelines and regulations pertaining to the financial processes for the Students’ Union, which set the parameters for the President.

I interpret “**considered and followed**” as ensuring that in the creation of the budget and throughout the financial planning process and fiscal year, all Board policies are understood, and initiatives are executed with policy compliance in mind.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All sections of this monitoring report are in compliance.

EVIDENCE

1. All evidence is included in this report.

I report this section as **COMPLIANT**.

Policy Statement EL#2e1: The President will not: Deviate materially from Board Ends priorities during financial planning;

I interpret “**deviate materially**” as making intentional decisions that impact operations and finances by going beyond the parameters mandated by the Board of Directors in the Ends Policy and allocating resources to programming and services which do not fulfil the Ends of the Organization.

I interpret “**Board Ends priorities**” as the Ends Policies outlined in the 2023/24 Policy Manual.

I interpret “**financial planning**” as the process of creating the budget for the upcoming fiscal year with the incoming President and their team.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The inflow and outflow of resources do not deviate from the Board's Ends priorities and an Ends based budgeting system is used during financial budget planning.
2. The Board approves the operational budget and all purchases made above \$10 000.
3. The operating budget package contains an Ends based breakdown of allocation of resources.

EVIDENCE

1. Students' Union Operating Budget
 1. This document, approved by the Board of Directors, allocates the operating budget expenditures to the Organization's Ends.
2. Planned Expenditures over \$10 000.
 1. The board was shown and approved all changes to the President's special projects budget that were over \$10 000

I report this section as **COMPLIANT**

Policy Statement EL#2e2: Risk financial jeopardy in the budget; or

CEO INTERPRETATION

I interpret "**risk financial jeopardy**" as permitting the Organization to have insufficient liquid assets at the end of the fiscal year, which are required to maintain normal operations inclusive of 120-160 days, and/or depletion of long-term funds.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The budget presented to the Board is balanced and zero-based, and revenues equate the expenses.
2. At the end of each fiscal year, the Students' Union will be able to access the required funds to sustain normal operations of 120 to 160 days at the beginning of the operating period.

EVIDENCE

1. Students' Union Operating Budget
 1. This document, approved by the Board of Directors, shows that the Organization intends to operate at a zero budget and is

therefore, a balanced budget where revenues are equal to expenses.

2. Cash Flow Forecast (Appendix A)
 1. This chart is a prediction of the Organization's cash flows over the fiscal year for 2023/24.

Policy Statement EL#2e3: Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.

CEO INTERPRETATION

I interpret “**multi-year plan**” as the Students' Union Strategic Plan 2020-2025 which outlines the priorities for the Organization for that time period and prioritizes goals and strategic operational initiatives.

I interpret “**organizational financial self-sustainability**” as the Students' Union not exceeding its expenses more than the projected revenues and not leaving the Organization in financial jeopardy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The balanced budget is based on both the Ends Policy which tie into the Strategic Plan goals. This allows for long-term sustainability.
2. Contingency practices such as reserve accounts are added annually to ensure long-term sustainability.
3. The Students' Union holds adequate insurance to ensure contingency.

EVIDENCE

1. Students' Union Operating Budget
 1. This document, which is approved by the Board of Directors, allocates the operating budget expenditures to the Organization's Ends.
2. Health & Dental Reserve (Appendix B)
 1. This shows that there is currently money set aside in the Health and Dental Reserve.
3. Property and Liability Insurance (Appendix C)
4. This document outlines the insurance coverage of the Students' Union that protects against significant detriment to the financial state of the

Organization in the contingency of occurrences warranting the use of insurance.

I report this section as **COMPLIANT**

Policy Statement EL#2e4: The President will not: Present a budget or updated report to the Board in a manner that is disparate to the previous report.

I interpret “**disparate to the previous report**” as not providing an accurate comparison of the preceding year’s fiscal budget and report(s).

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Budget reports are provided to the Board in the same format year after year. All changes must be demonstrated through direct comparison of the previous year’s documents, accompanied by a verbal explanation.

EVIDENCE

1. Students’ Union Operating Budget
 1. This document approved by the Board of Directors is provided in the same format year after year. It also provides a comparison between the current and prior year’s figures for accurate comparison and analysis.

