



Hamilton Downs Youth Camp

Employee's Handbook

Table of Contents	
Welcome	4
Code of Conduct	5
Grievance/Complaint Procedures	6
Harassment – Workplace, Sexual, Bullying.....	7
Intoxicating Beverages and Controlled Substances.....	8
Personal Appearance.....	8
Personal Hygiene	8
Smoking	8
Solicitations.....	8
Good Housekeeping.....	8
Company Procedures	9
Account Applications	10
Answering of Telephones	10
Attendance and Punctuality	10
Assets Register.....	10
Association Property.....	11
Association Purchase Orders	11
Association Stationery and Direct Mail.....	11
Association Vehicles.....	12
Caretaker in Residence	12
Communications	13
Correspondence	13
Guest Records	13
Guest Recreational Programs	13
Hiring of Friends / Recommendations.....	14
Keeping of Records	14
Kitchen.....	14
Police Criminal History Check.....	14
Recreational Equipment.....	14
Telephone Calls	14
Computer / Internet / Email Access.....	16
Supplies.....	16
Reporting.....	16
Security	17
Parking	17
Visitors.....	18
Management Committee Membership	18
Meetings.....	18
Employee Benefits	19
Employee Accommodation.....	19
Holidays	19

Hours of Work	19
Occupational Health and Safety	21
Fire Safety	21
Fire Equipment	21
Housekeeping.....	21
Safety	22
Sanitation	22
Workers Compensation.....	22
Personal Protective Equipment / Uniform.....	22
DECLARATION	23

Welcome

Welcome as a new employee (the Employee) of Hamilton Downs Youth Camp Association Inc., (HDYC) (the Employer) in what we trust will be a mutually beneficial association.

This *Employee Handbook*, should be read in conjunction with your Letter of Engagement and the Position Description. You are responsible for reading and understanding these documents. If anything is unclear please discuss the matter with the Chairman.

Some of the information in this handbook is contained within your Position Description however there are other matters that are not covered and which the Association would like to emphasize or elaborate upon for the purpose of clarity.

We hope you will enjoy your work with HDYC and that the following policies and procedures will help you to 'get off to a great start'. Our Association's progress and success depends largely on co-operative teamwork of each employee.

HDYC is dedicated to providing the best possible outcomes for the association by providing a venue for youth and other visitors in a bush camp setting. By maintaining a high level of visitor satisfaction we will continue to grow and develop the camp and the facilities. A constant effort is made to ensure that the high level of public respect and confidence we have earned over the years is maintained.

This Association appreciates that these are gained by the effort put forward by each member of the Management committee and employees. It is clear that the image of the Association, the courtesy and respect shown to our clients will benefit both the Association and all employees. It is indeed true that the Association must assure customers of the ultimate in service, satisfaction and results to retain that loyalty.

Only a high quality satisfied staff member can serve the interests of our customers. Our Association is primarily a place to work and earn a living, but we want it to be more than that. It is our wish that it is a friendly place where it is a pleasure to work with the Management committee as a team. The basis for this is a completely open and transparent dialogue and understanding between the Chairman, members of the management committee and employees recognizing the policies and objectives of the Association.

Your suggestions and input are invaluable to achieving those objectives and goals and we welcome all ideas, proposals and suggestions for greater achievement. These should be presented in the first instance to the Chairman for further presentation to the Management Committee.

The Association policy of open discussion provides a forum in the first instance to correct and any misunderstandings or complaints you may have. Should the matter not be rectified to your satisfaction then the more formal avenues available are discussed in this manual.

In turn the Association will keep you informed as to how you stand and what you can do to improve your work performance. We sincerely hope you will be happy in your work, and that your stay will be pleasant and remunerative.

Code of Conduct

**Grievance/Complaint
Procedures**

It is the Association policy to treat all employees fairly and impartially and to provide prompt consideration of complaints and grievances that may arise. The Chairman is the first person with whom you should discuss any questions or problems.

