

## 1. CALL TO ORDER

Call to Order – 3:00 pm.

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

Interim President .....	Vacant
VP Student Services.....	Vacant
VP External Relations.....	Christine Dyson
VP Finance.....	Hangue Kim
VP Student Life.....	Curtis Pooghkay
VP University Relations ( <i>Chair</i> ).....	Arr Farah
At-Large Representative .....	Paul Hans
At-Large Representative .....	Mudi Bwakura
Faculty Representative (Applied Sciences) .....	Alan Lee
Faculty Representative (Arts & Social Sciences) .....	Blossom Malhan
Faculty Representative (Business).....	Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology).....	Prab Bassi
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment) .....	Vacant
Faculty Representative (Health Sciences) .....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

### 3.2 Society Staff

Administrative Assistant.....	Mandeep Aujla
Chief Executive Officer .....	Martin Wyant

### 3.3 Guests

Board to Council Liaison.....	Alam Khehra
Surrey Campus Coordinator.....	Ed Deeks

### 3.4 Regrets

## 4. RATIFICATION OF REGRETS

**~~4.1 MOTION BOD 2016-11-04:01~~**

~~+~~

~~*Be it resolved to ratify regrets from:*~~

**~~CARRIED/CARRIED AS AMENDED~~**

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION BOD 2016-11-04:02**

**Alan/Mudi**

*Be it resolved to adopt the agenda as amended.*

Discussion:

- Amend agenda to add Motion 9.3 under New Business.

**CARRIED AS AMENDED**

**6. PRESENTATIONS**

**7. MATTERS ARISING FROM THE MINUTES**

**7.1 MOTION BOD 2016-10-21:03**

**Mudi/Hangue**

*Be it resolved to receive and file the following minutes:*

- Events\_2016-08-08
- Events\_2016-10-19
- FAC\_2016-10-12
- SCC\_2016-09-26
- Council\_2016-07-27
- Council\_2016-09-28
- Council\_2016-10-12

**CARRIED**

**8. REPORTS FROM SOCIETY**

**8.1 Reports from Council liaison to Board**

- Discussed why Tank Expansion wasn't added to the Board agenda; Grayson to organize Town Hall with SFU.
- Created a three-person ad-hoc committee with the responsibility to recommend to Board a chief electoral commissioner.
- Discussed ways to spend the remaining Council budget.

*\*Prab Bassi arrived at 3:04 pm.*

**9. NEW BUSINESS**

**9.1 MOTION BOD 2016-11-04:04**

**Raajan/Mudi**

Whereas the Events committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors.

*Be it resolved to approve up to \$600 from line item 817/20 for the SFSS Holiday Campaign.*

*Be it further resolved to appoint x as the project lead.*

Discussion:

- Friendly amendment: *"Be it further resolved to appoint Raajan Garcha as the project lead".*

**CARRIED**

*\*Alam Khehra left at 3:08 pm.*

## **9.2 MOTION BOD 2016-11-04:05**

**Prab/Alan**

Whereas the Events committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors.

*Be it resolved to approve up to \$1800 from line item 817/20 for the SFSS Winter Breakfast 2016.*

*Be it further resolved to appoint x as the project lead.*

Discussion:

- Raajan volunteered as project lead.
- Arr, John, and Hangu offered support.
- Friendly amendment: *"Be it further resolved to appoint Raajan Garcha as the project lead".*

**CARRIED**

## **9.3 MOTION BOD 2016-11-04:06**

**Alan/Jimmy**

Whereas the Granting Review committee met and agreed that the thresholds where grants can be approved by staff, CEO and The Board of Directors should be put in place before the rest of the changes are finalized.

Whereas grants with totals up to and including \$1,000 will be approved by Staff.

Whereas grants from \$1000.01 up to and including \$3,000 will be approved by the CEO.

Whereas grants above \$3,000 will be brought to the Board of Directors for approval.

*Be it resolved that the CEO give direction to staff to adopt the above guidelines for granting approval effective immediately.*

**CARRIED**

## **10. DISCUSSION ITEMS**

### **10.1 SFSS Food Bank**

- Haven't been able to meet this semester due to schedule difficulties.
- Should get new members to help with the food bank.
- Martin stated that staff have started a process to meet and try to review the information that's being collected; welcomed Board members to assist.

- Curtis expressed interest.
- Interested parties to have a conversation offline.
- Martin will forward relevant food bank information to the Board members offline.

*\*Paul Hans arrived at 3:14 pm.*

#### **10.2 SASS #thegiftofgiving 2016 Fundraiser**

- Jasmine LeBlanc felt that she couldn't do this event at Club Ilya because of new granting process; event might end up happening at the Highland Pub.
- Communications office will be helping with the marketing portion; No Board members were opposed.
- Blossom directed by Board to communicate the Board's decision to the event organizer.

#### **10.3 SFSS Personnel Policies**

- Developed personnel policies which are different from the collective agreement for staff.
- These have not been formally introduced to the staff yet.
- No plan yet for when these policies will regularly be reviewed.
- Board members instructed to address questions to Martin offline.

#### **10.4 SFSS September 2016 Operations Report**

- Report was sent out for purposes of providing a synopsis of the key developments that are happening from the staff side of the society.
- Board members were welcomed to come to Martin if they would like to look at each coordinator's full report as well as provide feedback offline.

#### **10.5 Tank Farm Expansion**

- Christine and Grayson met last week to discuss steps moving forward.
- Discussed a possible survey question; will need 500 responses for the survey hopefully within two weeks of the survey open date.
- Question is related to if students are aware of the risks that the tank farm expansion poses to staff, students, residents etc.
- Once answered, will look at next stages and potentially the Board will take an official stance on this matter.
- Christine will verify if the question will be an issue for the Charter Challenge.
- Mudi and Curtis volunteered to help Christine with this survey.
- The Board were in favor of this question for the survey.

#### **10.6 General Membership Survey Feedback**

Link to survey: <https://www.surveymonkey.com/r/SFSS2017>

- Question number two is phrased wrong, word "to" is repeated.
- Paul stated that they want to keep the survey similar from year to year.
- Board members to provide further feedback to Paul offline.
- Feedback on survey content:
  - Include a section for students to state which campus they regularly study at.
  - Have examples for questions.
  - Comment box after each section.
  - Some of the questions overlap with the SFU survey.

## 11. ANNOUNCEMENTS

### **11.1 SFSS Organizational Chart**

- Chart created by Administrative Supervisor.
- Board's feedback:
  - Upload the chart online.
  - Split up the FBS staff.
  - Create a "Governance Organizational Chart" to include clubs, student unions, DSUs etc.
  - Connect the box "all SFU undergraduate students" to flow into the chart.
  - Add the Surrey campus on there as well.
  - Change the format from linear to hierarchical.
  - Change the name to "SFSS Operational Chart"
- Martin, Arr, and Hangué will work offline on this.

### **11.2 Vice President Student Services Vacancy**

- Announced vacancy for the VP Student Services position.

## 12. ATTACHMENTS

- SFSS Personnel Policies 2016-10-12 (1)
- BOD67 - SFSS Holiday Campaign 2016
- BOD67 - SFSS Winter Breakfast 2016.
- SFSS Ops Monthly Report September 2016 (1) (1)
- Org. Chart 2016-09-26 (1)
- SFSS Presentation - Oct 11-16 - Compressed (1)

## 13. ADJOURNMENT

**MOTION BOD 2016-11-04:06**

**John/Mudi**

*Be it resolved to adjourn the meeting at 3:39 pm.*

**CARRIED**

## **SFSS HOLIDAY FUNDRAISER**

Proposal by: Larissa Chen, VP Student Services & Interim President  
Raajan Garcha, Health Sciences Representative

Approved by EPCOM: Oct 26, 2016  
Presented to Board: Nov 4, 2016

### **OVERVIEW**

The 2016 SFSS Holiday Fundraiser is a fundraising initiative for refugees located in the Lower Mainland, with a particular focus on those within our membership (SFU undergraduates). The SFSS currently sponsors approximately 20 refugee SFU students, through the WUSC scholarship program. We aim to engage the SFU community in this project to provide opportunities for goodwill, charitable efforts and volunteering.

### **SFSS PILLAR OF VALUES**

This project aligns with the social and financial aspect of the SFSS mandate. We hope to encourage social interactions amongst SFU students and members of the refugee population. Furthermore, we hope to collect donations through grocery gift cards for our SFU refugee students, as to mitigate their financial strain.

### **STAKEHOLDERS**

- Simon Fraser Student Society (SFSS)
- SFSS Membership (all SFU undergraduates)
- Simon Fraser University (SFU) Faculty & Administration Members
- SFU WUSC Local Committee
- SFSS Health Science Undergraduate Student Union (HSUSU)
- Other SFSS student union groups & clubs

### **LOGISTICS**

- Both in-kind and monetary donations will be received, in person & online. The option of online financial contributions will be explored and potentially administered through the GoFundMe website.
- Christmas trees are placed around all SFU campuses, decorated with paper ornaments listing the request donation materials.
- The ornaments will highlight 3 types of requested donations, based on the need of the recipients:
  - Ornament 1: Grocery gift cards
  - Ornament 2: Child care box
  - Ornament 3: Family care box
- Promotions will take place in-person on all three SFU campuses, as well as through social media.
- Physical presence of trees & ornaments will be at the respective locations:
  - Surrey (SFSS Surrey Office or SFU Security table by the Mezzanine)
  - Burnaby (SFSS General Office, SFU Student Central)
- Physical donations can be dropped off between November 14 to 30 at the following locations:
  - SFSS Burnaby General Office
  - SFSS Surrey Office

### **MESSAGING & COMMUNICATIONS**

The communication & messaging efforts will be developed through a marketing calendar, specifying planned posts and graphics. The marketing calendar will be created and developed by the project leads. Administration of this marketing calendar will be done through the SFSS Communications Department.

The online promotions of the event will be based on the following outlets:

- Social Media: Facebook, Twitter, Instagram
- SFSS Website

- Video Challenges

The in-person & physical promotions of the event will take place in the following format:

- Pamphlets
- Posters & signage in the following locations:
  - All three SFU campuses (billboards & SFSS offices)
  - SFU Univercity (Nester's Market, Club Ilia, etc.)

## CONTACTS

Middle Eastern Friendship Centre

- <http://www.mefriendshipcentre.com/>
- Close by SFU Surrey. Large Syrian population. SFU has contacts. The Centre itself usually needs volunteers and donations of basic necessities. No direct contact with children programming or single mothers' support, but might have opportunities within the refugee population.

WUSC SFU Local Committee

- Main contacts: Kris Kuruneri & Ebuloluwa Ehinmowo

## TIMELINE

Wed, Oct 26	Events Committee Meeting
Thurs, Oct 27	Halloween Pub Night (Coat-check donations)
Fri, Nov 4	Board Meeting
Tues, Nov 8	Launch Event
Wed, Nov 30	Winter Breakfast & final donation drop-off date

## BUDGET

Item	Cost (excluding sponsorship)
Marketing & Promotions	\$100
Decorations	\$150
Trees	\$150
Miscellaneous	\$200
<b>TOTAL</b>	<b>\$600</b>

## DONATIONS

- Gift cards
  - Translink, Grocery, Home supplies
- Children box in Tupperware boxes (toys, books, hygiene, gloves, toques, school supplies)
- Family care box in Tupperware boxes (home supplies, kitchen goods)
- More examples will be provided through the demonstration videos.

## **SFSS WINTER BREAKFAST**

Proposal by: Larissa Chen, VP Student Services & Interim President  
Raajan Garcha, Health Sciences Representative

Approved by EPCOM: Oct 26, 2016  
Presented to Board: Nov 4, 2016

### **OVERVIEW**

The SFSS regularly hosts Pancake Breakfast events at the start of the Fall & Spring semester to welcome students back to school and allow for social interaction amongst new & returning students. Last year, the SFSS hosted Winter Pancake Breakfast 2015 and Photos with Santa, as part of a fundraising campaign called Angel Tree. The event was well received and this year, we hope to further enhance the social and cultural aspect of the holiday season.

### **SFSS PILLAR OF VALUES**

This project aligns with the social aspect of the SFSS mandate. We hope to encourage social interactions amongst SFU students, particularly those who may be facing higher risk of loneliness and isolation during the holidays. SFU has a large international student population, many who do not have the opportunity to return home to see their families. We hope to bring them closer into the SFU community and connect them with other students.

### **STAKEHOLDERS**

- Simon Fraser Student Society (SFSS)
- SFSS Membership (all SFU undergraduates)
- SFU WUSC Local Committee

### **LOGISTICS**

- Date: Wed, November 30 (10:00am to 1:00pm)
  - This event will take place in the last full week of school, as the last day of classes is Mon, December 5.
- Location: James Douglas Study Space
  - The space has been tentatively booked for this event. An alternative option is Convocation Mall, which tends to be the regular venue of Pancake Breakfast events. However, this location will be lower on costs as it is indoors, fully furnished and heaters will not need to be rented.
- Photos with Santa will be taking place, with charitable donations going towards the SFSS Holiday Campaign. Potential for tabling from SFU cultural groups to highlight how their countries & religions celebrate the holidays.
- Sponsorship and partnership is being sought from:
  - SFU Student Services
  - SFU Global Student Centre
  - SFSS Health Science Undergraduate Student Union
  - Nester's Market
- For the SFSS Holiday Campaign, November 30 will be the last day for donation drop-offs and the SFSS will be hosting a holiday breakfast from 10:00am to 1:00pm. We will be accepting gift card and care box donations in-person during this event.
- Pancakes will be provided. Hot drinks & other snacks will be provided by donation. Food will be served until 1:00pm or until supplies run out.
- We will be organizing 'Photos with Santa' by donation (all amounts accepted).

### **MESSAGING & COMMUNICATIONS**

The communication & messaging efforts will be developed through a marketing calendar, specifying planned posts and graphics. The marketing calendar will be created and developed by the project leads. Administration of this marketing calendar will be done through the SFSS Communications Department.



The promotions of the event will be based on the following outlets:

- Social Media: Facebook, Twitter, Instagram
- SFSS Website
- Posters & signage

### **METRICS**

- Financial total of donations received
- Amount of donations received
- Amount of challenges

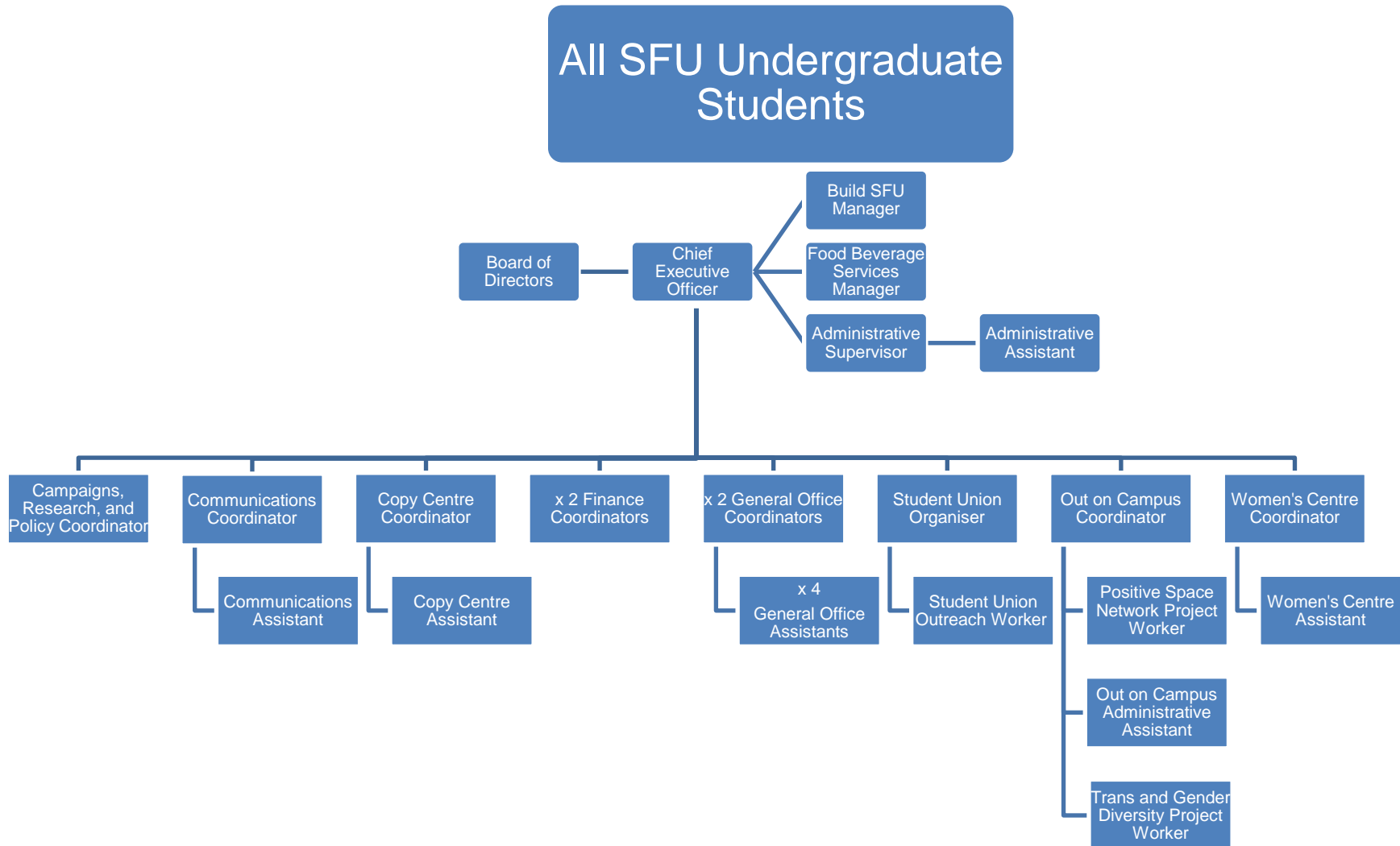
### **TIMELINE**

8:30AM	Food preparation
9:00AM	Venue set-up & decorations
9:30AM	Sponsors arrive & set-up
10:00AM	Event starts (Pancakes on grill)
10:30AM	Photos with Santa begins (by donation)
1:00PM	Take-down & clean-up

### **BUDGET**

<b>Item</b>	<b>Cost (excluding sponsorship)</b>
Rental units 3 grills & 3 full propane tanks	\$1000
Food & cutlery	\$250
Facilities Venue rearranging & AV (speakers)	\$225
Marketing & decorations	\$100
Miscellaneous	\$200
<b>TOTAL</b>	<b>\$1800</b>

## Organizational Chart



## **CEO Monthly Report: September, 2016**

### 1) Introduction

The intent of this monthly report is to provide brief synopsis of key activities, events and other noteworthy items that are related to SFSS service-delivery and administration. The information included here was taken from the monthly reports that are completed by SFSS Coordinators. Departmental Highlights

#### A) Campaigns, Research, Policy

- ✓ Revision and delivery of governance components of “Nuts and Bolts” workshop for members of Student Unions and Council.
- ✓ Consolidation of referendum records contained in Independent Electoral Commission (IEC) reports and a variety of electronic and paper files.
- ✓ Completed a summary review of the function and status of policy documents that require further development.
- ✓ Co-led the strategic plan subcommittee dealing with the review of SFSS services.
- ✓ Development of a Student Society Fee breakdown and analysis, including a list of existing referendum question records.

