

AMS INTERNAL POLICIES

AMS Ethical and Sustainable Purchasing Policy

Revised: July 20, 2005

I) Preamble

The Alma Mater Society (AMS) of the University of British Columbia is committed to conducting business with suppliers, licensees, sponsors, and contractors that respect, promote and abide by fair labour and sustainable operating practices. The AMS is committed to informing suppliers, licensees, sponsors, and contractors on the importance of just labour and sustainable practices and working with them towards compliance with this policy.

The AMS has established this policy as a framework of principles and guidelines to be observed by the Society's own businesses and services. Once in effect, compliance with this policy will be a condition of supplying products and services to, and sponsoring through, the Society. Companies providing products, services and sponsorship will require all their suppliers, licensees, and contractors involved in the manufacture or farming of products, provision of services, and sponsoring events or departments for and through the AMS to observe the standards of this policy. The AMS intends to co-operate with students and other organizations in monitoring working conditions, collecting information, and collectively negotiating with suppliers, licensees, sponsors, and contractors to ensure the provisions of this Code are enacted. Effective implementation of this policy is a long-term process that will take commitment on the part of students, suppliers, licensees, sponsors, contractors, and all AMS staff.

II) Definitions

For the purpose of this policy:

The term '**Product**' means any manufactured or farmed product that is supplied to the Society or any of its food or retail outlets and includes the provision of services and / or sponsorship arrangements with the Society.

The term '**Supplier**' means any individual or company that supplies or sells the aforementioned Product or Service and those individuals or companies that assume the role of sponsor to the AMS, be it exclusive or non-exclusive in nature.

The term '**Licensee**' means any individual or company that has entered into an agreement with the Society to manufacture items bearing the name and/or logo of the Society.

The term '**Contractor**' means any contractor, subcontractor or vendor that produces a Product for a Supplier or provides a service to the supplier or the Society.

The term '**Employer**' means any individual or company that employs one or more workers in the creation, assembly or packaging of a product or the provision of a service.

III) Guidelines

All suppliers must operate workplaces, and ensure that all Employers including contractors, subcontractors, vendors or manufacturers operate workplaces, that adhere to the following minimum guidelines and practices as established by the International Labour Organization, the United Nations (UN) Universal Declaration of Human Rights and the UN Convention on the Rights of the Child, the B.C, Human Rights Code and the Canadian Charter of Rights and Freedoms.

Legal Compliance: Employers shall comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured or services are provided. Where this policy and the applicable laws of the country of manufacture differ, the standard that provides the greater right, benefit or protection shall apply.

Wages and Benefits: Employers must provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry or which constitute a living wage, whichever provides greater wages and benefits.

Working Hours: Except in extraordinary circumstances, employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime per week, or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture; and (ii) be entitled to at least one day off in every 7-day period.

Overtime Compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally required in that country, but not less than at a rate equal to their regular hourly compensation rate.

Child Labour: No person shall be employed at an age younger than 15 (or 14 where, consistent with International Labor Organization practices for developing countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Employers agree to work with governmental, human rights, and non-governmental organizations, as determined by the AMS and licensee, to minimize the negative impact on any child released from employment as a result of the enforcement of this Code, including the opportunity for adult family members to assume the child's position in order to maintain family earnings.

Forced Labour: There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise.

Health and Safety: Employers must provide workers with a safe and healthy work environment and must, at a minimum, comply with local and national health and safety laws. If residential facilities are provided to workers, they must be safe and healthy facilities.

Non-discrimination: No employee shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of those provisions contained in the B.C Human Rights Code and the Canadian Charter of Rights and Freedoms, including gender, colour, race, ancestry,

religion, age, physical or mental disability, marital status, family status, sexual orientation, place of origin, political belief or affiliation, caste, union membership, or a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person, as well as those international guidelines as articulated in III (Guidelines) above. The pregnancy of an employee shall not be used as a basis for disciplinary treatment or termination of employment. Employees will be permitted to take maternity leave without facing the threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits. No employee or prospective employee shall be subjected to involuntary use of contraceptives or pregnancy testing.

