

The logo features a green stylized plant icon above the word "BRUCE" in large, bold, black capital letters. Below "BRUCE" is the phrase "Botanical Food Gardens" in a green, cursive script font.

BRUCE

Botanical Food Gardens



Employee Guide Book



Employee Guide Book - Contents

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Always uphold the mission & values of the Bruce Botanical Food Gardens (BBFG)

BE SAFE Wear required identification. All items of clothing must be suitable for the work environment and make sure to follow safe work practices.

BE RESPECTFUL You are working with others as a team so be considerate of how your actions or contribution affects your colleagues and the community as a whole. Demonstrate integrity, respect and professionalism to all.

BE HEALTHY We are committed to a healthy and comfortable work environment for all its volunteers. There will be no smoking, or the use of alcohol or drugs, as these may have serious adverse effects on yours or another's health, safety, and job performance.

BE COMPASSIONATE Contribute to a positive working environment. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated.

BE COLLABORATIVE When you are unsure, ask for help. Asking questions avoids many problems down the road and so questions are encouraged. Those who are asked should be responsive and helpful.

BE CONSIDERATE When you leave or disengage from your position, in whole or in part, we ask that you do so in a way that minimizes disruption. This means you should tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

BE HONEST Act with honesty and integrity when dealing with money, property and other organizational assets on behalf of the BBFG.

BE DISCREET Maintain confidentiality and respect the privacy of others. If you receive any personal information about another person in the course of providing volunteer services, you will be expected to receive it in confidence, and will not disclose it, except with consent.

BE PROFESSIONAL Fulfill responsibilities in a timely fashion and participate in any orientation/training. Within a reasonable time, check your emails or phone messages and respond, even to say that you do not have the time to help right away. We do appreciate any help you can give.

A copy of a detailed BBFG Volunteer Policy is available to you at any time.



Discrimination and Harassment Policy

Bruce Botanical Food Gardens (hereafter referred to as BBFG) is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

The objectives of this Policy are to:

- Make sure that members, patrons and associates BBFG are aware that harassment and **discrimination** are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law
- Set out the types of behaviour that may be considered offensive and are prohibited by this policy.

Harassment and discrimination will not be tolerated, condoned or ignored at BBFG. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination. BBFG is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities regularly monitoring organizational systems for barriers relating to Code grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

The following behaviour is prohibited:

Discrimination: means any form of unequal treatment, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

Introduction

As Ontario moves through the Plan to Safely Reopen Ontario and Manage COVID-19 workplace safety and public health restrictions are gradually lifting. Under Ontario law, employers have a duty to keep workers and workplaces safe and free of hazards.

To achieve this, the Board of Directors has provided a fact sheet "How to Protect Yourself from COVID-19" for all employees to review and specific workplace information is outlined in this document.

The Board reserves the right to implement additional restrictions at any time if deemed beneficial or necessary by law.

Signage

Signage will be posted within the site encouraging physical distancing, advising of restricted areas, if applicable, handwashing and disinfecting procedures. Staff shall obey all posted signs.

Self-Monitoring

All employees shall self-monitor for symptoms of COVID-19 and stay home if feeling unwell. Some of the symptoms of COVID-19 include:

- Fever
- New or worsening cough
- Muscle aches and tiredness
- Difficulty breathing, shortness of breath
- Runny nose, nasal congestion (without other known cause)
- Sore throat
- Decrease or loss of sense of taste or smell
- Chills, headaches
- Nausea, vomiting, diarrhea
- Abdominal pain
- Conjunctivitis (pink eye)

Physical or Social Distancing

Worker and volunteers shall attempt to maintain a minimum of two (2) meters or six (6) feet of separation at all times, unless they reside in the same household.

Meal Breaks

Where possible consider taking lunch breaks outside. If meals and breaks are taken indoors, consider staggering them and leave doors open to improve ventilation.

Hygiene

Clean hands frequently using soap and water or an alcohol based sanitizer.

If you have to cough or sneeze, do it into your sleeve or a tissue. Dispose of the tissue into the trash and immediately wash your hands.

Avoid touching your eyes and face.

Disinfect common areas such as water faucets and door handles frequently, with the provided disinfectant.

Use of Masks

Properly fitting masks that cover the nose, mouth and chin are encouraged while indoors or completing tasks outdoors but unable to maintain a physical distance of two (2) meters.