#### B) Finance

- ✓ Performed regular payroll, accounts receivable and accounts payable functions.
- ✓ Completed and submitted government and payroll remittances.
- ✓ Helped develop new Financial Conditions monitoring report and identified appropriate evidence to provide to support the report’s conclusions.

### C) Communications

- ✓ Completed 18 work orders.
- ✓ Completed the SFSS annual report for use at the Annual General Meeting.
- ✓ Coordinating the Web Site Redevelopment project. The discovery report for the first phase of the project has been received and reviewed by the Web Development Working Group. The second phase of the project is underway.
- ✓ The SFSS sign plan was developed and reviewed. Signs for all campuses will be designed, printed and mounted by December.
- ✓ New SFSS logos were developed and approved for use.
- ✓ Helped promote the Fall Kickoff concert.

### D) Copy Centre

- ✓ Participated on Hiring Committee for Student Union Organizer position.
- ✓ Worked with Campaigns, Policy, Research Coordinator to define Copy Centre services and processes.
- ✓ Printed all materials required for the SFSS annual general meeting.
- ✓ Completed printing and bindery work for Clubs Days and Welcome Back activities.
- ✓ Assisted SFSS clubs on artwork layout for membership cards.

#### E) Food and Beverage Services

- ✓ New cooks and dishwasher hired. Full day operations began September 13<sup>th</sup>
- ✓ Key pub nights:
  - September 8: 400 attendees
  - September 9: 250 attendees
  - September 15: 400 attendees
- ✓ Secured licensing for beverage garden for Fall Kickoff concert
- ✓ Support for Fall Kickoff after party and beverage garden

#### F) Surrey

- ✓ Support for a number of events, including:
  - Surrey Campus Committee Week-of-Welcome BBQ
  - Frosh activities for SIAT and Systems
  - Surrey Clubs Days
- ✓ Participated on SFSS Strategic Plan Committee
- ✓ Assisted with DSU and Council orientations
- ✓ Participated on SFSS Granting Committee

#### G) Out on Campus

- No report received this month, due to absence of OOC Coordinator

#### H) General Office

- ✓ Supported numerous events, including the following:
  - SFSS Fall Kickoff Concert
  - Clubs Days
  - Pancake Breakfast
  - Imagnus
  - 31 Club icebreakers
- ✓ Reviewed and processed 106 club grants and 10 DSU grants
- ✓ 233 room bookings were processed
- ✓ Arranged FBS catering for 29 clubs
- ✓ Processed 234 food bank support submissions

#### I) Women's Centre

- ✓ Supported the Collective in organizing numerous events, including:
  - October Pancake Breakfast
  - Week of Welcome Fair
  - Clubs Days
- ✓ Continued to participate on SFU's sexual assault policy advisory committee
- ✓ Delivered a number of workshops, including:
  - Volunteer Training
  - Women's Centre 101
  - Active Bystanders and Consent
- ✓ 48 volunteers were recruited and 92 people signed up for the newsletter

J) Build SFU GM

- ✓ Developed a brief for the Board regarding SUB construction progress draws and how to pay for them (cash reserve or Scotiabank financing)
- ✓ Restarted conversations to determine timeline and process for furniture selection
- ✓ Ensured that signing authorities and related documentation for SUB financing is accurate and up-to-date
- ✓ Coordinated the review of potential financing options for a stadium project (should such a project be contemplated again by SFSS)
- ✓ Continued to act as SFSS lead for IT service rollout
- ✓ Continued to act as SFSS lead for building management tasks

K) Administration/HR

- ✓ Coordinated the hiring process for the Student Union Organizer and Copy Centre assistant
- ✓ Helped develop the second draft of SFSS Personnel Policies
- ✓ Helped coordinate the first working conditions meeting with the union
- ✓ Led the onboarding process for the Student Union Organizer
- ✓ Provided planning and logistics support for the 2016 Annual General Meeting
- ✓ Recorded minutes for four committees

## L) CEO

- ✓ Developed and submitted report to assist in tracking progress on Key Performance Indicators
- ✓ Developed and submitted report to assist in tracking progress towards Strategic Plan objectives
- ✓ Developed/implemented new approach to help strengthen the relationship between SFSS and SFU
- ✓ Participated in the hiring of the new Student Union Organizer
- ✓ Revised job description for the new Accessibility Support Worker position
- ✓ Attended Joint Operations Group meeting with Interim President and VP University
- ✓ Worked with VP Finance to provide direction to representatives from the proposed Men and Boys initiative
- ✓ Continued to participate, with the Governance Committee, in the refining of the revised by-laws
- ✓ Met with the Granting Committee to incorporate feedback into proposal review procedures
- ✓ Established the framework for working conditions meetings with union representatives
- ✓ Provided feedback and direction to help refine monthly reports
- ✓ Attended numerous meetings with the Strategic Plan Committee and its subcommittees
- ✓ Met with SFSS Coordinators for monthly check-in meetings





*Purpose of the policy is to provide SFSS staff with the conditions of their employment and guidelines on the service standards set by the SFSS.*

## SFSS Personnel Policies

Simon Fraser Student Society

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**simon fraser**  
**student society**

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## PURPOSE OF THIS MANUAL

The Simon Fraser Student Society (SFSS) Personnel Policy should be considered in conjunction with the current collective agreements that exist between the employer and the union. Compliance with the policies is a requirement of employment with SFSS.

SFSS may change, add or delete part(s) of the Manual with the approval of the CEO, and will notify employees of such changes in writing. Any changes to the Manual shall apply to all existing and future employees. No statement or promise by a supervisor may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Policy Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only the subject provision.

This manual replaces all other previous Personnel Policy Manuals for SFSS.

This manual was reviewed and edited by senior management and signed off by the Chief Executive Officer (CEO).

## POLICY REVIEW AND APPROVAL PROCESS

Personnel policies are reviewed annually by the CEO. Suggested revisions, if any, are provided to staff for feedback. Once revisions are approved by the CEO, an updated version of the Personnel Policy will be provided electronically to all staff members. The newly revised policy will include the date that it was revised on the cover page and on each policy page within the document. Staff will also be instructed to take older versions of the policy, whether they are electronic or hard copies, out of circulation.

# PERSONNEL POLICIES



## PP-1: OFFICE CLOSURE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: OFFICE CLOSURE</i> <i>POLICY REFERENCE NUMBER: PP-1</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
CEO		

### Policy

Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

### Procedure

1. In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the CEO or their designate to not attend work.
2. In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the CEO or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.
3. If the CEO or delegate closes the Society due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the CEO will review the possibility of layoffs.





## PP-2: ABUSE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: ABUSE</i> <i>POLICY REFERENCE NUMBER: PP-2</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

All relationships at the Simon Fraser Student Society (SFSS) should be based on mutual respect, where the rights and self-determination of members are top priorities. Abuse of members, staff or volunteers is unacceptable.

### Definitions

1. **Physical Abuse:** Any physical force or threat of force that is in excess or is inappropriate to the situation.
2. **Sexual Abuse:** Any sexual behaviour by a staff member, volunteer or any other person in a position of trust or authority, that is directed at a member, volunteer or staff member including but not limited to sexual exploitation, whether consensual or not.
3. **Emotional Abuse:** Any act, contact or lack of action, which diminishes a member, volunteer or staff person's sense of well-being. Examples include, but are not limited to, verbal harassment such as use of profanity, confinement, threats and humiliation.
4. **Financial Abuse:** Acts of financial abuse include but are not limited to: theft of members' money or personal property; solicitation for compensation; fraud, deceitful manipulation of finances.

### Examples

1. Any act or omission, behavioural intervention, or reaction which causes a person physical pain, fear, restraint, embarrassment, shame, or alienation.

2. Any physical and/or verbal actions which would jeopardize the working relationships between staff member/volunteer and member.
3. Any act or omission towards a person that infringes upon their personal rights or degrades or lowers their personal esteem.

**Procedure**

1. SFSS members, staff and volunteers have a right to expect an environment which is safe and free from any abuse or manipulation.
2. All concerns related to possible abuse that are raised by members, employees, volunteers, or other persons, must be reported immediately to the CEO.
3. Upon receiving a report, the CEO will report, where appropriate, to:
  - a. the appropriate authorities,
  - b. their supervisor, the President of the Board.
4. A staff person named in an allegation may be required to take a three day leave of absence with pay and will have no contact with members during this leave. The CEO will determine whether the leave will continue, without pay. A volunteer named in an allegation may be relieved of duties until an investigation is complete and determination of culpability is made.
5. Employees/volunteers who have engaged in any form of abuse will be subject to disciplinary action up to and including dismissal.
6. The allegations, investigation, determination of culpability and any ensuing discipline or termination will be documented.



## PP-3: CONFIDENTIALITY

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: CONFIDENTIALITY POLICY REFERENCE NUMBER: PP-3		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Information concerning a member, volunteer, employee, and the affairs of the Employer is confidential. The release of confidential information, when authorized, shall be on a need-to-know basis.

### Procedure

1. The CEO will review requests for the release of confidential information.  
Employees will not release such information without prior authorization from the CEO.
2. All matters and information pertaining to members will be treated as confidential.
3. Under no circumstances may member information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the member and approved by the CEO.
4. Under no circumstances will any person working in or for the SFSS use any such information to their personal advantage. Violation of this policy may result in dismissal.
5. Information requests from newspapers and other public news organizations should be referred to the CEO, who will consult with the Board President before proceeding. Staff will make no public comments without prior approval. From time to time, program or events staff will be assigned "spokesperson" responsibility for a particular story, service, initiative or campaign. They will be given direction, parameters, and supervision regarding this responsibility.

6. All employees will sign the Confidentiality Statement.<sup>1</sup> The signed statement will be placed in the employee's personnel file. A breach of confidentiality may result in disciplinary action up to and including dismissal.

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<sup>1</sup> See Appendix 1 - Confidentiality Statement.



## PP-4: CONFLICT OF INTEREST

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: CONFLICT OF INTEREST POLICY REFERENCE NUMBER: PP-4		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society (SFSS) recognizes the right of staff members and volunteers to be involved in activities as citizens of the community. However, staff members and volunteers must keep their role as private citizens separate and distinct from their responsibilities as staff members or volunteers.

### Examples

1. A conflict of interest exists where a staff member or volunteer's:
  - a. interests are in conflict with their work duties, responsibilities and obligations, or may result in a public perception that a conflict exists,
  - b. impair the staff member or volunteer's ability to act in the interest of the members, or
  - c. compromise or undermine the trust which the members place in the organization.

### Procedure

2. Staff members and volunteers will not place themselves in a situation where they are under obligation to any person who might benefit from or seek to gain special consideration or favour. The honesty and impartiality of employees and volunteers must be above suspicion.
3. SFSS Staff and volunteers will consult with the CEO if they are unsure about particular actions being seen as in conflict with their employment.



## PP-5: EMPLOYEE CONTACT INFORMATION

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: EMPLOYEE CONTACT INFORMATION</i> <i>POLICY REFERENCE NUMBER: PP-5</i>		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

It is the responsibility of each staff member to keep the Employer informed at all times of any changes in their name, address, telephone number, home e-mail address, marital status, emergency contact information, and number of dependants. These changes are required to ensure that SFSS can contact employees to provide instructions, benefit entitlement, and other official communications.

### Procedure

1. These changes should be given in writing to the Administrative Supervisor, who will place the information in the employee's personnel file.
2. When resigning from the organization, a forwarding address must be filed by the employee with the Employer so that income tax T-4 slips and other relevant documentation can be forwarded to them.



## PP-6: PARTICIPATING IN ELECTIONS

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: PARTICIPATING IN ELECTIONS POLICY REFERENCE NUMBER: PP-6		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

SFSS respects the contributions that are made by individuals who are seeking, or already holding, an elected position in any level of government. Public service, whether it is paid or voluntary, helps us shape our community.

While we encourage public service, we will maintain a clear, transparent, non-partisan role in public campaigns. SFSS has employees and volunteers from all walks of life, with political views and other opinions that are diverse and strongly-held. While individual employees or volunteers may wish to support particular parties or candidates, such support may not be positioned as “support from the SFSS.”

This policy applies to SFSS employees (permanent employees, students, project workers, and designated assistants) who seek public office, or who are involved with the campaigns of others who are seeking office. Those employees seeking (or elected to) public office may request, in writing, a leave of absence without pay.

### Examples

1. Examples of campaign activities include, but are not limited to, the following:
  - a. reviewing voice, text, email or other messages related to the campaign,
  - b. composing and/or distributing campaign messages,
  - c. reviewing, developing or distributing campaign literature, and

- d. discussing campaign activities or issues with colleagues, volunteers, clients, media, donors, partners, or members of the public.
- 2. Examples of solicitation may include, but are not limited to, the following:
  - a. seeking financial contributions to campaigns,
  - b. individual invitations to campaign events,
  - c. requests for volunteer support for campaigns,
  - d. assistance in distributing campaign material and/or campaign messages,
  - e. requests for use of equipment or office space, and
  - f. requests for support services.

### **Procedures**

- 3. As an organization, we may choose to engage in conversation or debate about issues that are closely aligned to our values, our mission, and our vision. Such conversation or debate will only be led by the President of the SFSS Board of Directors and/or the CEO, or their designates.
- 4. During work hours, staff will refrain from providing public support to any particular candidate or party, or from suggesting that particular candidates or parties should *not* receive support.
- 5. No campaign activities are to occur during work hours.
- 6. SFSS equipment, material, facilities, information, systems and communication tools are not to be used to support campaigns, including, but not limited to, the following:
  - a. telephones (desktop and mobile),
  - b. email and/or Internet services,
  - c. office space, meeting rooms, common areas in SFSS facilities,
  - d. information related to donors/donations,
  - e. twitter, Facebook and other SFSS social media vehicles,
  - f. computers,
  - g. photocopiers, and



- h. office supplies.
- 7. SFSS staff and volunteers are to respond to solicitations by candidates or by candidate representatives with a statement that “our staff cannot engage in political activities during work hours.”
- 8. SFSS logos, signs, and/or other marketing material are not to be used in campaign pamphlets, business cards, door hangers, web sites, social media profiles or on any other publicity related to the campaign.
- 9. Candidates shall not state or suggest that their opinions, campaign platforms, or initiatives are supported, endorsed by or aligned with SFSS.
- 10. Failure to abide by the guidelines in this policy may lead to disciplinary action, up to and including termination.



## PP-7: EMPLOYMENT OF RELATIVES

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: EMPLOYMENT OF RELATIVES POLICY REFERENCE NUMBER: PP-7		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

A relative of an employee may be refused employment or a transfer may be denied if there is a direct supervisory relationship between the relatives. Should circumstances change within a supervisory or reporting relationship to create such a situation, the same principle applies.

### Definitions

1. **Relative:** The parent, partner, child, sibling, parent-in-law, grandparent, or grandchild of an employee.

### Procedure

2. Hiring committees shall ascertain whether applicants for positions are related to present employees.
3. All employees are responsible to report to their immediate supervisor any change in status, which would put them in contravention of this policy.



## PP-8: HIRING PRACTICES

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: HIRING PRACTICES</i> <i>POLICY REFERENCE NUMBER: PP-8</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society (SFSS) will adhere to a standardized hiring procedure that is consistent with related requirements of the Collective Agreement and that is equitable, non-discriminatory, and consistently applied.

### Procedure

1. The CEO is authorized to hire staff.
2. Once the CEO has determined that there is a vacant position, they will authorize the forming of a Hiring Committee composed of two representatives from the Employer and two representatives from the Union. The committee will authorize the posting of the position. All postings must have a current job description.
3. Applicants will be screened to determine if they meet the qualifications required for the position as stated in the job description.
4. Applicants, who through the screening process are recognized as meeting the required qualifications, will be invited to an interview.
5. Interviews will be conducted by the Hiring Committee.
6. Each applicant will be asked questions from a prepared list of questions. The questions are intended to solicit information as to the applicant's knowledge and experience related to the position. Each applicant's answers will be recorded and be used for deciding candidacy.

7. Additional interviews and screening practices, including tests and demonstrations of the applicant's work, may be used to gather information to determine the applicant's suitability.
8. Prior to determining whether to offer an applicant the position, a minimum of two references will be checked by an Employer representative on the Hiring Committee. The completed Reference Check Form will be placed in the personnel file.
9. The CEO will review the information from the interviews and reference checks and will make the final determination as to whether the applicant is the successful candidate for the position. If the applicant is an internal candidate, the decision making will include a review of the candidate's personnel file.
10. The position will be offered to the successful applicant subject to the results of all relevant licensure, certification, and registration being verified. Verifying credentials includes verifying degrees and certifications with the issuing institution/organization. A completed hiring checklist and hiring letter information form will be placed in the successful candidate's personnel file.
11. All applicants who have participated in an interview process will be advised as to their status relative to the posting.
12. All new hires will be given a written letter of engagement outlining the requirements of the position, starting date, salary, benefits, and other conditions of employment.
13. All hiring letters are signed by the CEO. No staff person can start in a position without signing an engagement letter.



