

**Editors' Association of Canada/Association canadienne des réviseurs  
Human Resources Policy**

**Effective date: June 2016, last revised June 2018**

**Policy purpose**

The purpose of this policy is to support the work of the association's paid staff and volunteers.

**Policy statement**

The Editors' Association of Canada/Association canadienne des réviseurs is committed to providing paid staff and volunteers with the resources and work environment they need to meet their responsibilities, and to develop professionally and personally.

**Definitions used within this policy**

n/a

**Applicability**

This policy applies to paid staff and volunteers.

**Responsibility**

**Staffing**

As resources allow, the Editors' Association of Canada (Editors Canada) aims to provide appropriate education, training and mentoring to help staff and volunteers grow professionally and personally.

It supports reasonable deadlines, procedures and workloads to help staff and volunteers meet their responsibilities.

Staff and volunteers will receive objective, fair feedback on their work. Paid staff will receive annual reviews (at a minimum). Staff who leave the organization will be offered the opportunity to do a confidential exit interview with a member of the human resources committee (of the staff person's choice).

Staff may also contact the human resources committee at any time if they have a concern that they want the committee or the national executive council to know about.

## **Expenses**

Expenses incurred by staff are approved by the association's executive director.

With prior written approval, expenses incurred by national volunteers in the performance of their duties will be reimbursed in accordance with the document Volunteer Expense Reimbursement Procedures.

The association will comply with all relevant human resources and human rights legislation.

## **Contact information**

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

## **Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

This policy will be reviewed every five years.

## **References**

There are no additional guidelines for implementing this policy.

A related policy is the Editors Canada *Volunteer Policy*.