Additional Resources

Additional resources are available by visiting Public Health Ontario:
<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/prevention-management>

Coronavirus Disease 2019 (COVID-19)

How to Protect Yourself from COVID-19

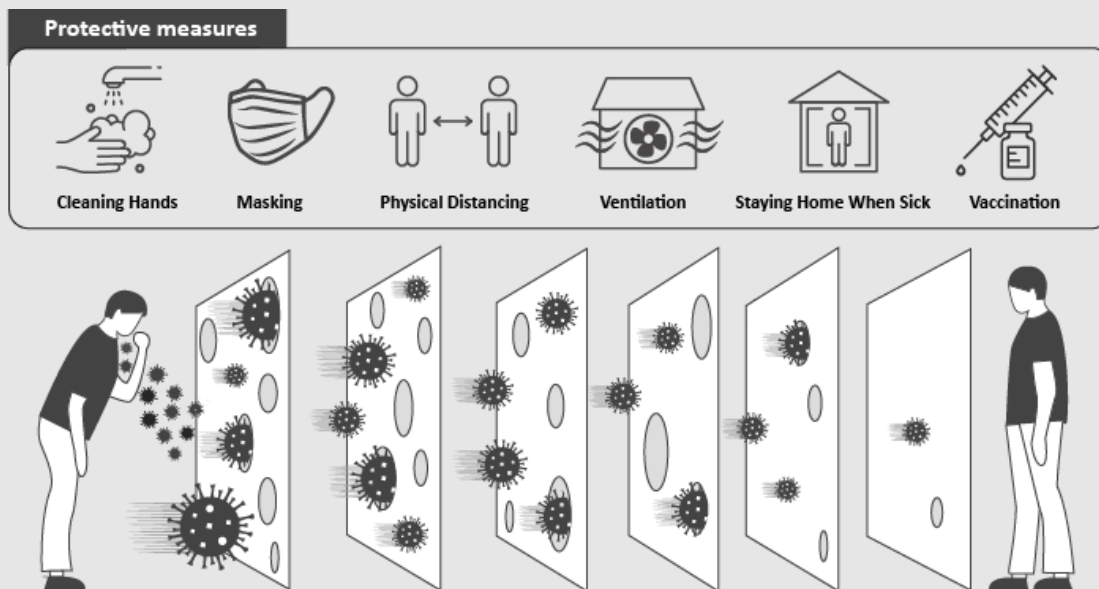
This fact sheet outlines prevention measures you can use to reduce the spread of COVID-19. Vaccination is one of the strongest layers of prevention. Combine it with other layers of prevention to lower your risk.

Ways COVID-19 is spread

- COVID-19 is spread most commonly during close contact (generally less than 2 metres) through an infected person's respiratory particles generated when a person breathes, coughs, sneezes, talks, or sings.
- These particles range in size from large ones which fall quickly to the ground to smaller ones, known as aerosols, which can remain suspended in the air.
- Aerosols may transmit over long distances, but the risk is higher with longer periods of time in indoor spaces with poor ventilation and lack of masking or distancing.
- Objects or surfaces (e.g., furniture, fixtures, and gadgets) that have the COVID-19 virus on them may transmit the virus to your hands then to your eyes, nose and mouth.

Layers of protection against COVID-19

Use **multiple layers** of prevention to provide the best protection, especially if you cannot avoid closed spaces, crowded places, and close contact. No single intervention on its own is perfect at preventing COVID-19 spread and protection from each method is complimentary and additive.



Adapted from: Rockefeller Foundation. Layers of protection against covid-19 - the "Swiss cheese" model [video recording on the Internet]. New York: Rockefeller Foundation; 2021 [cited 2022 Mar 11]. 1:15 min. Available from: <https://www.youtube.com/watch?v=ou88lei-52k>

Get vaccinated

- Get fully vaccinated for COVID-19, plus a booster if you are eligible. Being vaccinated helps to protect you from severe disease and hospitalization due to COVID-19.
- The more people who are vaccinated, the less COVID-19 will circulate in the community.
- For more information visit Ministry of Health website: [How to Book a COVID-19 Vaccine Appointment](#).



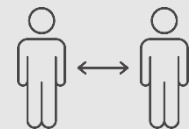
Stay home when sick and what to do when exposed

- Stay home when you are sick. You may be requested to get tested. See Public Health Ontario's [How to Self-Isolate](#).
- You may be advised by public health to stay home if you have been exposed to someone with COVID-19. People can be infectious before they are sick.



Practice physical distancing and avoid crowded spaces

- Two metres distancing or further helps to prevent transmission, especially when indoors or unmasked.