Harassment or Abuse: Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Freedom of Association: Employers shall recognize and respect the right of employees to freedom of association and collective bargaining with bargaining representatives of their own choice. No employee shall be subject to harassment, intimidation or retaliation as a result of his or her efforts to freely associate or bargain collectively.

- In addition to abiding by fair labour practices, all suppliers to AMS food outlets will be encouraged to adhere to the following sustainable operating guidelines:
 - Suppliers will ensure that all plastic containers used for the purposes of storing and shipping food products are made of recyclable materials that are fully returnable.
 - Suppliers will provide a written disclosure of their internal waste management policies and practices.
 - Suppliers will comply with all applicable environmental laws.
 - Suppliers will strive to provide products from locally owned and operated businesses when and where there is a choice between local and non-local distributors, and when the cost differential between the two does not significantly impact the price of supplying the products.
 - At the discretion of senior management, the AMS will work towards implementing additional sustainable business practices including, but not limited to, purchasing locally grown and/or organic products, buying direct from farmers, favouring companies that minimize the use of pesticides, and purchasing humanely treated animal products.

IV) Implementation

- All new contracts with suppliers, licensees, sponsors, and contractors will include an explicit statement of endorsement of the policy stating that the suppliers, licensees and contractors will comply with the policy.
- All new contracts with suppliers, licensees, sponsors, and contractors will include an explicit statement that failure to comply with the policy may result in the termination of a contract. The termination of a contract will occur following the failure of a supplier, licensee or contractor to take corrective action in the event of a policy violation, and only following the due process measures observed in the remediation clauses.

- The company names, owners, and/or offices, addresses, contact information and nature of the business association, including steps performed in the manufacturing process, of all suppliers, licensees, contractors, and manufacturing plants which are involved in the manufacturing process of products for the Society or of products produced by a sponsor even if those products are not purchased by the Society, shall be made publicly available.
- Prior to the date of an annual renewal of a contract, the supplier, licensee, sponsor, and contractor shall be required to submit an annual compliance report to the Society. The report shall include information discussed in the preceding clause on public disclosure and a summary of the steps taken, and/or difficulties encountered, during the preceding year in implementing and enforcing the policy at each site. The contents of the compliance reports shall be considered public information.
- Suppliers with existing contracts with the Society will be encouraged to comply with the requirements of the policy and implementation of the policy will be required upon renewal of a contract.
- Compliance with the policy will be effective immediately on all new contracts.

V) Verification

- All suppliers, licensees, sponsors, and contractors shall accept the principle that the implementation of this policy shall be assessed through monitoring and independent third-party verification.
- It will be the responsibility of each AMS retail and food outlet manager and the designated sponsorship coordinator to monitor its suppliers, licensees, sponsors, and contractors compliance with the policy. To assist in verifying and monitoring compliance with the policy's principles and guidelines, the Society shall become a paying member of a third party monitoring and verification organization, which is capable of independently researching existing and potential suppliers.
- Employees and interested third parties shall be provided with a confidential means to report failure to observe the policy guidelines and shall be otherwise protected in this respect.
- The Society shall undertake efforts to further determine and clearly define additional monitoring and verification methods.
- The Society reserves the right to examine the practices, activities, and work sites of their suppliers, licensees, sponsors, and contractors when such examination is previously announced.

VI) Remediation

- In the event that a supplier, licensee, sponsor, or contractor violates one or more requirements of the policy, the Society will actively consult with the supplier, licensee, sponsor, or contractor to examine the issues and determine the appropriate measures to be taken.
- Remedial actions for labour violations will include, at minimum, requiring the supplier, licensee, sponsor, or contractor to correct any violations including, but not limited to, reinstating any worker whose employment was terminated in violation of the policy.
- If consultation and agreed upon measures fail to adequately resolve the violations within a specified time period, the Society and the supplier, licensee,

- sponsor, or contractor will implement a corrective action plan on terms acceptable to the Society.
- The Society reserves the right to terminate its relationship with any supplier, licensee, sponsor, or contractor which continues to conduct its business in violation of the corrective action plan, in accordance with the terms set forth in the policy. However, termination of any relationship will only occur when serious breaches of the policy persist and when the supplier, licensee, sponsor, or contractor is unwilling to remedy any discovered violations after all parties have negotiated and agreed upon a corrective action plan.