I report this section as **COMPLIANT**

Policy Statement EL#2e5: The President will not: Allow the budgeting process to omit:

- a. Credible projection of revenues and expenses;**
- b. Separation of capital and operational items;**
- c. Cash flow analysis;**
- d. Disclosure of planning assumptions;**
- e. A plan for project financing**

CEO INTERPRETATION

I interpret “**credible**” as budgeted revenues and expenses which are projected and confirmed on good authority by professional staff in the Finance

department and taking into consideration contextual information and subsequently confirmed in the budgeting process.

I interpret “**revenues**” as inflow of assets including but not limited to providing services, programming and business operations.

I interpret “**expenses**” as the outflow of assets or costs that are required to effectively operate the components of the Students' Union including but not limited to: programming, services, product offerings and the human capital associated with them.

I interpret “**capital items**” as products, goods, services and/or projects with a monetary value exceeding \$10 000 and with usefulness that will go beyond one fiscal year.

I interpret “**operational items**” as expenses that are required to execute the daily functions and initiatives of the Students' Union.

I interpret “**cash flow analysis**” as a review of expenses and revenues within a specified time period that reflects the cash balance of the organization through critical assessment.

I interpret “**disclosure of planning assumptions**” as being transparent and providing information of any operational changes projected through the budgeting process, which impact the revenue projects and planned expenditures.

I interpret “**project financing**” as a financial plan assessing the immediate, short-term and long-term impacts including but not limited to a loan structure that may be acquired for capital items.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Finance Department confirms the accuracy of the budget.
2. The yearly audit confirms the accuracy of the Finance Department and the budget.
3. Capital items over \$10 000 receive a separate analysis and approval from the Board.
4. The Finance Department supplies a cash flow forecast to demonstrate cash flow analysis.
5. Projected revenues and expenditures can be verified by the Finance Department (and subsequently reinforced by the auditing process)

6. Expenditures are based on an Ends based budget.
7. Departments provide the financing plan for each capital related project(s).

EVIDENCE

1. No capital projects require financing at this time.
2. Planned Expenditures over \$10 000
 1. This document, approved by the Board of Directors, shows all planned expenditures over \$10 000 for the 2023/24 fiscal year.
3. Cash Flow Forecast (Appendix A)
 1. This chart is a prediction of the organization's cash flows over the fiscal year.

I report this section as **COMPLIANT**

Policy Statement EL#2e6: The President will not: Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.

I interpret “provide less for Board prerogatives” as intentionally making decisions which would alter the approved costs associated with the Governance budget or impact the financial plans of the Board through the alteration of finances.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President and CEO will not affect the financial plans for the Board by allowing financial resources in the Cost of Governance budget.

EVIDENCE

1. Governance Budget
 1. The Governance Budget approved by the Board of Directors for the 2023 fiscal year was approved separately from the Students' Union Operating Budget. This was included in the creation of the Organization's Operating Budget to ensure that it was a zero-based budget.

I report this section as **COMPLIANT.**

Policy Statement EL#2e7: The President will not: Allow the Board to go without reports of actuals to projections.

CEO INTERPRETATION

I interpret “**reports**” as three times through the President’s term in office for fiscal year 2023-24, and one final report from the auditors based on the fiscal year 2022-23 as indicated by the Chair of the Board.

I interpret “**actuals to projections**” as a comparison between the budgeted amounts which were approved, and the expended amount at the time of monitoring based on reconciliation.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