## PP-9: HUMAN RESOURCES

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: HUMAN RESOURCES</i> <i>POLICY REFERENCE NUMBER: PP-9</i>		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society (SFSS) will consistently apply Human Resources policies and practices that are in accordance with all relevant legislation, with current Collective Agreements, and with the values of honesty, integrity, and respect.

SFSS is committed to:

1. Recruiting, hiring, and retaining qualified staff.
2. Recruiting in accordance with human rights legislation and with the needs and make-up of the community of students we serve.
3. Ensuring equity in employment, advancement, and compensation in accordance with the Collective Agreement.
4. Respecting confidentiality in accordance with the agency policies and procedures, and with privacy legislation.
5. Providing supervision and learning opportunities that best support employees to do their job.
6. Working with employees to have a work environment free of discrimination and harassment.



## PP-10: INJURY REPORTING

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: INJURY REPORTING POLICY REFERENCE NUMBER: PP-10		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

All workplace incidents resulting in injury to staff, volunteers or members shall be thoroughly documented in writing and promptly reported.

Employees must report all injuries immediately to their supervisor and complete and submit WorkSafeBC forms within the stated timelines.

### Procedure

1. All incidents of injury shall be reported to the CEO.
2. The Employer or their designate will fill out any and all required WorkSafeBC forms.<sup>2</sup>
3. Employees must provide the Employer with all required information for the submission of any required WorkSafeBC form.

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<sup>2</sup> See Appendix 2 - WorkSafeBC Employer's Report of Injury or Occupational Disease Form. Additional WorkSafeBC forms can be found at <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness>



## PP-11: LEAVES OF ABSENCE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: LEAVES OF ABSENCE</i> <i>POLICY REFERENCE NUMBER: PP-11</i>		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

When staff request a leave of absence, they can expect the following criteria to be important factors in deciding whether their request will be granted<sup>3</sup>:

- The impact of the request on SFSS operations
- The previous granting of a leave to the employee
- The purpose of the leave
- The employee's length of service with the society

### Procedure

1. All requests for a leave of absence must be made in writing.
2. Requests must be reviewed by the CEO.
3. Emergencies (family related crisis for example) will be responded to on a case by case basis.
4. The decision will be documented and the CEO will give the staff person the response in writing. A copy of the request and response will be kept in the employee's file.

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<sup>3</sup> See the Collective Agreement for maternity leave requests.



## PP-12: RESPONDING TO LEGAL ACTIONS

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: RESPONDING TO LEGAL ACTIONS POLICY REFERENCE NUMBER: PP-12		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

SFSS employees will cooperate with legal authorities in responding to subpoenas, search warrants, investigations, and other legal actions.

### Procedure

1. Employees will bring legal actions related to SFSS business to the immediate attention of the CEO.
2. When an Employee is served with a subpoena related to society business, they will accept the legal document and contact the CEO as soon as possible.
3. If the document served is a search warrant for a society premise the Employee will accept the warrant and advise the peace officer that they do not have the authority to allow them entry, and that they will request permission immediately. The Employee will immediately contact the CEO to request direction.
4. If the Employee is asked to participate in an interview as part of an investigation by police or other legal authority, the Employee will seek direction from the CEO prior to participating. The Employee will record the name, badge number, contact phone number, and any other identifying information of the "investigator." Once the Employee has received direction from the CEO, the Employee is expected to follow the Society's direction.
5. The SFSS and the Employee may each need to obtain legal advice and an opportunity to obtain such advice should be requested immediately.



6. Legal actions are considered unusual occurrences and are to be documented.
7. The CEO will make decisions related to responding to legal actions, giving consideration to:
  - a. the importance of cooperating in legal investigations,
  - b. existing, relevant policies and procedures at SFU, and
  - c. protecting the rights, confidentiality, and safety of members, staff, and volunteers.



## PP-13: OCCUPATIONAL CERTIFICATION

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: OCCUPATIONAL CERTIFICATION</i> <i>POLICY REFERENCE NUMBER: PP-13</i>		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Employees must maintain the professional or occupational certification as dictated by their job description.

### Procedure

1. Any fees or costs associated with maintaining the professional or occupational certification of an Employee is the sole responsibility of the Employee.
2. Employees are required to submit copies of their re-certification to the Employer, as required.
3. Failure to maintain a required certification may result in the termination of the Employee's employment.



## PP-14: ORIENTATION

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: OCCUPATIONAL CERTIFICATION</i> <i>POLICY REFERENCE NUMBER: PP-14</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

All newly hired staff will participate in a series of orientation activities to prepare and support them in doing their work.

The purpose of the orientation is:

- to introduce the new staff member to their colleagues,
- to thoroughly acquaint the new staff member with the organization and the requirements of their new job, and
- to lay the groundwork for positive relationships between current and new staff members.

### Procedure

1. The Administrative Supervisor and the appropriate Coordinator(s) will organize the new employee's orientation process, which will be documented on the Orientation check list.<sup>4</sup> The Administrative Supervisor is responsible for ensuring that the orientation is completed and that the Orientation Checklist<sup>5</sup> and the New Employee Health and Safety Checklist<sup>6</sup> are completed and placed in the Employee's personnel file.
2. The Administrative Supervisor shall:

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<sup>4</sup> See Appendix 3 – Orientation Checklist

<sup>5</sup> See Appendix 3 – Orientation Checklist

<sup>6</sup> See Appendix 4 – New Employee Health and Safety Checklist

- a. ensure that the required Employee information and forms are completed and collected for payroll and benefits,
  - b. ensure that the Employee is provided with a copy of the SFSS Personnel Policies,
  - c. ensure that copies of an Employee's relevant degrees and certifications are filed,
  - d. ensure that that the Employee signs out keys and/or entry codes they require,
  - e. submit to IT Services all required for email and PC setup,
  - f. review the job description of the Employee with the Employee,
  - g. review the "New Employee Health & Safety Checklist" with the new Employee,
  - h. arrange for business cards if required, and
  - i. review timesheet and reporting requirement.
3. The CEO shall:
  - a. meet with the new Employee, and
  - b. provide an overview of the SFSS structure, mission, values, services, and strategic plan.
4. The appropriate Coordinator and/or the Administrative Supervisor shall conduct an orientation to the building, including:
  - a. a site tour,
  - b. information on the location and proper use of:
    - i. first aid and earthquake kits,
    - ii. phone and voice mail systems,
    - iii. fire extinguishers, and
    - iv. photo copiers.



## PP-15: OUTSIDE EMPLOYMENT

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: OUTSIDE EMPLOYMENT POLICY REFERENCE NUMBER: PP-15		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Staff are expected to arrive at work ready to do their job and clear of conflict that might occur as a result of other employment. Staff members may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- It does not interfere with the performance of their duties as an SFSS staff member;
- It does not bring SFSS into disrepute;
- It is not performed in such a way as to appear to be an official act or to represent SFSS opinion or policy; and
- It does not involve the use of SFSS premises, services, equipment, or supplies to which the staff member has access by virtue of their employment.

### Procedure

1. Employees will consult with their supervisor prior to committing to outside employment. Issues related to outside employment will be discussed with potential new hires to ensure they are not entering into such a conflict by accepting employment with the SFSS.
2. If the supervisor has concerns regarding a potential conflict or time commitment, the Employee and their Supervisor will work together to resolve the concerns so that the outcome is satisfactory to both. If they are unable to achieve this outcome, they will seek the involvement of the CEO.

3. Where there is a conflict of interest that arises from an Employee's volunteer involvement, the same principles outlined above will apply.



## PP-16: PERFORMANCE REVIEWS

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: PERFORMANCE REVIEWS</i> <i>POLICY REFERENCE NUMBER: PP-16</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

A formal written performance review shall be carried out prior to the end of an employee's probationary period and annually thereafter, unless otherwise noted. Casual employees who work less than 12 hours per week in regular/irregular employment may receive less frequent reviews, to be determined by the Administrative Supervisor.

### Procedure

1. Performance reviews will include progress made toward goals identified in the previous review.
2. The Employee will be given a copy of the review, given time to read it, discuss it, and respond to its contents.
3. They will sign the review and indicate their acceptance or objection. At the time of signing, the employee shall receive a copy of the review. The original shall be placed in the employee's personnel file.
4. In the event that an employee objects to the review, they can put their objections in writing and have the submission attached to the review and placed in the personnel file.
5. A performance review signed by an employee shall not be changed without the knowledge of the employee. Performance reviews shall be completed by the employee's supervisor and reviewed by the CEO.

6. The following criteria will be considered during the review process:
  - a. job requirements,
  - b. achievement of performance requirements, including annual goals,
  - c. job performance,
  - d. quality of work,
  - e. conduct,
  - f. ability to get along with co-workers and supervisors,
  - g. willingness to cooperate,
  - h. attendance record, and
  - i. training and development plans and goals.





## PP-17: PERSONNEL FILES

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: PERSONNEL FILES</i> <i>POLICY REFERENCE NUMBER: PP-17</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Personnel files shall be maintained for each Employee.

### Procedure

1. Personnel files shall contain the following Employee information:
  - a. completed employment information form,
  - b. hiring documents,
  - c. contact information,
  - d. hiring letter(s),
  - e. job description(s),
  - f. resume,
  - g. completed Reference Check Form,
  - h. verified copies of credentials,
  - i. completed SFSS orientation checklist,
  - j. all performance reviews,
  - k. signed Confidentiality Agreement,
  - l. signed Code of Ethics Agreement,
  - m. documentation of staff development activities,
  - n. documentation related to disciplinary actions (As per Article 40), and
  - o. other relevant information.
2. Personnel files will be kept in a secure area and shall not be accessed by anyone other than the CEO and the Administrative Supervisor.
3. An Employee shall be permitted to review their personnel file upon giving the Employer 24 hours written notice. The file shall be reviewed in the presence of an

Employer representative. The Employee may have copies of material in their files but may not remove any material from their file.



## PP-18: PROGRESSIVE DISCIPLINE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: PROGRESSIVE DISCIPLINE</i> <i>POLICY REFERENCE NUMBER: PP-18</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

An Employee or volunteer who breaches an SFSS policy or engages in behaviour that damages the Employer/Employee relationship may be subject to discipline ranging from a verbal warning, a written warning, a suspension and dismissal.

The goal of progressive discipline is to correct unacceptable behaviour by working with the employee. In cases where the behaviour is not corrected, the disciplinary penalty will increase in proportion to the seriousness of the misconduct, the individual's record, and other relevant factors.

### Procedure

1. Progressive discipline contains the following stages:
  - a. verbal warning,
  - b. written warning,
  - c. suspension, and
  - d. termination.
2. The supervisor will discuss the unacceptable behaviour with the Employee to:
  - a. reach a consensus on the behaviour involved and its problematic nature, and

- b. offer support to the person in changing that behaviour.
- 3. These discussions will:
  - a. be held over an appropriate length of time, and
  - b. be documented by the supervisor.
- 4. The nature and/or seriousness of the incident warranting discipline may be such that the Employer determines it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline may start and end with termination as a result of a single incident.
- 5. The CEO or their designate is responsible for approving suspension or discharge.
- 6. The Employee being disciplined has the right to use the grievance procedure as outlined in the Collective Agreement.



## PP-19: RECORDS RETENTION

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: RECORDS RETENTION POLICY REFERENCE NUMBER: PP-19		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

In order to ensure appropriate records are kept and accessible, the following practices will be followed. All records that contain personal information about members, volunteers, staff, and others will be kept in a secure fashion.

### Procedure

1. Except where specifically stated otherwise, all retained records will be kept in an appropriate manner on the program site for a period of two years. Any records which are to be retained for a longer period, or indefinitely, may be kept off site (including with a third party service provider) in such manner as the CEO determines appropriate. Except where prohibited by law, any records which are to be retained for an indefinite period may, where authorized by the CEO, be converted to an electronic or digital format whereupon the originals (hard copy) may be destroyed.

#### *Administrative Records*

4. The Administrative Supervisor is responsible for keeping current and complete Administrative Records.
5. The following Administrative Records are to be kept indefinitely:
  - a. meeting minutes for the Board of Directors, Board Committees, Staff Committees, Occupational Health and Safety Committee and Labour/Management Committee,
  - b. documentation of unusual occurrences and complaints,

- c. Board Reports, Annual General Meeting minutes, and other Society meeting records,
- d. SFSS Constitution and by-laws, documentation of filed changes,
- e. IEC reports,
- f. referendum questions and results,
- g. personnel records for staff, interns, practicum students and administrative volunteers, including:
  - i. resumes,
  - ii. all hiring documentation,
  - iii. performance reviews,
  - iv. disciplinary actions,
  - v. emergency contact and medical information

#### *Financial Records*

- 6. Finance Coordinators are responsible for all financial records.
- 7. The following Financial Records are to be kept for 7 years:
  - a. budgets,
  - b. accounts payable and receivable reports,
  - c. government remittances,
  - d. payroll records, and
  - e. audited financial statements
- 8. The following Financial Records are to be kept indefinitely:
  - a. contracts and amendments,
  - b. deeds,
  - c. leases,
  - d. rental agreements,
  - e. insurance policies,
  - f. licenses, and
  - g. certifications.

#### *Other Records*

- 2. The CEO is responsible for all other records that are subject to this policy.
- 3. The following records are to be kept indefinitely:
  - a. legal records (e.g. court cases and arbitrations), and
  - b. grievance records.



## PP-20: RISK MANAGEMENT

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: RISK MANAGEMENT POLICY REFERENCE NUMBER: PP-20		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The CEO, working with staff, and other stakeholders will identify and reduce or eliminate risks to people, organizational property, and interests that may be present in SFSS operations.

### Procedure

1. The CEO will ensure that actions are taken to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks and provide for adequate and timely restoration and recovery from the impact of such consequences.
2. The CEO will develop an annual risk management plan, which will include the following items:
  - a. identification and evaluation of risks,
  - b. strategies to minimize risks and their impact (e.g. safety training, media training, security precautions, and emergency procedures),
  - c. strategies to contain the harmful effects of an event,
  - d. restoration and recovery planning in the event of harmful events, including provision of feedback to improve the system, and
  - e. regular monitoring and annual updating of the risk management plan.

3. The risk management plan will be shared with employees and the Board of Directors in order to increase their awareness of how their actions can contribute to or mitigate against risk, and how they can also become involved in mitigating the negative impact of any potentially damaging events or circumstances.
4. At year end, the CEO will review and analyze the plan, any actions that have been taken and recommendations that have been generated.
5. At year end, the CEO will present a summary report to the Board and employees.





## PP-21: STAFF CONDUCT

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: STAFF CONDUCT</i> <i>POLICY REFERENCE NUMBER: PP-21</i>		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Staff members (paid staff and volunteers) should always conduct themselves in a professional manner appropriate to a member-service environment, including:

- maintaining an appropriate and respectful atmosphere for members,
- being courteous, friendly and cooperative, and
- showing respect for members.

Abusive language, disrespect for clients or fellow employees, and engaging in sexual or other forms of personal harassment will not be permitted.



## PP-22: USE OF TELEPHONES

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: USE OF TELEPHONES</i> <i>POLICY REFERENCE NUMBER: PP-22</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

SFSS telephones are for official business only. Personal telephone calls during working hours are discouraged and should be kept to a minimum. If it is necessary to make a personal telephone call, it should be done at a break time unless it is an emergency situation.

Staff members are reminded that no information regarding another staff member is to be given out to anyone by telephone. All requests for information regarding staff members, including requests for telephone numbers, must be referred to the CEO or designate.

Only SFSS business-related long distance calls can be made from SFSS phones.

Use of personal mobile phones, tablets and other devices for personal purposes is only permitted during approved breaks.

Should it be determined by the CEO that specific employees need to have regular access to a mobile phone to conduct their work, the employer will either provide the employee with a phone for this purpose, or provide compensation for the employee's use of their personal phone for work related purposes.



## PP-23: EMAIL, VOICEMAIL, AND INTERNET USE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: EMAIL, VOICEMAIL, AND INTERNET USE</i> <i>POLICY REFERENCE NUMBER: PP-23</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Staff and volunteers may use email, voice mail, and internet services for work related purposes during scheduled hours of work. Please note that this policy and all procedures are in effect at all times when using equipment that is the property of SFSS.

Communications systems and all data contained in the communications systems, including e-mail and voicemail, are the property of the SFSS.

All employees are required to provide accurate usernames and passwords for all voicemail, email, social media, and Internet accounts used for SFSS business.

SFSS communication and computer systems, including email, intranet, and internet access are intended for business purposes.

Use of SFSS communication systems must be lawful, ethical, and consistent with SFSS professional reputation, standards, policies, procedures, and guidelines.

There is no right to privacy for employees or volunteers regarding the use of SFSS communications systems or the data contained in the communications systems, including e-mail, voice mail, and internet use.

SFSS may access, inspect, retrieve, review, read, copy, store, archive, delete, destroy, distribute, or disclose to others (including courts and law enforcement authorities) all communications systems data and uses, including e-mail, voice mail and Internet use, without any further notice as may be considered necessary or appropriate.

## Procedures

1. Email signatures should include the following text:
  - a. *This email and any attached files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete the email (including your incoming and trash files), and notify the sender immediately by email or by telephone. Please note that all email communication sent from and received by this address is the property of the Simon Fraser Student Society.*

## Internet Use

2. The internet must not be used for reasons which include, but are not limited to, the following:
  - a. personal use and/or browsing that is unrelated to workplace projects,
  - b. personal use,
  - c. accessing, downloading, possessing, making, or distributing offensive material such as pornography,
  - d. issuing threats,
  - e. making slanderous comments,
  - f. using racist, sexist, or abusive language,
  - g. participating in activities that have the potential for copyright infringement,
  - h. accessing other employees' messages without specific authorization,
  - i. advertising or listings for personal benefit,
  - j. creating personal web pages, and
  - k. participating in 'chat lines' unless authorized by a program manager.
3. The Internet is not a secure environment. Do not assume any activities are private.
4. If employees suspect that their password has become compromised, they must immediately contact IT and their Supervisor.
5. Unauthorized bypass or any attempt to circumvent any security system is prohibited.

6. Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
7. Internet usage must be able to withstand public scrutiny and or disclosure. Users must avoid accessing sites that might bring SFSS into disrepute, such as those that carry offensive material.
8. Sensitive information must not be transmitted via or exposed to Internet access without appropriate consent, safeguards in place and provisions respected.
9. For personal improvement, or information gathering, staff and volunteers may use the Internet outside of scheduled hours of work, provided that the supervisor has approved such use. Such use will be consistent with accepted professional standards of conduct and cannot be used for personal financial gain. The approval will be documented and placed in the employee's personnel file.
10. Internet Relay Chat channels, social media or other internet forums such as newsgroups or net servers may be used only to conduct work related business, including technical or analytical information exchange.
11. Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.
12. Allegation of inappropriate use of the Internet will be reviewed by the CEO or their designate and may lead to disciplinary action up to and including dismissal.



## PP-24: SUBSTANCE MISUSE

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: SUBSTANCE MISUSE POLICY REFERENCE NUMBER: PP-24		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Any Employee reporting for duty under the influence of alcohol, drugs, or other substance(s) that impairs their judgement, endangers their health or safety, or the health or safety of other persons, will not be permitted to remain on the premises.

Should employees wish to receive information on the services available to address substance misuse problems, the employer will provide supportive referral to an appropriate on- or off-campus service.

Storage, possession, or consumption of alcohol or non-prescribed drugs by any staff member on the premises is prohibited.

Violation of this policy will be grounds for discipline up to and including termination.

### Procedure

1. On a first offence, the Employee shall be sent home for the remainder of their shift without pay and be given a written warning regarding the seriousness of the incident. The Employee will be encouraged to seek counselling or support.
2. On a second offence, the Employee will face serious disciplinary measures up to and including dismissal.
3. In the event that the job performance of an employee is impaired by a prescription or non-prescription medication, employees may be sent home on sick leave, and may be required to supply a doctor's certificate.



## PP-25: USE OF SOCIAL MEDIA

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: USE OF SOCIAL MEDIA POLICY REFERENCE NUMBER: PP-25		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

This policy governs publication and commentary on social media by employees of SFSS. Authorized employees of SFSS will use social media tools to introduce and promote programs and initiatives, to bring recognition to members of SFSS and the broader community for their support, and to bring attention to articles and issues of relevance. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the Internet.

### Definitions

1. **Social media:** Any facility for online publication and commentary, including but not limited to blogs, Snapchat, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Pinterest, and YouTube.

### Procedure

1. All social media posts to be completed by the Communications Coordinator. Should the Communications Coordinator be unavailable to perform this function, employees will seek permission from the CEO before publishing social media content.
2. Unless authorized by the CEO, SFSS employee(s) may not publish or comment via social media in any way during work hours or while using work facilities, or in any way that suggests they are doing so in connection with SFSS.
3. Social media identities, logon ID's, and user names may not include the SFSS name or logo without prior approval from the CEO.

4. Assistance in setting up social media accounts and their settings may be obtained from the SFSS Communications Coordinator.
5. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Users must comply with the laws governing copyright and fair use/fair dealing of copyrighted material owned by others, including SFSS copyrights and brands. Short excerpts only should be posted of someone else's written work or image, and must be attributed to the original author/source. Wherever possible users will provide links to written work referenced rather than reproducing the entire work.
6. All users of social media must follow the same ethical standards that SFSS employees must otherwise follow:
  - a. Users will exercise good judgment before posting content/comments, i.e., consider how the content/comments will reflect on SFSS.
  - b. Users will refrain from any content or comment that is defamatory, demeaning or could be reasonably interpreted as offensive.
  - c. Users will not disclose confidential information including personal member information, vendor and service provider information, and financial information.
7. Questions regarding appropriate use shall be directed to the Chief Executive Officer.
8. Prohibited uses of social media include:
  - a. breaching applicable laws or SFSS policies,
  - b. sending threatening, harassing, or discriminatory messages,
  - c. misrepresenting the User's identity as a poster and/or sender of messages and content,
  - d. infringing upon the copyright of computer programs, data compilations and all other works (literary, dramatic, artistic, or musical),
  - e. infringing upon the legal protection provided by trademark law and the common law for names, marks, logos, and other representations that serve to distinguish the goods or services of one person from another,
  - f. failing to maintain the confidentiality of passwords, access codes, or identification numbers used with SFSS social media systems,
  - g. seeking information on passwords or information belonging to another User without authorization,



- h. destroying, altering, dismantling, disfiguring or disabling SFSS social media systems without authorization,
  - i. attempting to circumvent security controls on SFSS social media systems without authorization,
  - j. knowingly introducing a worm, virus, or other malware, and
  - k. engaging in any uses that result in the loss of another user's information without authorization.
- 9. Failure to abide by the guidelines in the policy may lead to disciplinary action, up to and including termination.



## PP-26: SENTINEL EVENTS

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: SENTINEL EVENTS POLICY REFERENCE NUMBER: PP-26		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The SFSS will deal with sentinel events in a timely manner through investigation and response, and provide support to those people who have been affected by the event.

### Definitions

1. **Sentinel events:** Unexpected occurrences that can lead to serious physical or psychological injury of staff or volunteers

### Procedure

1. During sentinel events, all staff actions will be guided by following safety standards and our code of ethics:
  - a. Staff are expected to protect their own safety and that of their members and volunteers where possible.
  - b. They are to ask other staff or emergency personnel for help/support where it is safe to do so.
  - c. Staff are to move themselves, volunteers, and persons served away from violent situations or situations they perceive may become violent where they can (e.g. in the event of a robbery, staff will hand over any funds/goods requested).
2. Staff, volunteers, and members will be encouraged to seek support that is most helpful for them (e.g. debrief with team, counselling, critical incident stress debriefing). This will be documented as part of the incident report.

3. Sentinel events will be reported and documented.
4. Sentinel events will be investigated by the Chief Executive Officer or their designate.



## PP-27: CODE OF CONDUCT

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: CODE OF CONDUCT POLICY REFERENCE NUMBER: PP-27		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

All employees and volunteers will deliver services and conduct SFSS business in accordance with the following:

- The informed consent and voluntary participation of the member served in decisions about service.
- Privacy and confidentiality protections for members.
- Member rights to file complaints in accordance with prescribed procedures that will not result in retaliation or barriers to service.

SFSS Staff and volunteers will serve members in accordance with the Human Rights Act. They shall not discriminate against a person or class or persons because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class or persons. More information on the obligations of SFSS staff and volunteers can be found in the Human Rights Act, accessible via [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96210\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01).

### Procedures

1. SFSS staff and volunteers shall:
  - a. treat one another and all members served in such a way as to preserve their dignity and communicate respect and fairness.

- b. protect the confidentiality of all information, records and material acquired professionally or otherwise through their employment with SFSS by understanding and adhering to the our Confidentiality Policy, the Federal Privacy Act, the Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations.
  - c. conduct business on behalf of the SFSS with integrity and honesty, ensuring that selection of vendors is accomplished through a consistent and fair process. Any advertising or marketing will represent SFSS practices and policies honestly and truthfully. We will not willfully or knowingly waste, abuse or fraudulently use Society resources.
  - d. clearly understand and respect the differences between professional and personal relationships with members, colleagues and Board directors and will behave in ways appropriate to these differences. All personnel will be consistently aware of managing their personal boundaries in their interactions so as to avoid using undue or unhealthy influence and/or inappropriate use of power.
  - e. provide services in a manner that promotes integrity and ethical decision-making with the primary purpose being professional responsibility, not personal preference. When a conflict exists, priority is always given to the needs and rights of the member.
  - f. accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities.
  - g. participate and cooperate in expressing and resolving their own and other's grievance processes and outcomes.
2. SFSS staff and volunteers shall not:
- a. Are prohibited from behave in ways that pose a real or perceived conflict of interest during employment with respect to business, marketing and fundraising on behalf of SFSS, provide services, referrals, information, records and materials, recorded in any medium. No personnel will have a direct or indirect financial interest in the assets, leases, business transactions or professional services of SFSS. After employment ends, nothing will be used for the person's own purposes or disclosed to any other party.



## PP-28: PUNCTUALITY AND ATTENDANCE

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: PUNCTUALITY AND ATTENDANCE</i> <i>POLICY REFERENCE NUMBER: PP-28</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

It is the responsibility of every Employee to attend work as scheduled on a regular and consistent basis. Employees are expected to be punctual and ready to commence work at the start of their scheduled shift and to remain on duty until the stipulated completion of their shift. Employees who are unable to report for work at the scheduled time must advise their Supervisor in advance so that necessary arrangements can be made.

Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment. Attendance is considered a criterion of performance and is measured when assessing overall Employee performance at work.



## PP-29: COMPLAINTS

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: COMPLAINTS</i> <i>POLICY REFERENCE NUMBER: PP-29</i>		
<div style="text-align: right;"> <i>Adopted</i>  <i>Next Scheduled Revision</i>  <i>Previous Revisions</i> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society will respond to all complaints made by members or the general public regarding services, staff or our policies or practices.

We will:

- be respectful of the complainant and communicate in a respectful manner,
- gather pertinent information,
- document their actions and information gathered,
- behave in an ethical, honest and fair manner, and
- advise the complainant as to the outcome of their complaint.

The complainant will:

- be respectful of agency staff and volunteers, and communicate in a respectful manner, and
- behave in an ethical, honest and fair manner.

### Procedure

1. All recipients of SFSS services will be informed of their right to bring forward complaints regarding services they have received or SFSS policies or practices, and will be assured of a no-reprisal policy and practice regarding making a complaint. They will be informed of our procedure for reviewing all complaints, through posted notices in our offices.

2. All complaints shall be documented and investigated by the appropriate Coordinator. SFSS will respond to the complainant within five working days and inform them of the investigation process. Complainants will be informed of the outcomes resulting from their complaint.
3. If the complainant requires assistance or support to make their complaint, SFSS will either provide an advocate or refer the person to another agency that can provide an advocate.
4. The complaint, complainant, process of investigation, and any outcomes shall be recorded on a standardized form and submitted to the CEO. The CEO will ensure that there is an annual summary and analyses of complains, including a summary of resulting policy and practice changes. This report will be shared with SFSS leadership (staff and Board).
5. Complaints alleging negligence or abuse shall be brought to the immediate attention of the CEO.





## PP-30: WHISTLEBLOWING

POLICY TYPE: PERSONNEL POLICY POLICY TITLE: WHISTLEBLOWING POLICY REFERENCE NUMBER: PP-30		
<div style="text-align: right;">           Adopted            Next Scheduled Revision            Previous Revisions         </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society has put in place governance and management systems that it believes will ensure that its business practices and the delivery of its services will meet the highest possible standards. The Board of Directors, employees, and volunteers are required to adhere to their applicable a Code of Conduct.<sup>7</sup> Nevertheless, the possibility that a breach of conduct may occur, either knowingly or unknowingly, will always exist.

The intent of this policy is not to supersede policies and mechanisms already in place that encourage accountable business and service delivery practices or the complaint processes that exist for people to voice their concerns. This policy is an added layer of protection to those who make a good faith disclosure of improper activity on the part of the SFSS Board of Directors, management, employees, or volunteers. A good faith disclosure is one in which the complainant is bringing forward information that any reasonable person would consider evidence of improper conduct.

Anyone making a good faith disclosure will be protected from any harassment or retaliation. Any allegation that a member of the Board, management, employee, or volunteer of SFSS has harassed someone who has made a good faith disclosure will be investigated. If the allegation is proven, the person accused of harassment or retaliation will be subject to a disciplinary process. A complainant who is determined to be not acting in good faith will also be subject to a disciplinary process.

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<sup>7</sup> See PP-27: Code of and the SFSS Board Policies.

A person acting in good faith is anyone who has reasonable grounds to believe that the information they are bringing forward constitutes a breach of the code of conduct or is a violation of the law. This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

**Procedure**

1. Complaints will be forwarded to the Chief Executive Officer. If the complaint is related to the CEO, then it should be forwarded to the President of the SFSS Board of Directors.
2. The complaint will be in writing and will provide details regarding the alleged improper conduct. The CEO or President shall meet with the complainant as required and will make a determination as to whether an investigation is required.
3. If an investigation is required, the CEO or President shall lead the investigation. Alternatively, they may choose to delegate this task to a third-party.
4. Once the investigation is complete, the results will be shared with the complainant and with the person named in the complaint.



## PP-31: BULLYING AND HARASSMENT

<i>POLICY TYPE: PERSONNEL POLICY</i> <i>POLICY TITLE: BULLYING AND HARASSMENT</i> <i>POLICY REFERENCE NUMBER: PP-31</i>		
<div style="text-align: right;"> <a href="#">Adopted</a>  <a href="#">Next Scheduled Revision</a>  <a href="#">Previous Revisions</a> </div>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Simon Fraser Student Society (SFSS) promotes a work environment that is characterized by professionalism, collegiality, and harmony. This policy prohibits conduct defined below as either personal or sexual harassment or bullying. The SFSS will not tolerate personal or sexual harassment or bullying in any interactions connected to our work. Where such conduct is found to have occurred, the SFSS may take disciplinary action, up to and including termination. This policy is not intended to constrain normal social interactions, nor does it

As per WorkSafeBC, “bullying and harassment should not be confused with a manager or supervisor exercising authority as part of his or her job. Examples of reasonable management action might include decisions relating to a worker's duties, workloads, deadlines, transfers, reorganizations, work instructions or feedback, work evaluation, performance management, or disciplinary actions.”

This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

### Purpose

The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace, and to provide procedures for handling and resolving complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, trust, and respect that are essential for a sound organization.

## Application and Scope

This policy applies to all bargaining unit staff, non-unionized staff, and management. This policy applies to all situations where activities are connected to work with completed on behalf of SFSS, including:

- Activities on the premises of SFSS;
- Work assignments outside of the premises of SFSS;
- Work-related training sessions, education seminars, and conferences;
- Work-related travel;
- Work-related social functions that are sponsored or organized by SFSS.

## Definitions

1. **Bullying:** Workplace bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people.
2. **Harassment:** Harassment in the workplace can include “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”, or “any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee.”

## Procedures

3. Employees with bullying or harassment complaints should direct them to the Chief Executive Officer. Bullying complaints should be submitted in writing, be specific and include the names of possible witnesses.
4. Reported complaints are measured against the Bullying and Harassment Policy. If an investigation is warranted, the investigator appointed must determine a fair and unbiased process to follow, which may require the implementation of interim workplace measures. Ideally, investigators shall have independence from the area or department in which the complainant works.
5. Investigations shall be conducted as quickly as possible, and a complainant will ultimately be informed of the outcome of the complaint process regardless of whether any action is taken against the alleged harasser.

# APPENDICES

## APPENDIX 1 – CONFIDENTIALITY STATEMENT

### *CONFIDENTIALITY STATEMENT*

All matters and information pertaining to members of the SFSS, must be treated as confidential. All matters pertaining to SFSS as an organization must also be treated as confidential.

Under no circumstances may member information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the member and the CEO.

Under no circumstances will any person working in or for SFSS use any such information to their personal advantage. Violation of this policy may result in dismissal.

### **Confidentiality Agreement**

I, \_\_\_\_\_, have read the SFSS policy on confidentiality entitled “Confidentiality.” I understand that all member and organizational information to which I may have access is confidential and is not to be communicated except as outlined in the aforementioned policy and where legal obligations or responsibilities supersede this policy. I agree to adhere to this policy.

Employee

Chief Executive Officer

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Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (year/month/day)

cc: Personnel File

## APPENDIX 2 – WORKSAFEBC EMPLOYER'S REPORT OF INJURY OR OCCUPATIONAL DISEASE FORM



### Employer's Report of Injury or Occupational Disease

As an employer, the *Workers Compensation Act* requires you to submit this report **within three days** of an injury to one of your workers, even if you disagree with the claim. By submitting your report promptly, you avoid penalties and delays in the adjudication of the claim. Please report using one of the following options:

- Online – The quickest and easiest option:** The online screen application customizes questions to the worker's injury. You can save your report and update it later with new information. Once submitted, you can follow the status of the claim online. Go to [worksafebc.com](http://worksafebc.com) and select "Report injury or illness."
- Fillable PDF form:** Type in your details online, print the form, and submit it by **fax** or **mail**. Go to [worksafebc.com](http://worksafebc.com) and select "Report injury or illness."
- Paper form:** Clearly **print** details, sign the form, and submit it by **fax** or **mail**.

**Fax:** 604.233.9777 in Greater Vancouver or **toll-free** within BC at 1.888.922.8807

**Mail:** WorkSafeBC, PO Box 4700 Stn Terminal, Vancouver BC V6B 1J1

<b>Employer information</b>				WorkSafeBC claim number (if known)	
Employer's name (as registered with WorkSafeBC)				Type of business	
WorkSafeBC account number		Classification unit number		Operating location number	
Employer address line 1 (mailing)		Employer contact last name		First name	
Employer address line 2 (mailing)		Employer contact telephone (and area code)		Extension	Employer contact fax (and area code)
City	Province/state	Employer payroll contact last name		First name	
Country (if not Canada)	Postal code/zip	Employer payroll contact telephone (and area code)		Extension	Employer payroll contact fax (and area code)

<b>Worker information</b>					
Worker last name		First name		Middle initial	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth (yyyy-mm-dd)		Home phone number (include area code)		Social insurance number	
Address line 1			Address line 2		
City		Province/state	Country (if not Canada)		Postal code/zip

1. What is the worker's occupation?		2. Has the worker been employed by this firm for less than 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. If yes, start date (yyyy-mm-dd)	
4. At the time of injury, was the worker (check all that apply)					
<input type="checkbox"/> Permanent	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Casual		
<input type="checkbox"/> Temporary	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Principal/partner or relative of employer	<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Full time	<input type="checkbox"/> Student	<input type="checkbox"/> Fisher			
<input type="checkbox"/> Part time	<input type="checkbox"/> New entrant to workforce	<input type="checkbox"/> Hired on a contract basis			

<b>Incident information</b>	
5. Date of incident (yyyy-mm-dd)	Time of incident (hh:mm) <input type="checkbox"/> am <input type="checkbox"/> pm <b>OR</b>
6. Period of exposure resulting in occupational disease (yyyy-mm-dd) From To	
7. Did worker report injury or exposure to employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. The injury or disease was first reported to employer on (yyyy-mm-dd) (please check one) To: <input type="checkbox"/> First aid <input type="checkbox"/> Supervisor <input type="checkbox"/> Office <input type="checkbox"/> Other (specify)
9. Name of person reported to	
10. Describe how the incident happened	11. Describe the injury in detail (what part of the body was injured)
12. Side of body injured <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both <input type="checkbox"/> Not applicable	
13. Describe the work incident location (address, city, province) and where incident occurred (e.g. shop floor, lunchroom, parking lot)	
14. Did the injury(ies) or exposure result from a specific incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	





## Employer's Report of Injury or Occupational Disease

If faxing form, please complete this section and fax both sides of page. Missing pages may result in delays in processing.