In the event of a dispute in relation to a matter arising, except any matter relating to the actual or threatened termination of employment of the employee - the parties to the dispute must genuinely attempt to resolve the matter at the workplace level. This includes but is not limited to:

- the employee and the Chairman meeting and conferring on the matter; and
- if the matter is not resolved at such a meeting, the parties to the dispute arranging further discussions involving more senior levels of the management Committee. (as appropriate).

Either party to the dispute may appoint, in writing, another person to act on their behalf in relation to resolving the matter at any stage of this dispute settlement procedure.

Where a dispute cannot be resolved at the Management Committee level

Where a matter in dispute cannot be resolved at the Management committee level, a party to the dispute may elect to use an alternative dispute resolution process. The alternative dispute resolution process is to be conducted by a person agreed between the parties in dispute on the matter.

If the parties cannot reach agreement on who is to conduct the alternative dispute resolution process, either party to the dispute on the matter can notify the Industrial Registrar of that fact.

Conduct during dispute

An employee who is a party to a dispute must, while the dispute is being resolved:

continue to work in accordance with their contract of employment, unless the employee has a reasonable concern about an imminent risk to his or her health or safety; and comply with any reasonable direction given by the employer to perform other available work, either at the same workplace or at another workplace.

**Harassment – Workplace,
Sexual, Bullying**

It is acknowledged that all people have the right to work in an environment where they feel safe from any form of harassment, bullying or discrimination.

To this end, the employer will not tolerate such behavior, or a work environment that gives rise to such behavior, and any allegations pertaining to workplace harassment, including bullying, will be taken seriously. Any employee found guilty of workplace harassment, including bullying, may have their employment terminated.

What is sexual harassment?

Sexual harassment is any unwanted or uninvited sexual behavior which is offensive, embarrassing, intimidating or humiliating. It has nothing to do with mutual attraction or friendship. It includes behavior which creates a sexually hostile or intimidating environment, such as unwelcome touching, staring or leering, suggestive comments or jokes, sexually explicit pictures, unwelcome requests for sex or intrusive questions about your private life.

What is discrimination?

Discrimination occurs when a person or a group of people are treated less favourably than another person or group because of race, colour, national or ethnic origin; gender or marital status; disability; religion or political beliefs; sexual preference; or some other central characteristic.

Direct discrimination takes place when an individual is disadvantaged or treated less favourably than another person. An example of direct discrimination is failing to employ someone because he or she is in a wheelchair.

Indirect discrimination happens when a practice or policy appears to be fair because it treats everyone the same way but actually disadvantages people from a particular group. An example of indirect discrimination is requiring all people who apply for a certain job to pass an English test, even though English is not necessary for the job. This test might exclude more people whose first language is not English.

What is bullying?

Workplace bullying is “the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates a worker”.

What is NOT harassment / bullying?

Within the workplace there is the provision for legitimate comment, advice and direction from management that cannot be classed as harassment or bullying. This includes appropriate management of unsatisfactory performance, misconduct or inappropriate behaviour while occasional differences in opinion, non aggressive conflicts and problems in working relationships also cannot be classed as harassment or bullying.

Intoxicating Beverages and Controlled Substances

The Association is committed to providing a safe working environment. Working while under the influence of alcohol or controlled substances or consuming them during work hours is not permitted. An employee affected by alcohol or any other drug will not be permitted to work or operate any equipment.

The employee must inform the employer, prior to commencing work that they are under the influence of drugs (prescribed or not prescribed), alcohol, or any other substance which may affect the employee's ability to work or to use any of the employer's equipment.

Controlled substances are not permitted on Association premises and any person found in possession will be reported to the appropriate authority.

Alcohol is only permitted on Association premises with prior consent of senior management.

Personal Appearance

Too much emphasis cannot be placed on personal cleanliness and neatness. Your appearance is important to you and to the Association. It affects the opinions of those with whom you work and come in contact. Moderation and good taste in dress and grooming are desired and essential to your employment.

