



National Gallery of Canada

Human Resources Corporate Policy

Date: December 2, 2008

Purpose

This policy serves as an introduction and an overview to a compendium of internal human resources policies, practices and procedures, hereafter referred to as the Human Resource Manual. This policy and the accompanying Human Resources Manual will assist the National Gallery of Canada and its affiliate the Canadian Museum of Contemporary Photography to manage their Human Resources on a day to day basis.

As elaborated in the current Corporate Plan, the NGC recognizes its workforce in the following manner:

The Gallery values its workforce and creates a work environment in which people can maximize their potential and contribute fully to the success of the organization.

The Manual provides a set of guiding policies and programs for managers to support and develop their employees in the attainment of the strategic directions and the mandate of the Gallery.

In this document when the National Gallery of Canada or the Gallery is mentioned it is meant to include its affiliate, the Canadian Museum of Contemporary Photography.

Application

This policy and Manual applies to all employees. The collective agreements for unionized employees and the Terms and Conditions of Employment for unrepresented and managerial groups may be more or less precise than the Manual on certain points. There may also be temporary differences between the collective agreements and the Manual, if one or the other has been updated. In such cases, it is always the Collective Agreements and Terms and Conditions which prevail.



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Responsibility and Authority

The Human Resource Services department is responsible for writing, updating and interpreting this manual. The intent is to have the policies and programs reflect the latest legislation, changing economic and social conditions as well as new trends in employee relations.

The Management group at the National Gallery including any persons having supervisory responsibility are bound by this policy and its associated manual. The Human Resources department is available to assist the managerial group in carrying out their duties in keeping with this policy and associated manual.

The ultimate responsibility and authority for applying this policy and the associated manual rests with the Director of the National Gallery of Canada.

Policy Statement

By virtue of its public funding, legal frameworks and specific obligations with respect to Parliament and the federal government, the National Gallery of Canada must manage its financial and human resources in such a way as to promote excellence in the work that is accomplished, careful accountability of public funds and sound administrative practices. The management of its workforce must be respectful, fair and in keeping with all related legislations and sound human resource practice.

Compliance

Should an issue arise in contravention of this policy the employer will conduct a thorough investigation. Results of this investigation could lead to a number of recommendations for changes in the workplace environment or potentially, disciplinary action towards any employee in contravention.

Responsibilities covered by this Policy

The mandate for the Gallery is derived from the Museums Act. Specifically it states: *“The purposes of the National Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.”* (Museums Act, 1990, Section5)



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As a Crown corporation, the NGC and its affiliate the CMCP have certain obligations imposed by the Financial Administration Act, the Canada Labour Code, the Employment Equity Act, the Official Languages Act and the Canadian Human Rights Act among others. Below is a brief summary of these legislations governing the NGC's employment policies and practice.

Pursuant to the Financial Administration Act, the Treasury Board is responsible for the administration of public monies. The NGC is subject to this control and is accountable to the Treasury Board. The Financial Administration Act authorizes the Auditor General of Canada to examine and report on the NGC's financial management and internal systems set up to control and account for expenditures, a large portion of which is for human resources. It is thus essential that our expenditures on human resources bear scrutiny and that they be based on sound management practices and clearly defined authorities.

The Canada Labour Code establishes the legal framework for our relations with the unions, as it pertains to minimal working conditions, as well as outlining occupational safety and health regulations. The NGC is committed to the standards and responsibilities delineated in the code.

The Employment Equity Act is intended to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability. Women, Aboriginal Peoples, persons with disabilities and members of visible minorities are designated groups under the Act.

The Official Languages Act ensures respect for and equality of English and French in all federal institutions and supports the development of Canada's English and French linguistic minority communities.

The Canadian Human Rights Act sets forth the principle that all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have. The NGC is committed to provide a work environment free of systemic or discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability or conviction for an offence for which a pardon has been granted.

