

 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-05	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Living Wage Policy</b>	<b>October 6, 2017</b>
	<b>Responsible</b>	<b>Scheduled Review</b>
	Executive Director	October 6, 2020

## Purpose

The purpose of this policy is to set out the principles by which the procurement of goods, services, labour, and construction for the Capilano Students' Union should be governed, with respect to employment standards for all workers directly or indirectly employed by the organization.

## Scope

This policy applies to the procurement of any goods, services, labour, and construction for the Capilano Students' Union by any employee, student executive, board member, or other student society official, and includes any procurement undertaken by subsidiary organizations of the Capilano Students' Union.

## Principles

- 1. We support a living wage.** The Capilano Students' Union supports the [Living Wage for Families](#) campaign, and we will ensure that we adhere to living wage standards to improve employee recruitment, retention, and pride; to invest in the health of the communities in which we work and live; and to empower workers to better support local businesses and to reduce the barriers for workers to full participation in civil, social, and cultural lives of their communities.
- 2. We take care of our people.** The Capilano Students' Union will ensure that all employment contracts meet the current living wage standard (as published by the Living Wage for Families campaign).<sup>1</sup> This includes ensuring that the language in employment contracts for exempt staff, and the language in the collective agreement for unionized staff, reflects these standards.
- 3. We hold contractors accountable.** The Capilano Students' Union will ensure, in all new or renegotiated contracts for goods, services, labour, or construction totalling more than 120 hours of labour per year, that the contract includes a clause committing the contractor to paying a living wage to any contractors or subcontractors who are working for the Capilano Students' Union.
- 4. We will be a Living Wage advocate.** The Capilano Students' Union is in favour of all employers implementing living wage standards. We will be a public advocate for a living wage to our communities, and all levels of government, to advance this principle.

## Delegation

The board delegates the administration of this policy, and the authority to create appropriate procedures and programs to support and advance this policy, to the executive director.

<sup>1</sup> The current living wage for the Metro Vancouver area is \$20.62 per hour, adjusted for non-mandatory benefits paid by an employer to its workers (for example, providing sick leave, extended health and dental benefits or substitution pay, educational expenses, etc.).

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## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

## Related Laws, Policies, and Procedures

[CSU – CUPE 1004 Collective Agreement](#) (Capilano Students' Union)

## Endorsement

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Christopher Girodat  
Executive Director

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Perry Safari  
VP Finance & Services