

HUMAN RESOURCES-2 COMMITTEE TERMS OF REFERENCE

Grouping: Appendix

Last Revised: Sunday September 26, 2021

Contents:

1. [Purpose](#)
2. [Objectives](#)
3. [Authority](#)
4. [Conflict of Interest Disclosure](#)
5. [Confidentiality](#)
6. [Composition](#)
7. [Budget](#)
8. [Meetings](#)
9. [Reporting Relationships](#)

Page 1 of 3

Purpose

The CKXU HR-2 Committee's primary role is to investigate all complaints that fall under the Society's Harassment & Violence Prevention Policy, and to provide support to the Executive Director as needed with matters of Society discipline and general complaints.

The HR-2 Committee is a standing committee of the CKXU Board of Directors.

Objectives

The objectives of the HR-2 Committee will include:

- Responding to, reviewing, and investigating any complaints received that fall under the Society's Harassment & Violence Prevention Policy;
- Determining if a violation of CKXU policies, code of conduct, or referenced documentation has been committed;
- Determining appropriate disciplinary action;
- Reviewing and providing recommendations to the Board of Directors concerning relevant policies, documentation, etc. on an annual basis; and,

- Ensuring that accurate digital and physical records exist and are maintained for any complaints received.

Authority

The HR-2 Committee has the authority to assign disciplinary action in response to a received complaint under the Harassment & Violence Prevention Policy. Disciplinary action includes, but is not limited to:

- Suspension of member-in-good standing, volunteer, and programmer privileges, including access to station spaces, events, and opportunities;
- Permanent removal of member-in-good-standing status, volunteer, and programmer privileges, including access to station spaces, events, and opportunities;
- Referral to support services in the community, training, workshops, etc.
- Disciplinary action otherwise deemed appropriate by the committee.

Conflict of Interest Disclosure

Committee members must declare conflicts of interest in any situation where a conflict of interest or potential conflict of interest arises. Individuals must declare potential conflicts to the Chair of the committee and must either excuse themselves from the discussion, or put the decision to committee vote on whether they should excuse themselves.

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature.

Confidentiality

Information disclosed in a complaint will be shared with the HR-2 Committee. Further disclosure of information to staff and board members may be shared at the discretion of the HR-2 Committee to facilitate inter-departmental navigation of the complaint. If the

complainant chooses to remain anonymous, the self-identifying factors of the complaint will not be shared outside of the HR-2 Committee.

Composition

The HR-2 Committee will be composed of up to five (5) members of the Board of Directors, including the President, as well as the Executive Director. The Executive Director will act as the Chair at all meetings. Volunteers and staff, with the exception of the Executive Director, are not permitted to serve on this committee or sit in on any meetings unless requested by the committee.

The committee will strive to arrive at their decisions by consensus, and all members may contribute to the consensus-making process. In the event that the committee cannot reach consensus on a course of action and a vote is to be taken, each member will have one vote.

Budget

The HR-2 Committee may be assigned a budget by the CKXU Board of Directors.

Meetings

The HR-2 Committee will meet as often as required to respond to relevant complaints that have been received. The HR-2 Committee will meet at least one (1) time per year to ensure the proper functioning and relevance of the Committee and its supporting documents.

Reporting Relationships

Reporting relationships for this committee are outlined in the Harassment & Violence Prevention Policy.

Related Readings & Resources

[Harassment & Violence Prevention Policy](#)