The Canadian Multiculturalism Act recognizes and promotes a multicultural Canadian society reflecting cultural and racial diversity. The National Gallery of Canada is committed to making the efforts it needs to promote and carry on all of its activities in a sensitive and responsive approach to the multicultural reality of Canada.



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Also of utmost importance is the National Gallery’s adherence to the Privacy Act, related to the collection, disclosure and individual right of access to personal information; the Access to Information Act which provides a right of access to information in records under the control of a government institution such as the National Gallery; as well as the Public Service Disclosure Protection Act which encourages public sector employees to come forward if they believe that wrong doing has occurred or is about to occur in the workplace. The expectation of the NGC is that all employees, particularly managerial staff adhere to and demonstrate professional conduct and leadership as it relates to these three legislative acts. Any requests made under the Privacy Act or Access to Information Act or disclosures made under the Public Service Disclosure Protection Act need to be handled with utmost seriousness.

The National Gallery also has a distinct Code of Ethics. The Code outlines the National Gallery’s commitment to fulfill its mandate ‘in an ethical, transparent manner and to meeting the public expectation of trust and confidence in its national institutions’. It covers specific measures to prevent conflict of interest as well as each employee’s obligation to confidentiality. In addition, the Policy on Harassment in the Workplace outlines its purpose as being the provision of ‘a respectful work environment that respect productivity, the dignity and self-esteem of every employee, as well as ensuring a workplace free of harassment.’

Human Resource Services

Human Resource Services at the National Gallery has both an organizational and functional vision statement, which further enhance the Gallery’s commitment to its workforce and mandate.

- **HR Organization-Wide Vision**

The National Gallery of Canada prides itself on its creative and committed workforce, supported by excellence in leadership, demonstrated values, and Human Resources practices aligned to the achievement of the National Gallery’s Corporate Plan and Mandate.

- **HR Functional Vision Statement**

Within the NGC’s mandate and vision, HR Services are committed to enhancing the artistic and creative culture of the Gallery; partnering with employees to develop corporate and people strategies that maintain and promote excellence in the arts; as well as facilitate the accomplishment of corporate goals worthy of an eminent visitor centric national public institution.

In addition, to increasing the Gallery’s effectiveness in its human resources management the following key success factors have been delineated:



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- Successful labour relations climate
- Recognition (international reputation and eminence)
- Excellent employee relationships – harmony and commitment
- People leadership and encouraging innovation, creativity and involvement
- Succession planning
- Workforce pride and loyalty (retention, commitment, passion, sense of belonging, excellence and competence)

All policies and practices in the Manual have been developed with a clear focus to eliminating any and all forms of discrimination prohibited under federal human rights or employment equity legislation. If, despite these efforts, an employee considers that any of these policies or practices is discriminatory, the NGC encourages the employee to contact the Human Resources Services department, which will look into the matter.

Legal References

Canada Labour Code
 Federal Accountability Act
 Financial Administration Act
 Employment Equity Act
 Official Languages Act
 Canadian Multiculturalism Act
 Canadian Human Rights Act
 Privacy Act
 Access to Information Act
 Public Disclosure Protection Act

Other References

National Gallery Code of Ethics/Conflict of Interest
 Policy on Harassment in the Workplace

Related Policies and Procedures in Human Resources Manual

Positive Work Environment
 Recruitment and Staffing
 Training and Development



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Employment Equity
Official Languages
Compensation
Attendance
Use of Equipment & Organization's Property
Recognition
Disciplinary Action
Conflict Resolution
Accommodation
Occupational Health and Safety
Work-Life Balance
Employee Assistance Program (EAP)
Return to Work and Modified Work after Illness/Injury
Security and Violence in the Workplace
Substance and Alcohol Abuse
Office/Computer Ergonomics
Environmental Sensitivity
Communicable Disease Preparedness
Departing Employees

Approval

Board of Trustees of the National Gallery of Canada

Date: December 2, 2008