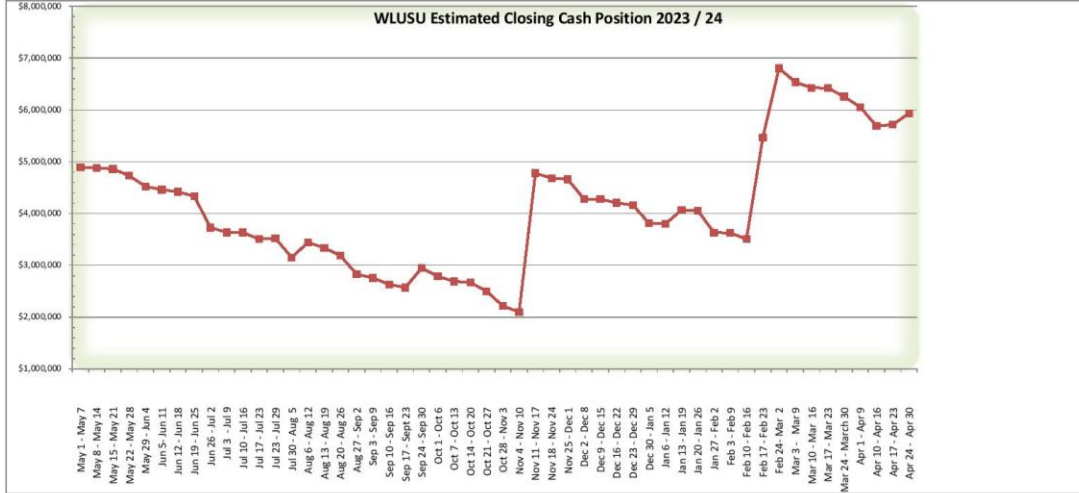
1. The President and CEO provides an updated term report to the Board in either August/September, December and April. The remaining one should be reported once the audit has been completed.

EVIDENCE

1. Reports have been provided in September and January.

I report this section as **COMPLIANT**

Appendix A



Appendix B

2024-03-01 9:53:47AM
 Report (GLTRLR1)
 In Functional Currency

Wilfrid Laurier University Students' Union
 Trial Balance as of 2024-03-31

Page 1

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2024 - 11]
 From Account No. [3000-02-050] To [3000-02-050]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
3000-02-050	EQUITY - HEALTH PLAN CONTIGENCY RE		745,000.00
	Total:	0.00	745,000.00
	Amount Out Of Balance:	745,000.00	
	Net Income (Loss) for Accounts Listed:	0.00	

1 account printed

Appendix C



HUB International Ontario Limited

211 Martindale Road, Suite D3
St Catharines, ON, Canada L2S3V7
T: (905) 688-1534
F: (866) 242-1210
www.hubinternational.com

2023-2024 RENEWAL BINDING INSTRUCTIONS

Wilfrid Laurier University Students' Union

Please bind the following coverages effective May 1, 2023 to May 1, 2024:
(check one box under each heading and subheading)

Commercial Property & Liability Policy

- RENEWAL:** Annual Premium \$56,959
- We do not require Commercial Property & Liability coverage at this time.

Umbrella Liability

- RENEWAL:** \$5,000,000 limit: \$9,579 annual premium
- Quotation** – \$10,000,000 limit: \$10,478 (\$1,355 additional annual premium)
- Quotation** – \$15,000,000 limit: \$11,378 (\$2,255 additional annual premium)
- We do not require Umbrella Liability coverage at this time.

Directors' & Officers' Liability

- RENEWAL:** \$5,000,000 limit: \$9,949 annual premium
- We do not require D&O Liability coverage at this time.

Media Liability

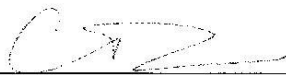
- We are interested in this coverage; please provide an application.
- We do not require Media Liability coverage at this time.

Legal Expense Liability

- We are interested in this coverage; please provide an application.
- We do not require Legal Expense coverage at this time.

Cyber Liability

- We are interested in this coverage; please provide an application.
- We do not require Cyber Liability coverage at this time.

Signature: 
Official Position: Director Finance
Date: May 29 / 2023

With respect to the hiring of paid staff, the President shall not allow conditions that are unfair, biased, or ambiguous.

The President will not:

1. Operate without up-to-date written hiring procedures that outline a well-defined and widely recognized practice.
2. Operate without controls in place that protect the applicant's privacy.
3. Operate without controls in place to prevent nepotism and other wrongful conditions.
4. Allow openings to be filled without an open and accessible posting.
5. Allow openings to be filled without student input on the hiring process.
6. Allow an opening to be filled without a consistent and equitable process.
7. Allow conflicts of interest in the hiring process to go undeclared.

The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.

The Chief Returning Officer will ensure that:

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
 - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
 - a. Members shall have thirty-six (36) hours to vote;
 - b. Voting shall be conducted electronically using the Organization's online elections system;
 - c. On-campus voting stations will be made available to members; and
 - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
 - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
 - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.