Personal Hygiene

Note. These three paragraphs should come out unless uniforms are going to be issues.

It goes without saying that your own personal hygiene; body cleanliness, clean teeth and use of deodorants etc. sets the image that you are judged by your work colleagues and our clients. The climatic conditions of Central Australia pose some particular problems in maintaining a clean and healthy body; your personal hygiene and life style will determine just how you present yourself as part of our work team.

Smoking

There is strictly no smoking inside any of the HDYC buildings.

Solicitations

Any solicitations, requests for discounts, gifts or donations and collections for any purpose for the Association no matter what the intention or purpose must have the prior permission granted by the Chairman or the MC

Good Housekeeping

Take the extra time and care needed in keeping equipment in its proper place, disposing of refuse in containers supplied, and observing the few simple rules of tidiness. It is each employee's obligation to protect and/or return equipment, keep his/her work area clean and tidy and follow commonsense and safe house keeping practices.

Ensure that tools such as chainsaws are cleaned, sharpened and refueled after each use in readiness for use next time.

Ensure that the workshop and storage areas are kept clean and tidy as well as the guest facilities and the caretaker's residence.

Company Procedures

Account Applications

An application for a 30 day trading account with the HDYC requires the appropriate form to be completed and submitted to the treasurer for processing (i.e. checking of credit references). Until such time as this consideration is completed all transactions with the Association are required to be pre-paid.

All bookings for use of the facilities of HDYC must be accompanied by details of the credit and payment policy.

Answering of Telephones

It is the responsibility of any employee to answer a phone ringing within their vicinity. The recommended dialogue is...

"Good morning (Good Afternoon) Hamilton Downs Youth Camp, this is [Name] how may I assist".

It is of utmost importance that telephones be answered in a friendly and courteous manner. If within a reasonable time you are unable to locate the person the caller wishes to speak to take a relevant message so that they can call back. Bring this to the attention of that person at the earliest opportunity. Requests to call back should be actioned at the first opportunity.

Attendance and Punctuality

It is the duty of the employee to see that they are 'on the job', 'on time'. If it is necessary for you to be late or absent from work because of illness or an emergency please notify the Chairman and if required fill in an 'absentee notification' form, as soon as possible so that arrangements can be made to have someone else handle your work.

If during a working day you should have to leave the camp for any reason for purposes of work, you must leave a clear note of your intention, the reason and when you anticipate returning. A diary note book for this has been provided and must be completed and left in a visible place.

Assets Register

The Employee will maintain a current list of assets of all equipment, buildings, machinery, tools etc.

An assets register of all items owned or in the charge or control of HDYC is to be maintained and any new items to be added to that register at the time of purchase. Details of these capital items purchased are to be advised to the Treasurer with copies to the Chairperson. Any items that are authorised for sale by the MC committee and of which are subsequently sold are to be advised in a similar manner. No item is to be passed to another person or party until full payment or other arrangement has been completed. Details of the item, manner sold, date of sale (being the date of receipt of monies) and amount received are required.

Association Property

All employees are expected to respect other employees' and the Association's property. Employees are required to take all reasonable care in the use of the employer's property and to protect any of the employer's property in their care. Property includes, but is not limited to, documents, papers, reports, information in any way related to or arising during an employee's employment, programs, records, plans, drawings, intellectual property, business cards, equipment, materials, keys and other property (including mobile phones, computer software and hardware, any vehicle and financial cards).

Any damage to buildings, equipment and other Association facilities must be reported to your Chairman at the first available opportunity.

The employee will be personally liable for any damage to the employer's property including but not limited to the above caused by willful misuse, neglect or error.

Any employee found to be involved in theft of Association or customer property will be dealt with by the appropriate authorities.

The employee is not permitted to authorise the use, hire or other of any property of the HDYC.

Association Purchase Orders

Employees are strictly forbidden to make purchases in the Association's name for personal use. The Caretaker is limited to purchases of \$50.00 or less without reference to the MC.