Worker last name		First name		Middle initial	WorkSafeBC claim number (if known)
Social insurance number		Personal health number (CareCard)		Date of incident (yyyy-mm-dd)	Date of birth (yyyy-mm-dd)

15. Contributing factors — select <b>at least one</b> , and as many as applicable <input type="checkbox"/> Lifting <input type="checkbox"/> lb <input type="checkbox"/> kg <input type="checkbox"/> Struck <input type="checkbox"/> Assault <input type="checkbox"/> Overexertion <input type="checkbox"/> Crush <input type="checkbox"/> Motor vehicle accident <input type="checkbox"/> Repetitive (activity repeated over and over again) <input type="checkbox"/> Sharp edge <input type="checkbox"/> Unsure/other (please explain below) <input type="checkbox"/> Slip or trip <input type="checkbox"/> Fire or explosion <input type="checkbox"/> Twist <input type="checkbox"/> Harmful substances in the work environment <input type="checkbox"/> Fall <input type="checkbox"/> Animal bite			
16. Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. Did the incident occur in British Columbia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
18. Were the worker's actions at time of injury for the purpose of your business? <input type="checkbox"/> Yes <input type="checkbox"/> No		19. Did the incident occur on employer's premises or an authorized worksite? <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Did the incident happen during the worker's normal shift? <input type="checkbox"/> Yes <input type="checkbox"/> No		21. Was the worker performing their regular duties at the time of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Did the worker receive first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No    Date (yyyy-mm-dd) ▶		If yes, please provide first aid attendant name (if known)	
23. Did the worker go to hospital, clinic, or visit a physician or qualified practitioner? <input type="checkbox"/> Yes <input type="checkbox"/> No    Date (yyyy-mm-dd) ▶		If yes, please provide provider name (if known)	
If yes, please provide provider address (if known)			
24. Are you aware of any recent pain or disability in the area of the worker's reported injury? <input type="checkbox"/> Yes <input type="checkbox"/> No			
25. Do you have any objections to the claim being allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No ▶		If yes, please explain	

### Wage information

26. Did the worker miss any time from work beyond the date of injury or exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No															
<b>If no work was missed and no change to duties/pay, proceed to bottom of page to sign, date, and submit this report.</b> <b>If work was missed or if duties/pay have been modified, please answer all questions on this form.</b>															
27. Provide the <b>base salary</b> amount for this employment position at the time of injury \$ _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly															
28. Does worker receive other amounts of compensation in addition to <b>base salary</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Does worker receive vacation pay on every cheque? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vacation pay _____%  Please select check boxes for any of the following amounts worker receives in addition to <b>base salary</b> AND provide the amount for each: <input type="checkbox"/> Tips and gratuities \$ _____ <input type="checkbox"/> Room and board \$ _____ <input type="checkbox"/> Shift differential \$ _____ <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Overtime \$ _____															
29. If worker is disabled from work, will you continue to pay: <b>Base salary?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Other amounts of compensation in addition to <b>base salary</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Will worker receive vacation pay on every cheque? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vacation pay _____%  Please select check boxes for any of the following amounts worker will continue to receive in addition to <b>base salary</b> AND provide the amount for each: <input type="checkbox"/> Tips and gratuities \$ _____ <input type="checkbox"/> Room and board \$ _____ <input type="checkbox"/> Shift differential \$ _____ <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Overtime \$ _____															
30. Provide the amount of <b>gross</b> earnings for the past 3 months or 12 weeks prior to the date of injury or exposure \$ _____ <input type="checkbox"/> 3 months <input type="checkbox"/> 12 weeks															
31. Does the worker have a fixed-shift rotation? <input type="checkbox"/> Yes <input type="checkbox"/> No      32. If no, please explain															
33. If yes, show the normal work week by entering the paid hours															
<table border="1"> <tr> <td>Sun</td> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		Sun	Mon	Tues	Wed	Thu	Fri	Sat							
Sun	Mon	Tues	Wed	Thu	Fri	Sat									
34. Did the worker continue to work past day of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No															
35. Last day worked (yyyy-mm-dd)															
36. Number of hours scheduled to work on last day worked	37. Number of hours worked on last day														
38. Number of hours paid by employer on last day worked															







## Employer's Report of Injury or Occupational Disease

If faxing form, please complete this section and fax both sides of page. Missing pages may result in delays in processing.

Worker last name	First name	Middle initial	WorkSafeBC claim number (if known)
Social insurance number	Personal health number (CareCard)	Date of incident (yyyy-mm-dd)	Date of birth (yyyy-mm-dd)

### Return-to-work information

39. Has the worker returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
40. If <b>Yes</b> : Date (yyyy-mm-dd) Since the return to work, have the worker's duties, hours of work, work schedule, and/or rate of pay changed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
41. If <b>No</b> : Do you have any modified or transitional duties available? <input type="checkbox"/> Yes <input type="checkbox"/> No Have the modified or transitional duties been offered to the worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	42. If yes, please describe modified or transitional duties

### Signature and report date

43. Employer signature	44. Employer title	45. Date of report (yyyy-mm-dd)
------------------------	--------------------	---------------------------------

**For assistance**, please call our Claims Call Centre at 604.231.8888 or toll-free within Canada at 1.888.967.5377, M-F, 8:00 a.m. to 6:00 p.m.

**Please note:** If you have concerns with this claim, please contact the officer handling the claim at the WorkSafeBC office to make known your objections or you may submit a letter detailing your specific concerns. **Impartial advice on WorkSafeBC claims** — To ensure you have an opportunity to obtain impartial advice on WorkSafeBC claims matters, the BC legislature has provided impartial advisers. **Employers' Advisers** are available to provide independent advice or clarification on a WorkSafeBC claim related to your firm. For additional information on the Employers' Advisers, please refer to their website at [www.labour.gov.bc.ca/eaog/](http://www.labour.gov.bc.ca/eaog/).

**Lower Mainland**  
604.713.0303 (Richmond)  
Toll-free within Canada 1.800.925.2233

**Abbotsford, Kamloops, Kelowna, Nanaimo, Trail, Prince George, Victoria**  
Toll-free within Canada 1.800.925.2233

WorkSafeBC collects information on this form for the purposes of administering and enforcing the *Workers Compensation Act*. That Act, along with the *Freedom of Information and Protection of Privacy Act*, constitutes the authority to collect such information. To learn more about the collection of personal information, contact WorkSafeBC's freedom of information coordinator at PO Box 2310 Stn Terminal, Vancouver BC, V6B 3W5, or call 604.279.8171.



## APPENDIX 3 – ORIENTATION CHECKLIST



### New Team Member Checklist

#### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

#### FIRST DAY

- ☐ Provide employee with Welcome Package.  
☐ Assign "buddy" employee(s) to answer general questions.

#### FORMS

- ☐ Fill out forms.
- TD1
  - TD1BC
  - Electronic Deposit Information for payroll
  - Employee Information Sheet

#### POLICIES

- ☐ Review key policies.
- Vacation
  - Sick/Medical/Personal leave
  - Overtime
  - Performance reviews
  - Progressive disciplinary actions
  - Emergency procedures
  - E-mail and Internet use
  - Dress code

#### ADMINISTRATIVE PROCEDURES

- ☐ Review general administrative procedures.
- Office/desk/work station
  - Keys
  - Mail (incoming and outgoing)
  - Telephone/voice mail
  - Office supplies
  - Cheque requisitions

#### INTRODUCTIONS AND TOURS

- ☐ Give introductions to department staff and key personnel during tour.  
☐ Tour of facility, including:
- Restrooms
  - Mail room
  - Staff room
  - Printers
  - Office supplies
  - Emergency exits

#### POSITION INFORMATION

- ☐ Introductions to team.  
☐ Review initial job assignments and training plans.  
☐ Review job description and performance expectations and standards.
- ☐ Review job schedule and hours.  
☐ Review monthly time off reports.  
☐ Review monthly work reports.  
☐ Review department budget.

#### COMPUTERS

- ☐ Hardware and software reviews, including:
- Email
  - Data on shared drive

Sign below when orientation is complete	
Employee signature:	Supervisor Signature:
Date:	Date:

## APPENDIX 4 – NEW EMPLOYEE HEALTH AND SAFETY CHECKLIST



HEALTH AND SAFETY ORIENTATION CHECKLIST				
New Employee:		Position:		
Date Employee Started:		Date Orientation Started:		
Supervisor:		Department:		
ORIENTATION TO BE COMPLETED THE FIRST WEEK				
Item	Yes	No	N/A	Date
<b>Responsibilities</b> Reviewed and discussed responsibility to: <ul style="list-style-type: none"> <li>• Refuse unsafe work</li> <li>• Know the hazards present in the workplace</li> </ul>				
<b>OHS Legislation</b> Reviewed and discussed				
<b>Hazards</b> Reviewed and discussed job-specific health and safety hazards				
<b>Training</b> Reviewed and discussed job-specific training required				
<b>Emergency Plans</b> Location of exits, muster point, alarms and fire extinguishers				
<b>First Aid</b> Where to locate first aid treatment and supplies				
<b>Reporting</b> Reviewed and discussed incident report procedures				
Assigned Buddy:				
Sign below when orientation is complete				
Employee signature:		Supervisor Signature:		
Date:		Date:		



# PRESENTATION MADE TO THE SIMON FRASER STUDENT SOCIETY COUNCIL

PRESENTATION DATE: SEPTEMBER 28, 2016

GRAYSON BARKE  
SFU STUDENT COUNCIL REPRESENTATIVE



This following is a written version of an oral presentation given by Grayson Barke to the Simon Fraser Student Society (SFSS) Council on September 28<sup>th</sup>, 2016. Minor changes have been made for readability and citations have been added for clarity and reference. The pictures are copies of the slides shown during the presentation and have been placed in the text roughly where they were shown and addressed during the presentation.



Good evening, everyone. My name is Grayson Barke, and I have been asked by the members of the Environmental Resource Student Union, to raise before this Council, the issue of the Burnaby Mountain Tank Farm expansion and its implications for student life on the Burnaby Campus.

On December 19<sup>th</sup> of this year, the Canadian government will make a final decision on the Trans Mountain Expansion Project. If approval is granted, the Tank Farm on Burnaby Mountain will expand to accommodate three-times the amount of unrefined petroleum products. This expansion will place larger storage tanks and a greater volume of petrochemicals closer to SFU's Burnaby campus, and closer to the Campus' only access

roads. The expansion of the Burnaby Mountain Tank Farm will undeniably increase the level of risk it poses to all users of the Burnaby Campus; in one risk analyst's expert opinion, this project would not be approved either in the UK or anywhere within the EU (Vince, May 2015). The increased level of risk associated with the Tank Farm expansion profoundly changes the enterprise risk profile of the entire SFU community.

# SFU is **unwilling to accept any increase in risk** to the Campus as a result of the Trans Mountain Expansion Project

From SFU's submission to the NEB

The University's administration has made it clear that "SFU is unwilling to accept any increase in risk to the Campus [...] as a result of the Trans Mountain Expansion Project" (SFU Safety & Risk, Aug 2016); however, Mark LeLonde, SFU's Chief Safety & Risk Officer has already acknowledged that, as a result of SFU and the City of Burnaby's limited capabilities, an increase in risk is unavoidable if the Tank Farm is expanded as planned (LeLonde, Sept 2016). This raises two serious questions I believe the SFSS, as the organization tasked with "advocat[ing] for the interest of undergraduate students at Simon Fraser University" (SFSS, Oct 2015), is obliged to answer:



1. Will SFU be able to fulfill its legal and moral responsibilities to provide “a safe environment and workplace for its faculty, students and staff” if the expansion goes ahead as planned (SFU Safety & Risk, Aug 2016)? And,
2. How should students respond as individuals, and collectively, if they feel the Burnaby Campus is no longer a safe environment as a result of this expansion?

Before attempting to answer these questions, it might be useful for me to give a brief overview of how changes to the Tank Farm will result in increased risks to the Burnaby Campus.

Here’s a typical picture of SFU’s Burnaby campus – the kind we use to advertise the natural beauty of the school’s surroundings – and truly it is beautiful.



Here's another one:

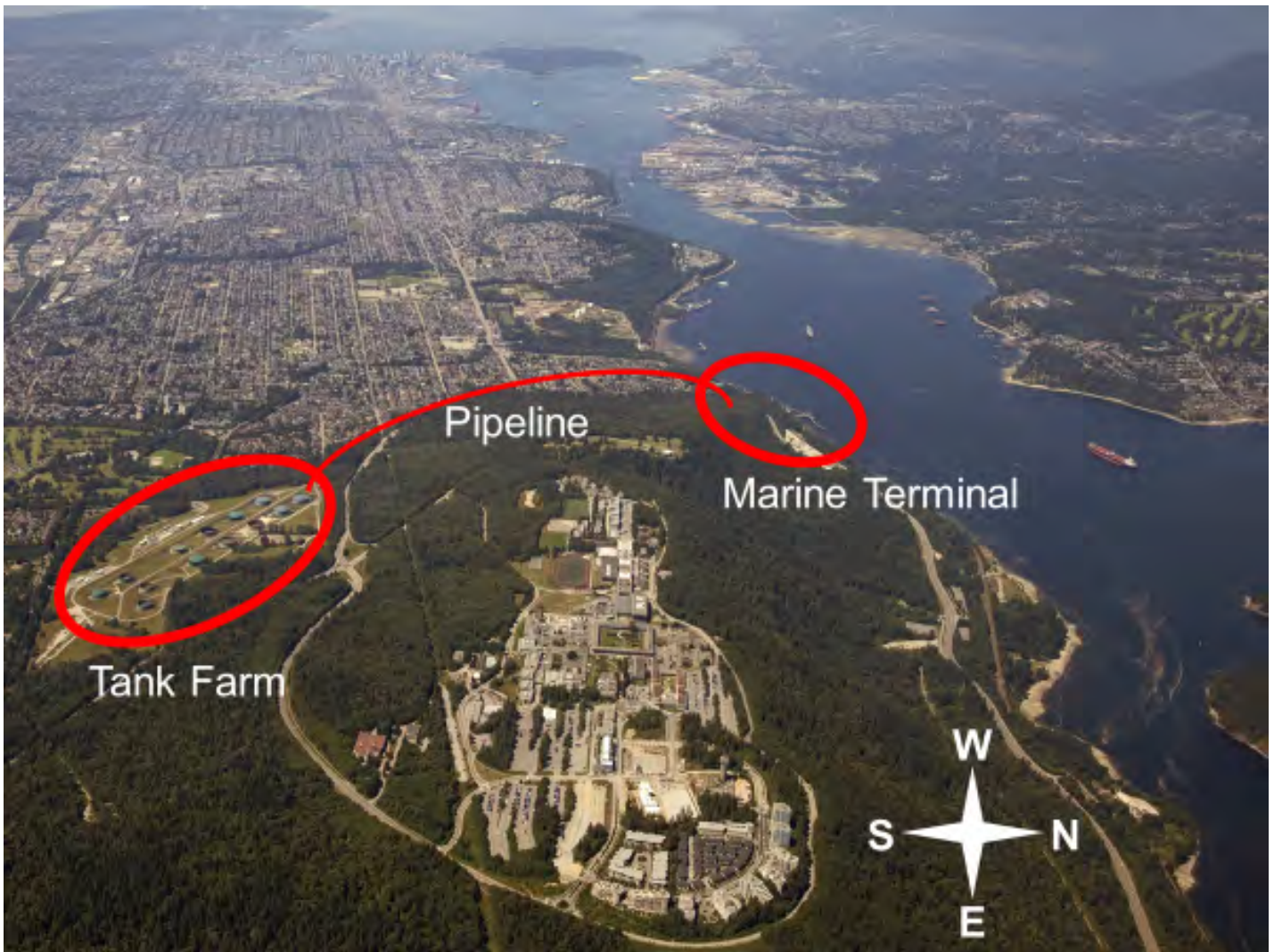




What both of these photos avoid showing is this:



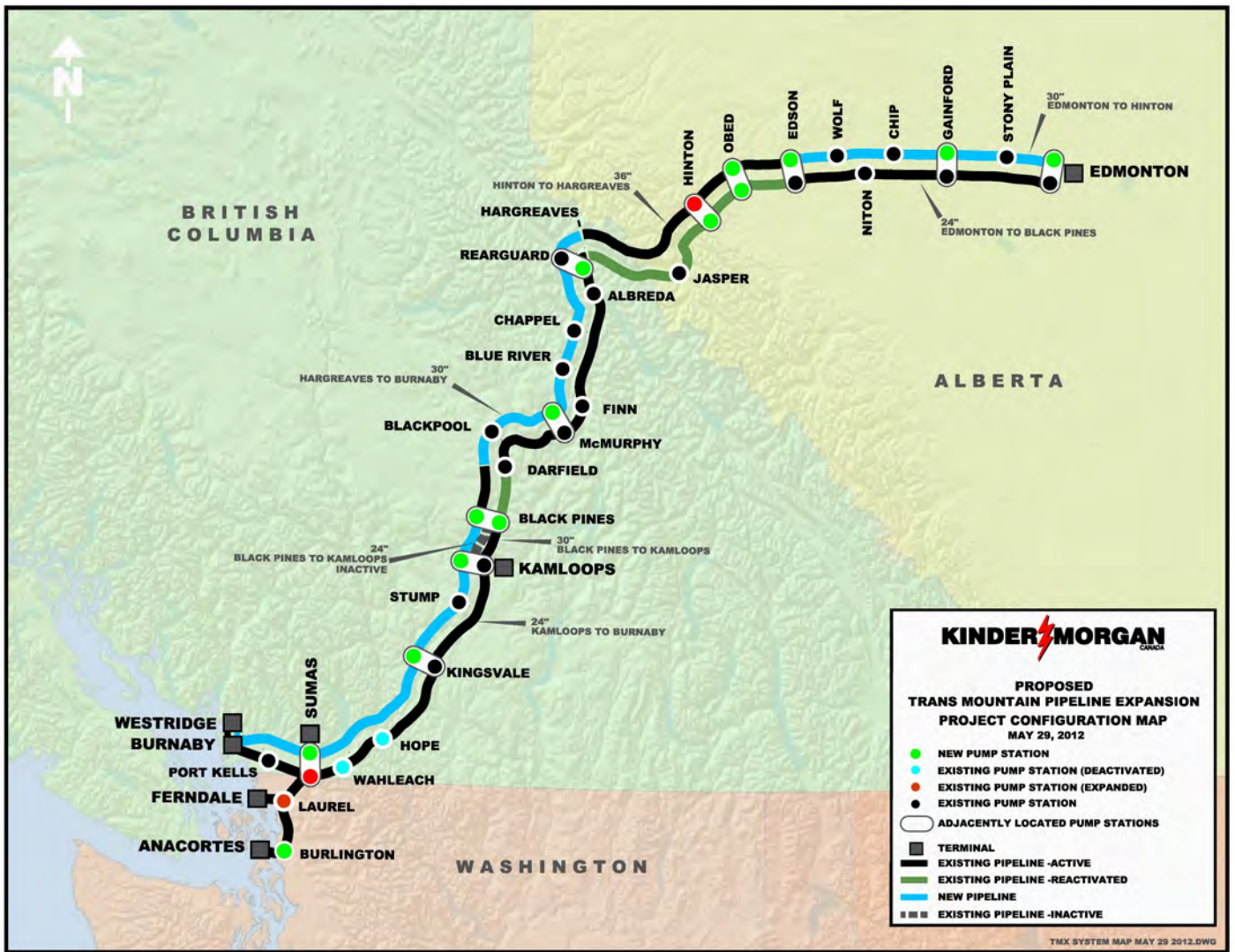
This is the Burnaby Mountain Tank Farm. Located on the south facing slope of the mountain, just below the intersection of Glagardi and University Way, this is Burnaby Campus's nearest neighbor, and a facility that people pass by every day on their way to and from campus.



In this picture, we can see that Burnaby Campus is effectively in the middle of a petroleum storage and transport facility:

- On the south side of the slope is the Tank Farm;
- On the north side, down on the waterfront, is the Westridge Marine Terminal;
- These two facilities are connected by several high-pressure pipelines;
- Both of these facilities are operated by a company called Trans Mountain, and they have been owned, since 2005, by another company called Kinder Morgan.





On May 19<sup>th</sup>, 2016, Kinder Morgan received approval from the National Energy Board (NEB) to build a new, large-diameter pipeline on their existing pipeline's right of way (NEB, May 2016). This new pipeline will triple the amount of product moving from Edmonton to the Burnaby terminal, which necessitates tripling the storage capacity of the Tank Farm and expanding the marine terminal to accommodate three tankers at once.

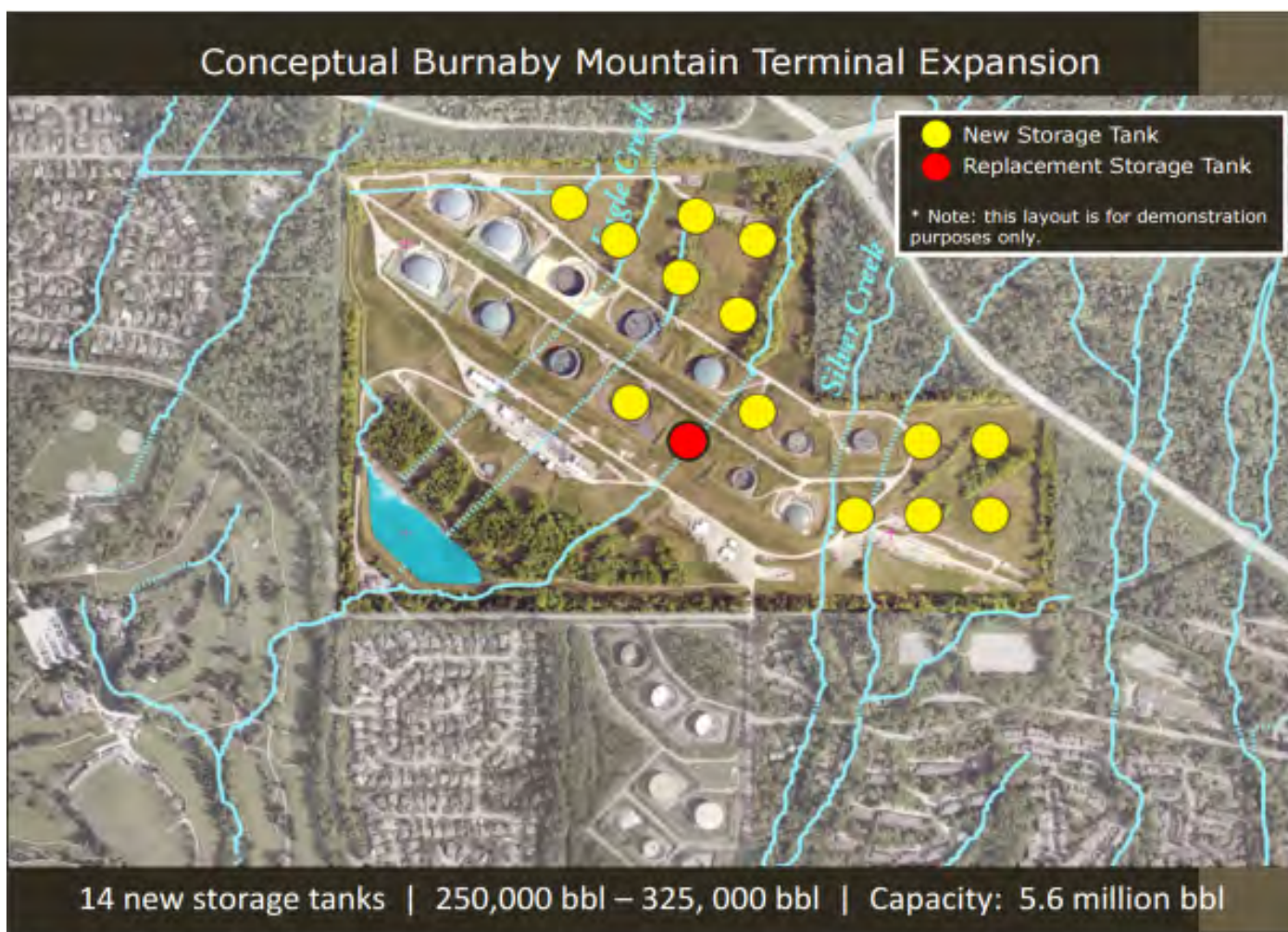
Today, the tank farm looks like this:



*Photo Credit: City of Burnaby Fire Department*

- There are 13 storage tanks with a total capacity of 1.7 million barrels sitting on a 189-acre site;





*Photo Credit: City of Burnaby Fire Department*

- The expansion will add a net 13 new tanks (14 new tanks, plus one replacement), bringing the total to 26 tanks with a 5.6-million-barrel capacity on the same 1.89-acre site;
- To give you some idea of how much volume that is:





## **Exxon Valdez, 1989**

- 1.3 million barrel capacity
- 257,000 barrels spilled

The Exxon Valdez was carrying 1.3 million barrels and spilled 257 thousand barrels;



## **Deepwater Horizon, 2010**

- 4.9 million barrels released

The total amount released after the Deep Water Horizon platform collapsed is estimated at 4.9 million barrels;





# **Burnaby Mountain**

## **5.6 Million barrels stored after expansion**

After expansion, the Burnaby tank farm will hold 5.6 million barrels;





More than the total amount released by Deepwater Horizon or just over four full Exxon Valdeez size ships.

By itself, tripling the amount of product stored at the Tank Farm significantly increases the risks to SFU; however, two additional aspects of this expansion will also contribute to an elevation of Enterprise Risk:

## Expansion = Increased Risks

### 1) Volume stored

- 1.7 million barrels → 5.6 million barrels

### 2) Proximity

- tanks closer to each other, to access roads, and to campus

### 3) Nature of stored product

- switch to 'heavier', more volatile, and more toxic products

## Expansion = New Worst-Case-Scenario

- Increasing the volume stored without increasing the footprint of the facility means the storage tanks will be closer to each other, closer to the campus access roads, and closer to the campus itself;
- There are plans to store 'heavier,' more toxic, more volatile, and generally more dangerous petroleum products at the expanded facility.

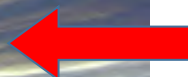
Collectively these three changes will also significantly change how a worst-case-scenario may unfold in the event of an accidental release or fire at the expanded facility.

What does a worst-case-scenario accident at a Tank Farm look like?

Catano Fire,  
Puerto Rico 2009



Buncefield Fire,  
England 2005



There are two well-studied examples of tank farm accidents that we can examine to get some idea of the catastrophe SFU students, faculty, and staff may face in the event of an accident at the expanded Tank Farm.

This top picture shows a multi-tank fire at the Catano tank farm in Puerto Rico in 2009, and the bottom picture shows the Buncefield Fire, which happened at a tank farm in England in 2005.



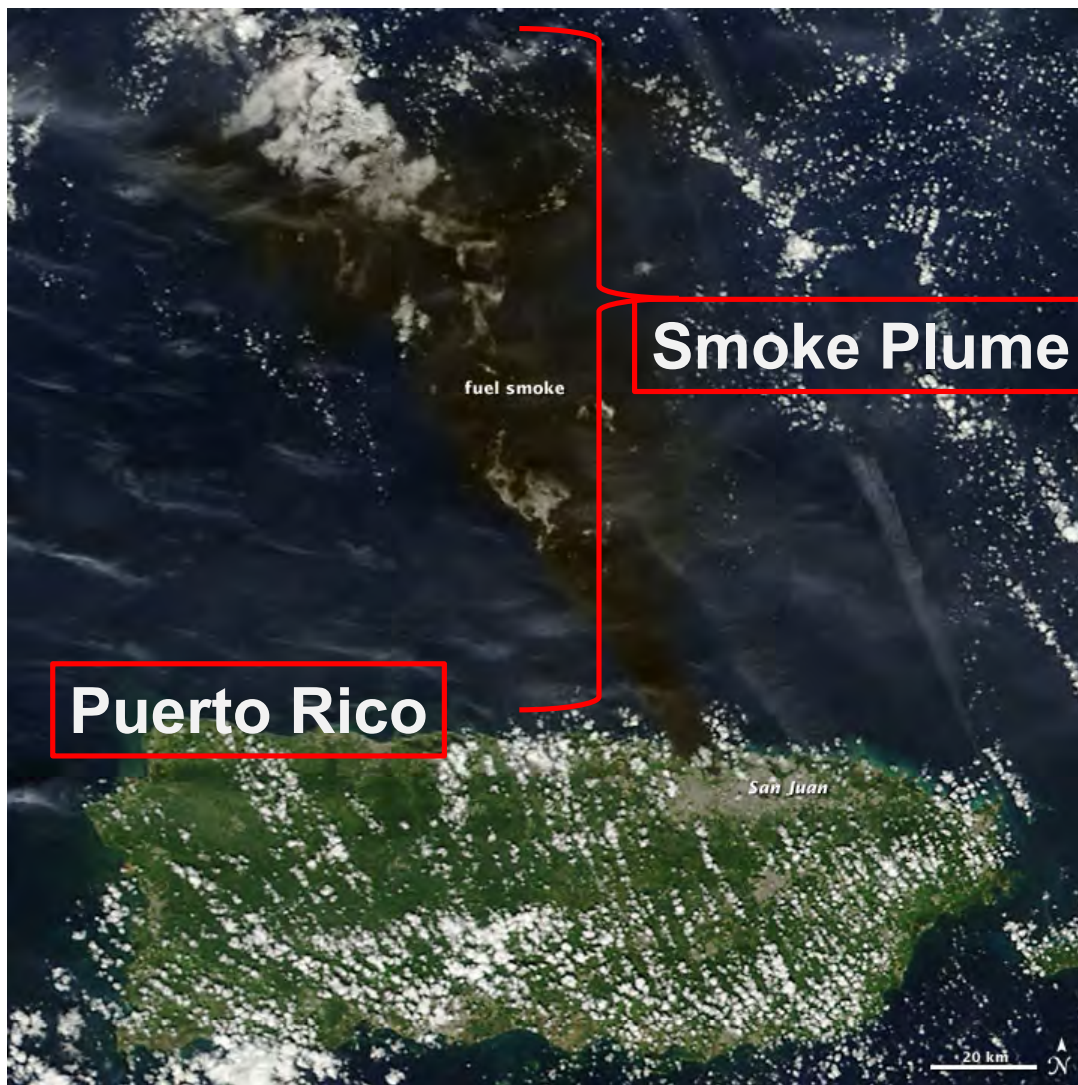


Both of these incidents started with a fire in a single storage tank, which then exploded, causing the surrounding tanks to ignite and explode themselves; this is what's known as a boil-over event, leading to a catastrophic multi-tank fire – this is a worst-case-scenario.



In Puerto Rico, the initial explosion registered as a magnitude 2.8 earthquake on the Richter Scale and blew out windows over 2 miles away. Both the Governor of Puerto Rico and President Obama declared a State of Emergency in order to mobilize a full response to this disaster. More than 1500 people were evacuated, and it took two days to extinguish the blaze.





Luckily, the huge plume of toxic smoke was blown northwards away from Puerto Rico and surrounding islands.

When the fire was finally brought under control, the Governor said:



“Nobody is prepared for a fire like this. I'm calling on the 4 million Puerto Ricans to thank God tomorrow because this could have been much worse than it was” – Gov. Luis Fortuno

(“Wind Shifts”, Oct 2009)

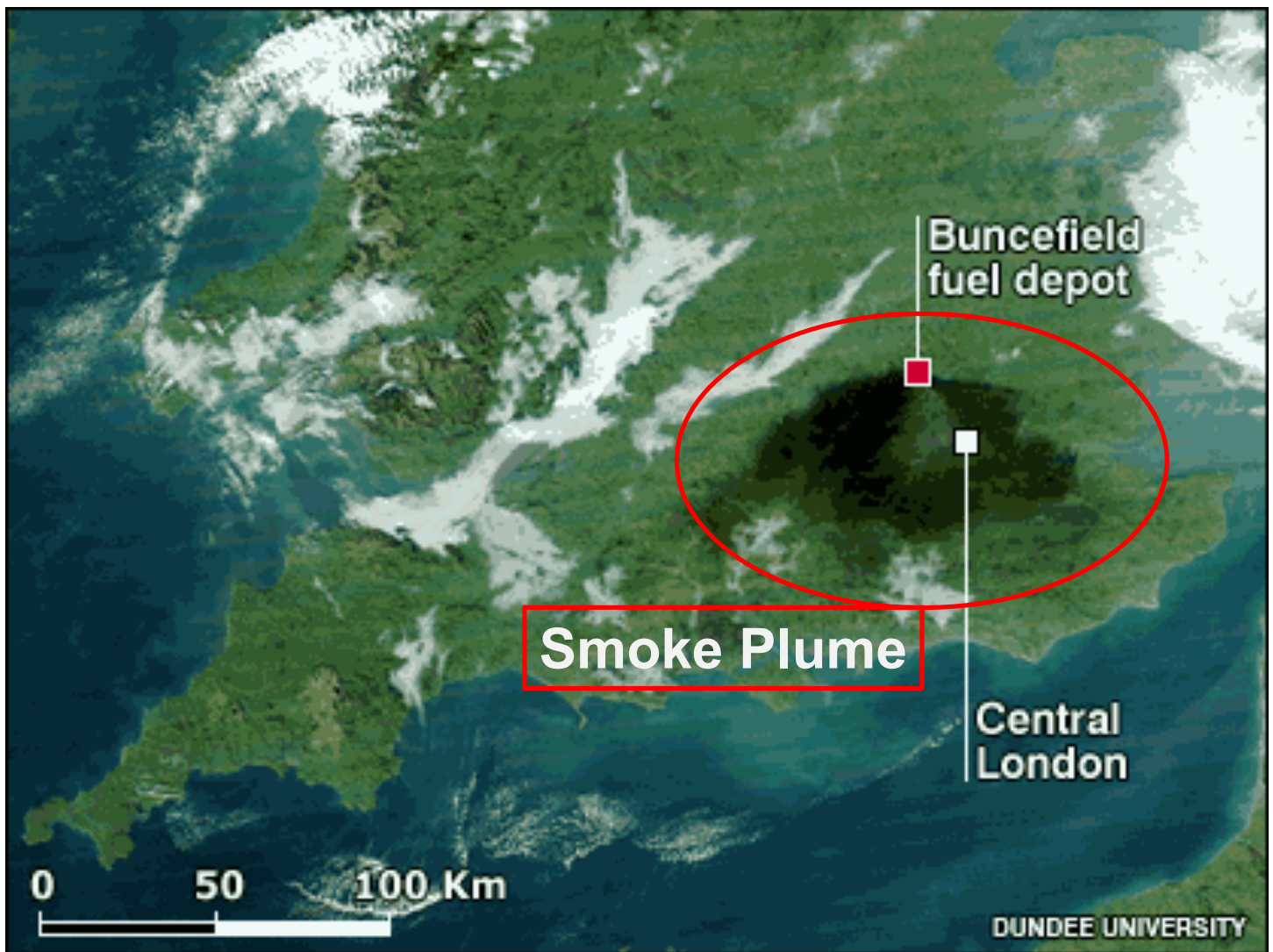


The Buncefield fire in England has a similar story: initially, a single tank ignited and exploded with the force of a 2.4 magnitude earthquake, causing other tanks to ignite and explode. The initial and subsequent blasts were heard up to two hundred miles away in Belgium, France and the Netherlands.