Spend time outdoors or in well-ventilated indoor spaces

- Even when outdoors, physical distancing helps to prevent transmission.
- Ensure your ventilation system is in good working order. If you don't have a ventilation system, open windows to increase fresh air flow. You can also run your bathroom or kitchen exhaust fans longer or often.



Wear a well-fitting mask in public

- Consider wearing a well-fitting mask, especially in shared indoor spaces. See Public Health Ontario's [Optimizing the Use of Masks Against COVID-19](#).



Practice respiratory etiquette and keep things clean

- Wash your hands frequently.
- Cover your coughs and sneezes.
- Clean high-touch surfaces regularly.



The information in this document is current as of April 7, 2022.

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario.

Employers are prohibited from penalizing employees in any way for exercising their ESA rights.

**FAIR AT
WORK
ONTARIO**

What you need to know

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit:

[Ontario.ca/minimumwage](https://www.ontario.ca/minimumwage).

Hours of work and overtime

There are daily and weekly limits on hours of work, and rules around meal breaks, rest periods and overtime.

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay.

Vacation time and pay

Most employees earn vacation time after every 12 months of work. There are rules around the amount of vacation pay an employee earns.

Termination notice and pay

In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include pregnancy, parental, family caregiver, personal emergency leave (paid and unpaid) and sexual and/or domestic violence leave (paid and unpaid).

Learn more about your rights at:

[Ontario.ca/employmentstandards](https://www.ontario.ca/employmentstandards)

1-800-531-5551 or TTY 1-866-567-8893

 @ONlabour  @OntarioMinistryofLabour

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster including rights to severance pay and special rules for assignment employees of temporary help agencies.



Subscribe to stay up-to-date on the latest news that can affect you and your workplace:
[Ontario.ca/labournews](https://www.ontario.ca/labournews)

In Case of Injury at Work

1
 Get first aid immediately, if needed

2
Worker:
 Tell your employer about the injury

Employer:
 Arrange and pay for transportation to get medical care, if needed

3
Employer:
 Pay worker's wages for day of injury

4
Employer:
 Report injury to WSIB within 3 days if it involves

- health care treatment, or
- time away from work, or
- lost wages

wsib
cspaat
 ONTARIO

Questions? Call 1-800-387-0750

www.wsib.on.ca

Health & Safety at Work

➤ Prevention Starts Here

Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

➤ Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:

ontario.ca/healthandsafetyatwork



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➤ Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

➤ Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

Employers must NOT take action against workers for following the law and raising health and safety concerns.

➤ Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

➤ Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.



Protect Yourself from Heat Stress

Sun exposure can cause heat stress
Outdoor workers are at risk

Six Simple Steps

1. Know the signs and symptoms of heat stress
2. Watch out for symptoms in yourself and others
3. Wear sunscreen, a hat, and lightweight, loose-fitting clothing
4. Drink water often – avoid drinks with alcohol and caffeine
5. Take breaks in the shade and more often on hot days
6. Know how your workplace deals with heat stress

Report All Heat Stress Concerns to Your Supervisor!

Contact sunsafetyatwork@ryerson.ca for more information.

This project is funded by the
Canadian Partnership Against Cancer and Health Canada.



Image provided by the
Queensland Department of Health

SUN SAFETY AT WORK

Protect Your Skin and Eyes From the Sun

Exposure to ultraviolet (UV) radiation can cause skin cancer, sunburn, skin damage, cataracts, and other conditions

Outdoor workers are at risk

Six Simple Steps

1. **Cover up** - wear loose clothing, long sleeves and pants
2. **Protect your eyes** - use UV protective eyewear
3. **Cover your head, neck and ears** - wear a wide brimmed hat, hard hat with a brim and use a neck flap
4. **Take your breaks in the shade** - get out of the sun when you can, especially between 11am-3pm, when UV radiation is the strongest
5. **Use sunscreen and lip balm** - use at least an SPF 30 broad spectrum, water-resistant sunscreen and don't forget to reapply
6. **Be skin safe** - report changes in skin spots and moles to your doctor as soon as possible - early detection is important

Contact sunsafetyatwork@ryerson.ca for more information.

This project is funded by the Canadian Partnership Against Cancer and Health Canada.

Image provided by the Queensland Department of Health





To avoid potentially poisonous plants, stay away from any wild or unknown plants that have--

- Milky or discolored sap.
- Beans, bulbs, or seeds inside pods.
- Bitter or soapy taste.
- Spines, fine hairs, or thorns.
- Dill, carrot, parsnip, or parsleylike foliage.
- "Almond" scent in woody parts and leaves.
- Grain heads with pink, purplish, or black spurs.
- Three-leaved growth pattern.