Any purchases required over this amount may be authorised in the first instance by the Chairperson who may seek clarification of members of the MC by email or telephone or may defer the matter until the next monthly meeting of the MC.

Any purchase on behalf of the Association must be made by use of an Association Purchase Order, signed by the relevant person.

When an order for goods is placed, it is a requirement that the order form be fully completed with details of the purchase and costs including all taxes, delivery charges and other additional costs.

Association Stationery and Direct Mail

Purchases of items considered as Petty cash will be recorded in a Petty Cash ledger. A float of \$250.00 will be available to the Employee for petty cash. All receipts must be kept for reconciliation purposes.

Association stationery may not be used for personal correspondence. Any direct mail sent out on Association letterheads for any reason whatsoever is to be viewed and authorised by the Chairman prior to distribution. Costs by way of postage franking machines and stamps purchased for Association use may not be used for any private mailings by employees.

Association Vehicles

The Association provides the employee with a vehicle for the purpose of travelling to and from the work site (the Camp) and to carry out their work functions. The employee will ensure that the vehicle is maintained regularly, kept clean inside and outside and garaged on Association premises unless by other arrangement it is garaged in a secure location elsewhere.

The employee is allowed to travel once per week between the worksite and Alice Springs and return at the expense of the Association. The employee may be allowed by agreement, minimal private use of the employer's vehicle for travel within the employee and employer's local area in association with travel to and from the work site.

Any traffic offence committed by an employee while in control of the employer's vehicle, including parking fines, will remain the sole responsibility of the employee. All accidents should be reported immediately to the police and to the employer. The employee will be personally liable for any infringements they incur in these circumstances. The employee will be liable for damages caused by willful misuse, neglect, recklessness or error.

Association vehicles are not to be abused and may only be driven by designated employees. Association vehicles cannot be taken out of the work site and Alice Springs area without specific authorisation. In the event of an accident, you are not permitted by the insurance Association to admit liability or fault to any degree.

Smoking is not permitted in Association vehicles.
A vehicle log as authorised is to be maintained on a daily basis.

Caretaker in Residence

A part of the general duties of the Employee it is incumbent that his occupancy of the premises provided by HDYC includes an undertaking to maintain a level of security of all building, assets, equipment and other property of HDYC.

At any time when the Employee is not in attendance at the camp the Employee will take all reasonable measures to ensure that security.

The Employee is required to be in attendance at all times that guests are booked into and staying at the camp.

If there is a situation approved by the MC or in the case of emergency approved by the Chairperson, that requires the Employee to leave the camp while guests are staying the Employee must arrange for a temporary replacement for the period of his absence. Members of the MC who have the necessary qualifications (First aid, Police Criminal History Check Clearance, NT Working with Children Card and any other matter that may be required) may be co-opted on a temporary basis.

Communications

The Employee will maintain an accurate record of all other business transactions or other records as may be required by law, regulation or Management Committee and bring these matters to the attention of the Chairman at the first possible opportunity.

Any and all correspondence, details of telephone calls, emails, facsimiles or similar that may impact on the best management of HDYC are to be kept as a matter of record and should be brought to the attention of the Chairperson who will present these at the next monthly meeting of the MC or at his discretion will forward these by email or similar at the time of receipt to the MC.

Any communication requiring the attention of the MC will in the first instance be directed to the Chairman who will arrange distribution to members of the MC.

In order to ensure the best possible management outcomes all communications by telephone or email on a day to day basis will be from the employee to the Chairman of the Association.

Correspondence

All correspondence, letters, email facsimile or similar, pertaining to the management, operation, reporting and financial transactions of HDYC must be authorised by the Chairman and copies so authorised will be provided to the Secretary for inclusion in monthly meetings correspondence.

The employee is not permitted to send any correspondence out under the name of the Association unless authorised by the Chairman or the MC. Matters of monthly reports or matters for consideration by the MC are to be channeled through the Chairman.