Buildings near the tank farm had doors and windows blown in, roofs blown off, and a warehouse half-a-mile away collapsed. Windows were blown out of an abbey five miles away. Over two-thousand people were evacuated due to concerns about further explosions, fumes and smoke, and the structural safety of buildings hit by the blasts. Schools, offices, and major roads in a ten-mile radius were closed and people were asked to stay in-doors due to air quality concerns. Responders fought the blaze for four days, but ultimately they let the fire burn itself out.



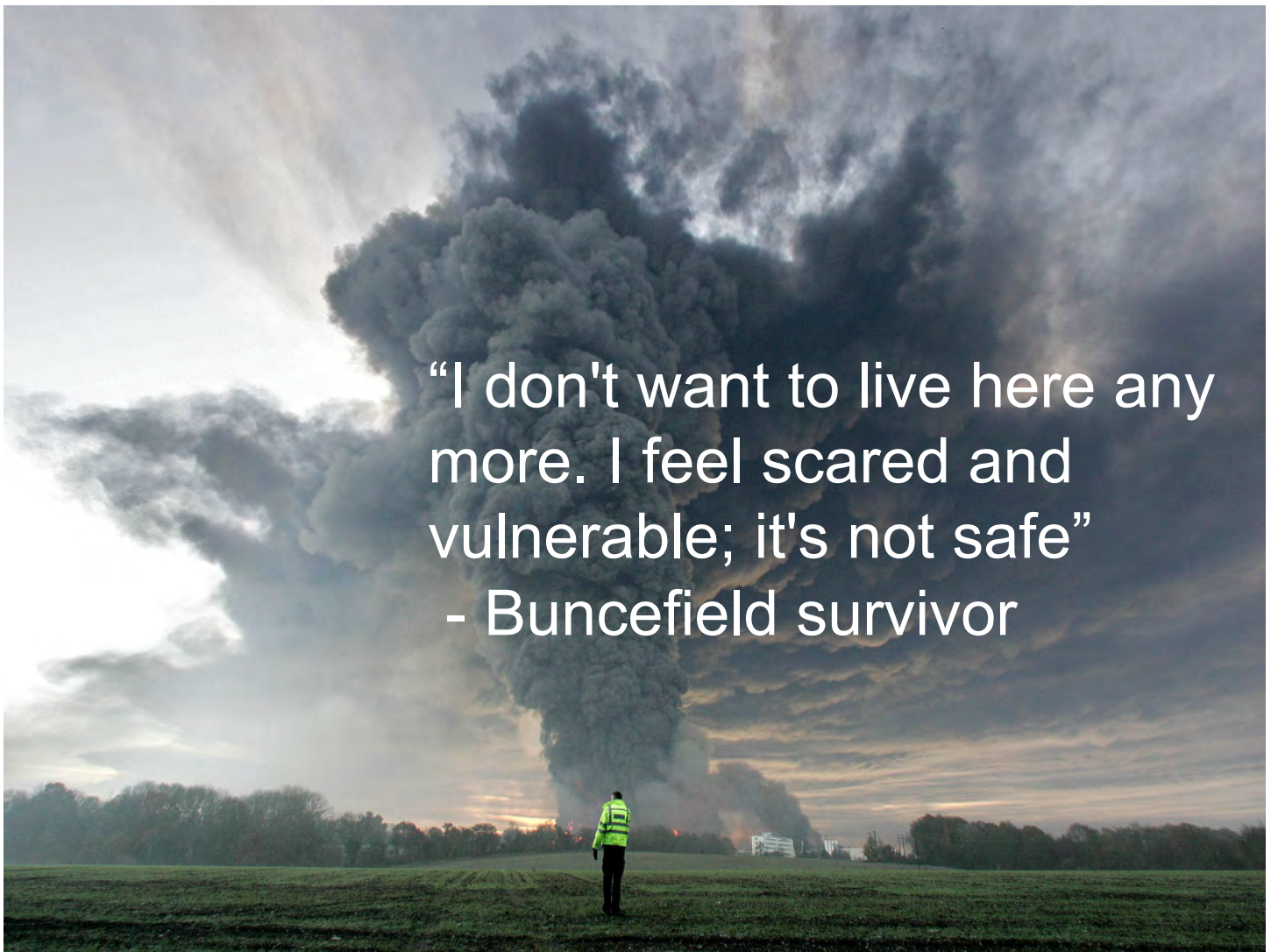
Similar to the Puerto Rico fire, the smoke plume could be seen clearly from space and eventually spread over much of south-east England.



## **Buncefield Fire - Seen from 20 Miles (32 Kms) Away**

And like Puerto Rico, this accident could have been much worse; the initial blast occurred just after 6:00am, when many of the closest schools and offices were empty. Still, 244 people required medical aid, mostly for respiratory issues and cuts and scrapes from flying glass and debris.





“I don't want to live here any more. I feel scared and vulnerable; it's not safe”  
- Buncefield survivor

This accident also caused lasting psychological trauma to survivors. One survivor said to the BBC, "After the explosion happened I was in a very bad way - I was constantly crying" ("Buncefield Victims", Mar 2006); another explained, "I was lying awake last night thinking, 'I don't want to live here anymore.' I feel scared and vulnerable, it's not safe" (Dear, Dec 2005).



While the Tank Farm near SFU is similar to those in England and Puerto Rico, there are some important differences in our situation that increase the potential for loss of life in a catastrophic accident.

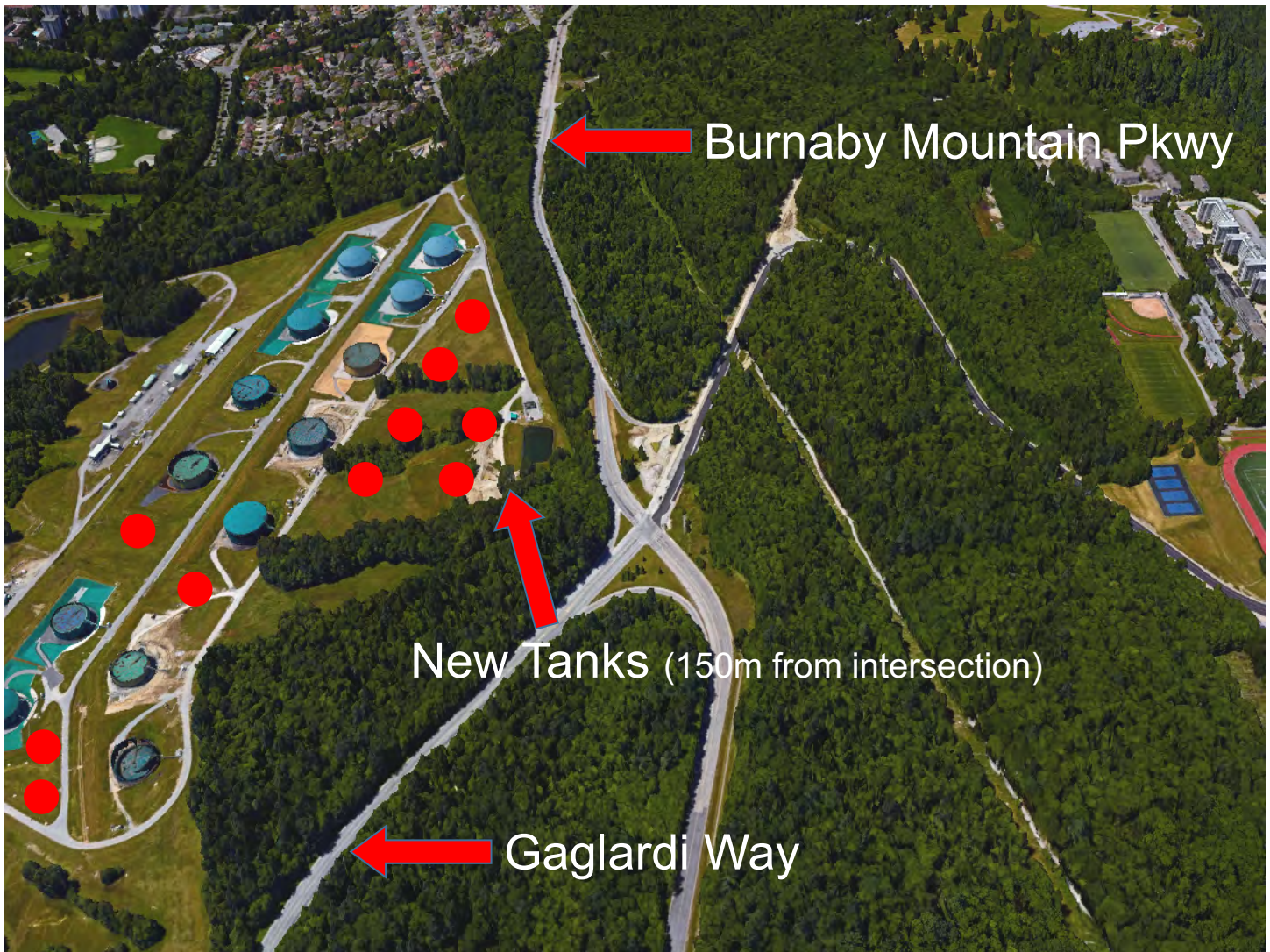




In their submission to the NEB, the Burnaby Fire Department identified three main areas of concern with respect to SFU's Burnaby campus:

1. The Fire Department feels inadequately prepared to respond in a timely and effective manner to a major fire at the expanded Tank Farm, because of the changes to the facility's layout and the additional volumes of product being stored there (Bowcock, May 2015);

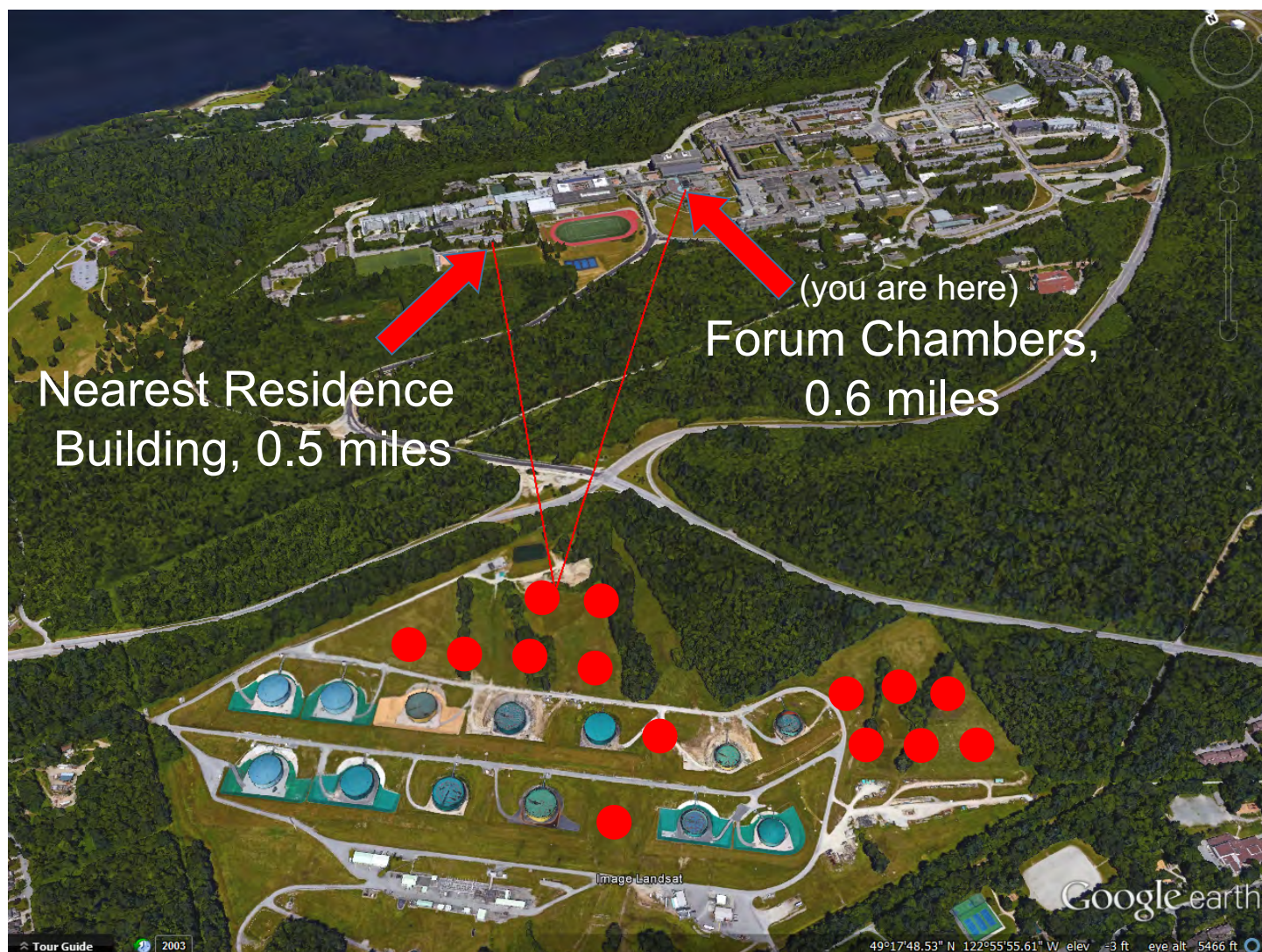




2. The Fire Department also feels that evacuation of the Burnaby campus may be impossible given that the campus' only exit routes pass by the Tank Farm (Bowcock, May 2015). Here we see the intersection of Burnaby Mountain Parkway and Gaglardi Way, where the expansion plans place tanks within 150m of the only two roads in and out of campus;
3. The Fire Department concluded there is a "high probability of fire extension to the forest areas of the Burnaby Mountain Conservation Area," and expressed concern they would be unable to suppress a forest fire if Gaglardi and University Way are impassable (Bowcock, May 2015).



What will users of SFU's Burnaby campus experience during a worst-case-scenario disaster at the Burnaby Mountain Tank Farm? What unique factors do we need to consider to understand the potential impacts and to ensure SFU is prepared for them?



To start, let's do a quick comparison of the distances at play in the two tank farm disasters I described, and SFU's situation. In the Buncefield disaster, windows were blown in as far as five-miles away; buildings were damaged as far as two-miles away; and a building within half-a-mile collapsed. In Puerto Rico, windows in a two-mile radius were blown in. Forum chambers, where we're sitting right now, is just 0.6 miles away from where the closest tank will be, and the nearest residence building is 0.5 miles away. So we are squarely in the blast zone where windows will break, and buildings may collapse.



The following scenario is based on information found in the Burnaby Fire Department's "Evidentiary Paper" (Bowcock, May 2015):

Imagine for a moment it's 11:25am, on a Wednesday morning in the middle of Spring semester. Unbeknownst to the roughly 30,000 students, faculty, and staff, at SFU's Burnaby Campus, there is a situation developing at the nearby tank farm. A critical piece of equipment has failed; vapors have been released and ignited. The fire spreads back to one of the tanks, and within seconds there is a boil-over situation. Personnel at the tank farm have no time and no means to respond before the tank explodes, vaporizing several of the surrounding tanks, and igniting many others.

The initial blast will be the first thing that people on Burnaby Campus will experience. It will hit with the force of a small earthquake, knocking people off their feet. The blast could be lethal for anyone on the southern side of the campus, especially people on the football-field, in residence, and anyone on the road coming to or from campus.



Photo Credit: City of Burnaby Fire Department

Most of the windows at the front of campus will be blown in – including windows in the AQ, MBC, WMC, the Gym, Residence, and the new Student Union Building when its complete – potentially causing injuries to many people:

- The blast will be deafening and disorienting, making it harder for people to respond quickly to alerts and evacuation notices;
- The blast will likely damage the buildings, possibly compromising their structural integrity, making it unsafe to remain inside.

The Subsequent Blasts:

- Also loud, disorienting, potentially lethal, and damaging to the buildings;

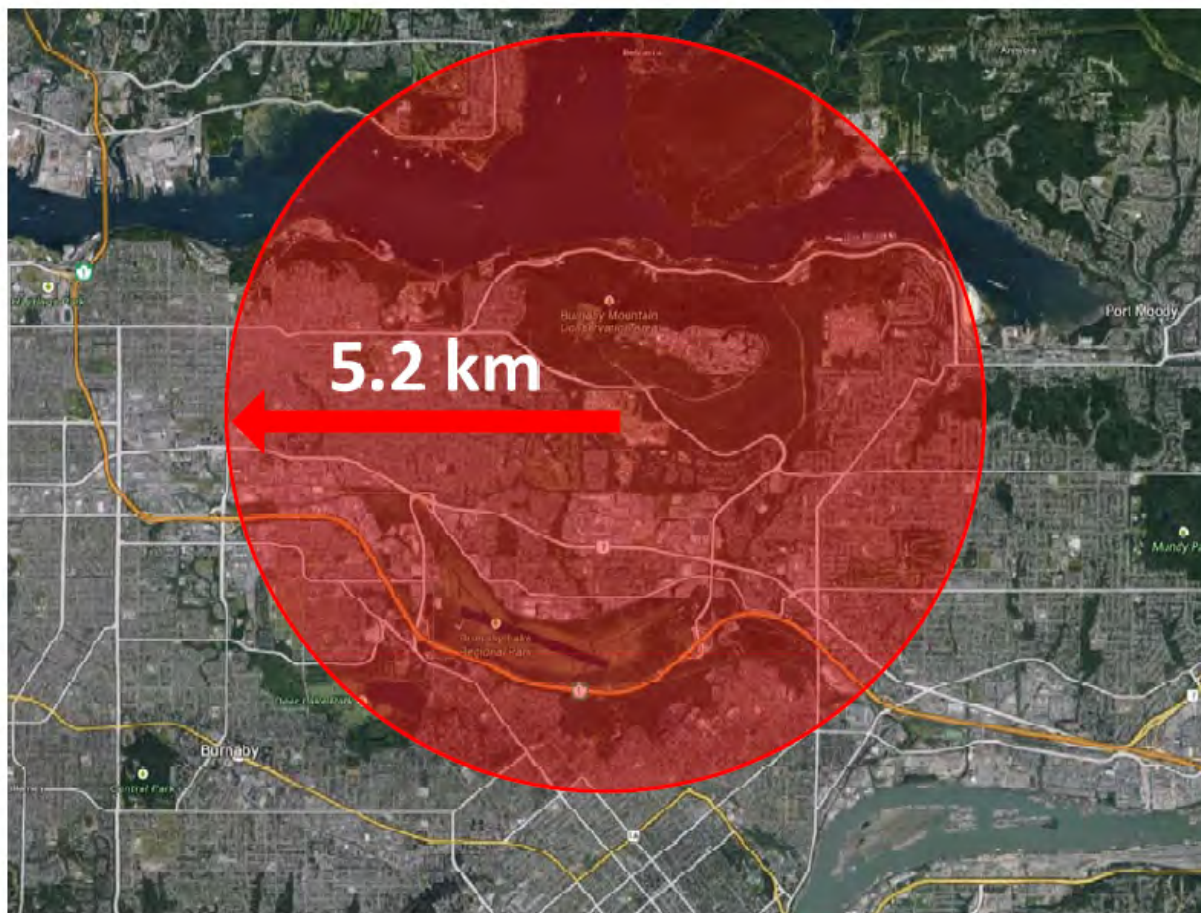
The Intersection:

- In a blast, the main intersection could be wiped out or covered in flaming oil, making it impossible for responders to assist people on campus, and impossible for Burnaby Campus to evacuate;

The Fire:

- After the explosion, the fire will start sending thick clouds of smoke into the air;
- Depending on the way the wind is blowing, the suffocating smoke may blow directly towards the now shattered, window-less campus;
- The smoke will contain sulfur-dioxide which can kill you in high concentrations and cause serious breathing difficulty even in low concentrations;
- People will likely need respirators to breath outside, or inside buildings without windows.

Diagram 7  
5.2 km downwind SO<sub>2</sub> Exposure Area



This map from the Burnaby Fire Department shows their estimate of a 5 km radius of exposure to sulfur-dioxide.



## Anabatic (inflow) Winds:

- These summer winds are very predictable on a sunny warm day.
- Typical to any fjord or inlet an afternoon wind picks-up and blows from the south up Indian Arm.
- These winds can surprise inexperienced paddlers who travel 1-hour north up Indian Arm and find they have to paddle back into a head wind when they are already tired.

The Burnaby Fire Department acknowledges that the wind direction will play a huge role in a worst-case-scenario. I'm not an expert in local wind conditions, but anyone who's gone kayaking or sailing up Indian Arm in the summer will tell you the wind blows north up the inlet. Deep Cove Kayak has a caution about these strong winds on their website (Deep Cove Kayak, 2016):

- **Anabatic (inflow) Winds:** These summer winds are very predictable on a sunny warm day. Typical to any fjord or inlet an afternoon wind picks-up and blows from the south up Indian Arm.

In a worst-case-scenario, the wind could be blowing north up Indian Arm, carrying the smoke directly towards campus. Lastly, as mentioned, there is also a real danger that a fire at the Tank Farm will start a larger forest-fire on Burnaby Mountain, further reducing the likelihood of a successful emergency response or evacuation.





Due to the high likelihood that a worst-case-scenario disaster at the Tank Farm will prevent road-access to campus, in-turn preventing first emergency personnel from reaching the scene and making large-scale evacuation impossible, the University's plan is to have people remain on campus and "shelter in place" (LeLonde, Sept 2016). That means students, faculty, and staff will be directed to the lower levels of the campus that, hopefully, weren't too damaged by the blasts and still have their windows intact. Because the smoke will be noxious, the University will do its best to seal off the air intake systems, but this procedure has not been tested. At the moment, this is the best plan available – to ask people to shelter in buildings that have been damaged by multiple blasts, with the hope of sealing them off, while we wait, possibly several days, for the fire to burn itself out. SFU's Chief Safety and Risk Officer estimates, that if all goes well, we will have enough food on campus for about 48-hours (LeLonde, Sept 2016). Of course, the University will be working closely with the owners of the Tank Farm and the Burnaby Fire Department to make sure proper plans are in place before the expanded Tank Farm is operational. However, we must question if there can ever be an

effective or adequate response against an earthquake-force explosion, a “fireball of several hundred meters,” and the resulting kilometers-high column of smoke and toxins (Vince, May 2015). SFU hopes to have a fully-developed response plan in place by 2018, and they will run full-scale response simulation exercises involving emergency responders and all campus users on a regular basis. So, in the future, Frosh Week might include mandatory evacuation and shelter-in-place drills.

I hope I have conveyed to you how serious a worst-case-scenario at the Tank Farm could be. At this point, you may be reasoning that the likelihood of a worst-case-scenario must be extraordinarily low, otherwise the government would not approve the Tank Farm expansion. Right?

**The Tank-Farm Expansion will increase the likelihood of a catastrophic event**

**From  
1 in 1,000,000/year**

**To  
1 in 2000/year**

Well, that’s the funny thing about the approval process for this project – the company did not consider the probability of the worst-case-scenario I described. The company considered a boil-over, or multiple-tank fire to be impossible, and the government regulator accepted this assertion without any verification (NEB, May 2016). The City of Burnaby commissioned an independent study of the company’s proposal; it was performed

by Dr. Ivan Vince, one of the world's leading industrial risk analysts, who was involved in the post-disaster analysis of the Buncefield fire. Dr. Vince calculated the Tank Farm expansion will increase the risk of a catastrophic event from 1 in 1million/year to 1 in 2000/year (Vince, May 2015).

### **Opinion on Potential Off-Site Risks of the Proposed Expansion of Burnaby Tank Farm**

prepared for the City of Burnaby

by Dr Ivan Vince CEng FICHEM CSci CChem MRSC FEI

ASK Consultants

Bromley, UK

22 May 2015

“The application for expanding the Burnaby Terminal would, in my opinion, have failed in the UK and, in all probability, throughout the EU.”

“A valid risk assessment (addressing both severity and likelihood), with due consideration of boil-over, would in my opinion, lead to the conclusion that the risk is already high and would become intolerably high if the expansion went ahead”

In his expert opinion, “[t]he application for expanding the Burnaby Terminal would have failed in the UK and, in all probability, throughout the EU” and he concluded:

“A valid risk assessment, addressing both severity and likelihood, with due consideration of boil-over, would in my opinion lead to the conclusion that ***the risk is already high and would become intolerably high if the expansion went ahead***, in view of the logistical complexity of fire-fighting on a congested and sloping site, the proximity of residential areas and forestry and the difficulty, in an emergency, of safely evacuating Simon Fraser University.” (Vince, May 2015, emphasis added)

# Severity $\times$ Probability

10,000 Fatalities

128,000 Injured

\$75-200 Billion in damages

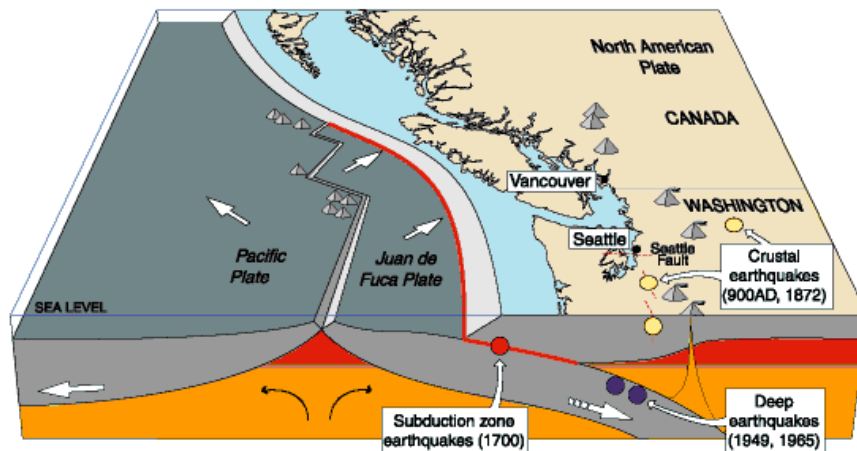
In Metro Vancouver



30% Chance of a Magnitude 8.0-8.6

10% Chance of a Magnitude 8.7-9.2

In the next 50 years



The 1 in 2000 chance of a worst-case-scenario per year are not good odds for SFU; however, when we also consider the likelihood of a major earthquake happening in the region – which was most recently calculated to be a 30% chance of an 8.0 magnitude quake in the next 50 years – the risks become intolerable, at least for me personally (Schulz, July 2015).

I am not going to stand here and tell you how to respond to this threat as individuals, or how we should respond as advocates for undergraduate interests – but I will tell you how I am responding. If the Tank Farm expansion goes ahead, as planned, I will be leaving Simon Fraser University. I also live up here, in the UniverCity community, and I will be moving as far away as possible from this part of North Burnaby. For me, the risks are just too great. I like SFU; I am happy here, and I plan to start my master's degree here next year. I don't want to leave, but I am not comfortable with this level of risk.



While I won't tell you what to do, I believe there are certain things that the SFSS, as a distinct organization within the University, should do:

At the start of this presentation, I said the University "is unwilling to accept any increase in risk to the Campus [...] as a result of the Trans Mountain Expansion Project" (SFU Safety & Risk, Aug 2016). It is clear that an increase in risk is unavoidable if the expansion goes ahead. From speaking with Mark Lalonde, it is my understanding that the University is proceeding under the assumption that the expansion will be approved in December, and the university will do whatever it can with its limited resources to reduce the risks to students, faculty, and staff. While the University will do their best to manage the increase in risk, it seems to me, they will not be taking any further action to prevent the increase in risk to the Campus in the weeks leading up to the government's final decision on this project in December; however, the University's position or inaction does not mean that we, as students, have to accept these risks too. We can take action:

1. I believe our first responsibility to our fellow students is to share information: to provide enough information to all students so that they can make informed decisions about the risks they will be exposed to. I do not believe the University or the SFSS should be making assumptions or decisions about what levels of risk individuals are comfortable with;
2. Collectively, we should decide what level of risk the SFSS, as a distinct organization, is willing to accept. I suggest adopting, and insisting upon, the University's original standard of no increased risk;
3. Collectively, we should decide what our response will be if the University is unable to ensure that there is no increased risk, or, unable to ensure that Burnaby Campus remains a safe environment and workplace for students, faculty, and staff;
4. The SFSS should work closely with the University, the owners and operators of the Tank Farm, emergency responders, all levels of government, and any relevant individuals and organizations – as independent representatives of student interests – to ensure that the individual and collective safety needs of students will be met. In other words, we should not blindly trust that the University will be able to look after us, or that the companies or decision makers involved will consider the safety needs of students to be a priority; we need to look out for ourselves and for each other.

In my opinion, doing anything less than these four things would be negligent and a dereliction of our duty to represent and advocate for undergraduate interests.

Aside from these core responsibilities, there are many other actions that we as students and citizens can take to ensure that our collective and individual safety needs will be met. These are just my suggestions; it is my hope that we can all work together to choose and implement the best course of action:

1. Do nothing – wait for the December decision and trust that the University will continue to provide a safe environment if the tank farm expands;
2. Gather more information – we need to make sure we are sharing the most up-to-date, and accurate information with students. We could reach out to the various organizations involved in the project and invite them to speak to the student body directly:
  - Mark Lalonde, SFU’s Chief Safety and Risk Officer has already agreed to speak to Council should we request it;
  - We could also ask Chris Bowcock, Burnaby’s Deputy Fire chief to speak;
  - We can request that representatives from the University’s administration answer our questions and concerns;
  - We can ask the company who owns the Tank Farm to speak with us;
  - We can ask politicians from all levels of government to acknowledge the risks this expansion poses to SFU, and insist they support student safety.
3. Follow the lead of other organizations:
  - The GSS – is also working under the assumption the expansion will be approved – we could discuss a joint response plan with them;
  - First Nations – at every Council meeting, and indeed, at every major meeting and event at SFU we acknowledge that SFU is on the Unceded Territories of the Coast Salish Peoples. Those peoples, and the Tsleil-Waututh Nation in particular, are standing up to the Trans Mountain Expansion Project, along with more than 50 other nations from across North America – we could choose to stand with them. Perhaps this is a conversation for another day, but I believe all of us at SFU should consider whether the simple territorial acknowledgement is enough, or whether more support is required from those who live, work, and study on unceded territory.

4. Tell our story – this is potentially our most effective leverage point if we decide to take action:
  - Canadians value education, and I think many would be troubled to learn of the risks and challenges students at one of our Nation’s premier research and learning institutions are facing because of this project;
  - SFU is a large community with strong connections to many well-known and well-respected individuals, including alumni and donors. Undergraduate students are the largest group within the University, we are the core of this community; we are in a position to call upon the community’s resources and goodwill to stage an effective communications campaign.
5. Get Radical – SFU has a long and celebrated history of activism, and I believe protecting each other’s safety and advocating for the future of our university is perhaps the worthiest cause any of us can stand for as students, and a cause worth fighting for.

Before I wrap this up, and I thank you all for your patience and attention in listening to what I have to say, I want to answer the question that I anticipate you as educated individuals and critical thinkers probably have: why am I doing this, why do I care, what is my motivation, what are my intentions?

As I disclosed earlier, I do have my own selfish reasons for calling attention to this issue: I live up here and I don’t want to move. I plan to do a Masters degree at SFU and I don’t want to switch schools; but, beyond that, there are two main reasons that will not allow me to ignore this issue:

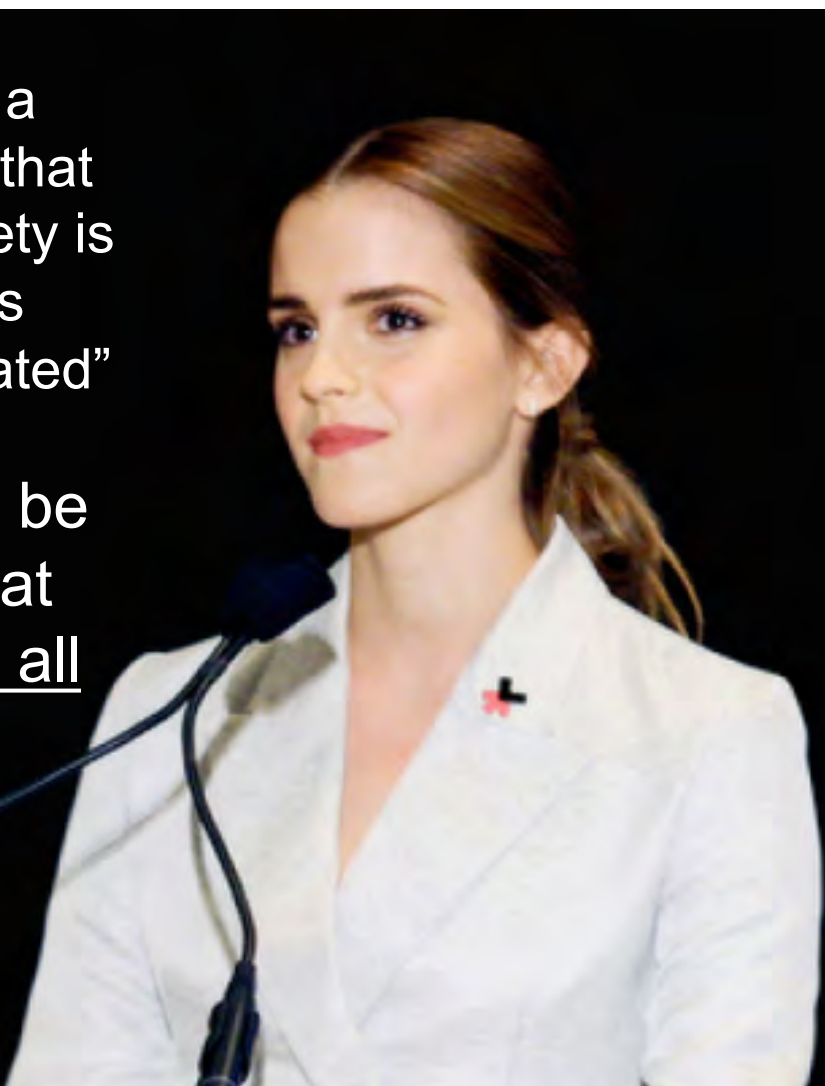
Firstly, like all of you, I am heavily invested in SFU in terms of time, money, and effort, and my future success, to a large extent, depends on the existence and reputation of this institution. Not only is SFU my community and my neighborhood, it is also the only real proof of my education and abilities. If SFU’s reputation declines because students and faculty do not want to be at a school where there is a genuine and omnipresent risk of a major catastrophe, then our degrees and reputations will suffer as well.

Secondly, I firmly believe universities should be a safe place for all students.

A University should be a place “that recognizes that when one persons safety is violated, everyone feels their own safety is violated”

“A University should be a place of refuge, that takes action against all forms of violence”

Emma Watson, UN Goodwill Ambassador, Sept. 20, 2016



In a recent speech, UN Ambassador Emma Watson said that a university “should be a place that recognizes that when one person’s safety is violated everyone feels their own safety is violated” (Watson, Sept 2016). Watson was speaking about sexual violence on university campuses, but she calls on universities to take action against all forms of violence.

I argue that the expansion of the Tank Farm is a gross violation of our individual and collective safety. If this project goes ahead, SFU’s Burnaby Campus will be a refuge for no one.

Lastly, I care a great deal about all the people who make SFU a place where I am happy to be – my fellow students, my professors, and all the staff whose hard work make this university function. I don’t want to see people in my community, people that I care about get hurt or killed.

Personally, I believe that we owe it to ourselves, to each other, to the faculty and staff, and all past and future graduates to fight for safety at our university. I don't expect you all to charge with me unto the breach, but I do hope we can have a productive discussion about how to respond to this threat to the SFU community.

Thank you all again for your attention.

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