Guest Records

A record of all guests staying at HDYC is to be recorded on arrival. This record is to be part of the records kept by the Employee as part of the folio details of each booking. A paper copy of this record should make up part of the Fire and Emergency procedures indicating the name, contact address and area of accommodation.

All telephone calls made by guests must be paid for at the applicable rate.

Details of the number of guests staying each night and any other charges is to be transmitted to the treasurer.

Guest Recreational Programs

The Employee will, where appropriate, provide assistance to visiting groups with recreational, educational and training programs that have been approved by the MC. The cost of these services will be recovered by way of charges levied to the visitors.

The Employee is NOT part of any group of visitors and must maintain his position as that of the Caretaker- Property Supervisor providing assistance without hindering or usurping the guests own endeavors.

**Hiring of Friends /
Recommendations**

As vacancies arise in the Association, we would be happy to interview anyone you might recommend to fill a particular opening. Naturally all applicants will be screened as carefully as you were and will be hired only if they meet all the requirements for the position without favor to them over any other applicant. However, we welcome your suggestions and recommendations for recruitment of new employees. The employee is not permitted to make any undertakings or promises to any person as to the employment of that person. All applications for employment will be considered by the MC or a sub committee as authorised by the MC.

Keeping of Records

The Employee is required to keep the following records on a daily basis:

- A daily diary detailing all events that may have consequence for HDYC and MC, working hours, work and travel details;
- An accurate record of all travel and use of any vehicle owned or controlled by HDYC;. The required detail is that of the attached sample Vehicle Log book.
- Maintain a record of all bookings and reservations received in a recognised accommodation analysis book with a written record of all booking enquiries, bookings, cancellation and amendments.
- Details of all bookings and amendments are to be confirmed to the person or organisation by email with copies to the Chairperson and Treasurer, at the time by email or facsimile.

Kitchen

The kitchen facilities provided for guests are included in the costs. Guests are responsible to ensure that the kitchen, benches, range, utensils and other equipment is left clean and tidy.

**Police Criminal History
Check**

New laws enacted in the Northern Territory (Care and protection of Children and Young People Act) will require any person working with or in charge of children to meet some very stringent requirements With positive outcomes resulting in the issuing of a Northern Territory Working with Children Card (Ochre Card)

The Employee is required to provide that report to the Association prior to employment. A handbook is available from the Association to provide guide lines for the MC in the employment of all staff and volunteers. The reference to a medical report should be deleted unless you are going to enforce it as a stipulation of employment.

Recreational Equipment

The employee must maintain all sporting and recreational equipment, outdoor sporting and recreational areas, buildings, ablution facilities, vehicles, machinery, tools in good repair and condition.

A daily, monthly and periodic schedule for the best possible maintenance of all equipment, buildings, ablution facilities, vehicles, machinery, tools etc is to be prepared for the Employee to use as a schedule. Where damage to any asset of HDYC is caused by guests a charge to cover the repair or replacement is to be made to that guest.

Telephone Calls

All telephone calls are to be used only for Association business, except in the case of emergency.

Employees are asked not to make or receive personal telephone calls or messages on Association phones unless as stated.

No STD or ISD calls are to be made unless required for business.

All telephone calls made by guests are too be recorded and either paid for or added to the account of the guest.

All phone calls bills are monitored and personal calls may be deducted from an employee's wages.

**Computer / Internet /
Email Access**

The use of computers and internet access is subject to the laws of Australia in regard to prohibited material, harassment, bullying or other inappropriate use.

The use of internet access for the uploading or downloading of pornography of any level is specially prohibited. Where such use is detected the appropriate authorities will be informed.

The association retains the right to monitor any and all email communications and internet access. Use of the associations email address for personal emails or the transmission of personal emails for any reason is not permitted.

Employees should limit personal internet use in order to maintain capacity on the limited plan for HDYC business. Heavy uploads and downloads of data, eg. Music, high resolution photos and video files are not allowed.

Supplies

It is the responsibility of the Caretaker to ensure that adequate supplies of all necessary items including those detailed plus any other special request are maintained.

Ensure adequate supplies of gas, diesel fuel, firewood, cleaning supplies are maintained to meet the seasonal requirements of visitors.

Reporting

The Employee is to meet in person with the Chairperson on a regular basis but no less than weekly. A verbal report of the week's activity and presentation of work diary, reservations diary, vehicle log book, all purchase orders and other correspondence, emails, facsimiles etc are to be available at that meeting.

The Employee will provide a written report to the Chairman on a monthly basis. The Chairman will then distribute this report to all MC and other persons deemed to be privy of the contents.

Security

The security of all parts of the premises of the camp is of the utmost importance. Keys to any part of the premises are provided only through the Key Register system, which is maintained on the HDYC computer with copies held by the Treasurer and Chair. Association.

Keys are issued to employees for the areas that they are required to access. Issue of keys is recorded in the register and it is a condition of employment that all keys are returned to the Treasurer where they will be receipted prior to termination of employment and final payment of wages and other outstanding amounts.

Security and Fire Alarms, where installed, are activated after hours and it is the responsibility of the employee to be cognizant with operation of these alarms to arm them and to respond when activated.

Security of the confidentiality of our clients business planning is of utmost importance and it is the responsibility of all employees that these matters are not discussed with other persons, that documentation is not copied or available for visitors to see or copy.

All visitors while on the premises are required to be accompanied by a member of staff at all times. Visitors are not to be given access to any Association records or other information that could be considered of a confidential nature.

Parking

Any vehicle parked on the property of HDYC is at the risk of the Employee. The Association accepts no liability for theft or damage to personal vehicles.

Visitors

Persons who enter upon the area of the HDYC may be paying guests, guests of the MC, guests of the Employee or visitors or trespassers.

All paying guests and guest of the MC, whether paying or otherwise shall be recorded in a guest register on arrival and details of their stay transmitted to the treasurer for the purpose of accounting and billing. Guests of the employee, staying in the accommodation provided by the Association to the employee should also be recorded for security purposes in the guest register.

All other persons are in the first instance considered visitors and are required to advise the Employee of their intention to visit the camp and make the necessary arrangements prior to arrival.

All visitors while on the premises are required to be accompanied by a member of staff at all times. Visitors are not to be given access to any Association records or other information that could be considered of a confidential nature.

You are required to maintain the highest possible level of professionalism and courtesy at all times while at work and in particular in public areas where visitors and guests may be privy to your conversation and mannerisms.

The Employee is not permitted to allow the premises provided to him by the Association to be used for the accommodation of paying guests.

The Employee is not permitted to arrange, invite or organise any working bee, volunteer group or similar to visit or undertake any work on the HDYC without specific authority of the MC.

Any other person on the premises will be considered as a trespasser and may be subject to the laws of trespass of the Northern Territory.

Management Committee Membership

An employee of the HDYC may not hold a position on the Management committee to ensure there are no undue conflicts of interest.

Meetings

The MC may require the employee to attend any meeting of the MC as requested. These requests are neither to be onerous nor to interrupt the normal work schedule or for the requirement for the Employee to be on the premises during visitor stay. Where necessary this may require additional travel to and from the Camp to Alice Springs.

The business often necessitates keeping employees informed and up to date on promotions, new equipment, systems, methods and materials. Training sessions are conducted throughout the year and attendance may be compulsory and we always try to give sufficient notice so that arrangements may be made to attend. Time involved in meetings is considered working time.

Employee Benefits

Employee Accommodation

Accommodation provided for the employee is part of the salary package and is to be maintained in the best possible condition. The employee may entertain personal guests but is not permitted to allow paying guests to occupy this accommodation.

Costs for water and power are included in the package but should not be abused.

Holidays

No holidays are catered for in the three month period of engagement as Caretakers at HDYC

Hours of Work

As per the Letter of Engagement, Caretakers are expected to contribute a nominal 38hrs of work per week and sometimes more when circumstances require, in return for the agreed remuneration.

Occupational Health and Safety

Fire Safety

It is a requirement that the Employee maintains a recognised Fire Safety Plan that is clearly detailed in signage around the accommodation and kitchen areas of the camp. This plan to include a record of all persons accommodated at the camp, details of where they are accommodated, contact person with address and contact details; details of assembly points and organisational matters.

A mechanical or electronic alarm is to be maintained with regular recorded testing on a monthly basis to be carried out.

A central point for assembly is to be established at the area designated near the windmill. The Employee will delegate the position of fire warden to the most senior person of guests staying at the camp on any night who will act as the fire warden in the case of a fire alarm.

Fire Equipment

The Association maintains a small mobile fire response unit. This transportable fire fighting unit has been refurbished for use by the Employee for fires or emergencies on HDYC or other areas and is to be maintained in a state of 'ready to use' at all times.

As part of the weekly maintenance and job schedule the pump engine should be started and run, water run through the pump and water levels topped up. Coupling and unhitching of the unit should be practiced and the unit towed for a minimum of say 5km a month.

Individual fire extinguishers, fire blankets and other such equipment is to be maintained under instruction of the employee by a qualified organisation. At this time that organisation is Chubb Fire & Safety.

Housekeeping

Occupational Health and Safety requires that all workshops, work areas and similar are maintained in a clean and tidy manner to minimise risk or injury. The maintenance of work areas will minimise risk of fire, pestilence enhancing good management practices of efficiency and control of assets.

All equipment must be maintained in good working order.

Safety HDYC provides a safe and healthy working environment and conditions for our employees. It is the policy of this Association to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

The Association will make available appropriate resources to ensure that it complies in all respects with relevant occupational health and safety legislation, and to ensure that the workplace is a safe and healthy workplace.

Use of Chainsaws. Use of chainsaws on HDYC premises is prohibited by employees unless it has been specifically authorized in the employee's Letter of Engagement. This policy is designed with the employee's personal safety being of paramount importance to the MC.

No matter how safe our working areas may be, carelessness or "horse-play" on your part can make you or a co-worker a casualty. You should know and follow all common sense, safety, and fire regulations, which will protect you and your fellow employees from inconvenience or serious injury. Employees are responsible for following all safety rules and for using safety equipment furnished by the Association.

Your suggestions for safety as well as suggestions for improvement to any aspect of our operations are encouraged at all time. It is the Association's intention that everyone follows good safety practices.

**REPORT ALL INJURIES AND ACCIDENTS ON THE JOB PROMPTLY
NO MATTER HOW TRIVIAL.**

Sanitation The MC requires that the camp be operated with the highest level of sanitation health standards and does not sanction a policy of any other method of flushing of toilets and urinals than full flush on each use. With the large concentrations of young people at various times it is important that this policy should be transmitted to those in charge of youth groups and to private individuals.

Workers Compensation If you are involved in an accident which results in an injury for which Worker's Compensation is payable, the following regulations must be observed at all times:

- Immediately advise the Chairman of the accident and give the names of any witnesses.
- Seek medical attention and obtain a doctor's Worker's Compensation certificate to cover the injury/illness suffered.
- Complete a Worker's Compensation Claim Form, and attach doctor's certificate and other relevant information. Hand these papers to the Chairman within 24 hours of the accident If physically possible.

Personal Protective Equipment / Uniform Personal protective equipment in the form of ear and eye protection is provided at HDYC and it is mandatory for employees to use this equipment when operating tools and machinery that have the potential to cause injury to eyes and hearing.

DECLARATION

I,joined the employ of Hamilton Downs Youth Camp Association Inc., and acknowledge that I have received a copy of the Association’s Employee Handbook. This handbook is to be read in conjunction with the Letter of Engagement and Position Description.

Signed (Employee)

Date

Signed (HDYC Chairman)

Date