AMS POLICY ON EXPULSION FROM THE STUDENT UNION BUILDING
August 2, 2006

Preamble:

The Alma Mater Society (AMS) is committed to providing a Student Union Building environment that is safe, inclusive, and positive for all students, visitors, and employees. All members of the campus community and visitors to campus are welcome to use SUB facilities, but in return are expected to treat the building and other visitors with respect. The AMS Mission Statement is our guiding principle:

**“To improve the quality of the
 educational, social, and
 personal lives of the students of UBC.”**

Policy:

It is AMS practice to allow members of the general public to use AMS services located in the Student Union Building (SUB), the public access computers, and the food service outlets, providing they respect and adhere to SUB general rules and conduct themselves according to reasonable community standards of behaviour.

It is therefore understood that everyone who visits the SUB will do their part to contribute to this positive environment. To help establish this positive environment, all persons in the Student Union Building are asked to respect community standards of behaviour and refrain from the following activities:

- Violence in any form (verbal, physical, or sexual) and harassment of any type (sexual or personal).
- Illegal activities, including but not limited to, theft, consumption of illegal drugs, consumption of alcohol outside of licensed areas, unauthorized gambling, vandalism and graffiti.
- Remaining in the building after closing time or entering restricted areas of the SUB unless authorized to do so.
- Removing or relocating items that are not lawfully yours or the unauthorized storage of personal items anywhere in the building. By way of clarification, such authorization will fall within the jurisdiction of the Student Administrative Commission (SAC).
- Using the SUB as a sleeping facility for extended periods of time. Occasional napping may be deemed acceptable.
- Salvaging discarded food from garbage cans or bringing animals into the SUB (except for seeing eye/ personal assistance dogs). This is due to the Department of Health regulations for facilities preparing and selling food.
- Being unclothed, or not wearing footwear at all times, due to the same Health regulations.
- Posting materials in areas other than the public bulletin boards unless authorized by SAC or its designates.
- Soliciting or selling any item or service inside the SUB or on the external plazas, except through the AMS or AMS-sanctioned fundraising events or as authorized by SAC or its designates.
- Using SUB washrooms as private bathing facilities.

- Smoking anywhere inside the building (due to WCB regulations prohibiting the behavior). Smoking is permitted on exterior balconies and in the Courtyard.
- Viewing pornographic materials on the public access computer terminals.
- Using rollerblades or skateboards, or bringing bicycles inside the building. This is for the safety of the public.

This list illustrates examples of the SUB's reasonable standards of behaviours. Other behaviours that detract from quiet enjoyment of the SUB may also be addressed by AMS staff and security. When violations of these reasonable standards occur, the AMS reserves the right to exercise appropriate disciplinary measures which may include the expulsion of individuals from the SUB on a temporary or permanent basis.

Procedures and Regulations:

The Student Administrative Commission (SAC) will be responsible for developing procedures under this policy, including:

- procedures for warning individuals who are violating reasonable standards of behaviour;
- procedures for expelling such individuals from the SUB;
- procedures for creating appropriate documentation of incidents in which reasonable standards of behaviour were violated;
- procedures for posting or distributing information concerning reasonable standards of behaviour; and
- any other procedures or regulations as determined by Council or SAC from time to time.

***No AMS Exclusive Cold Beverage Agreements
Passed: October 25, 2006***

“Whereas a motion was passed on October 11, 2006, calling on the University to not enter into an exclusive cold beverage agreement; and

Whereas many of the arguments opposing exclusive cold beverage agreements would similarly apply to the AMS,

Therefore be it resolved that the AMS not enter into an exclusive cold beverage agreement.”

AMS SPONSORSHIP GUIDELINES

Passed: November 29, 2006

Definition of Sponsorship

Sponsorship is a business relationship between a provider of funds, resources or services and the AMS which in return offers the Sponsor some tangible or intangible rights and / or associations that may be to their commercial advantage. Sponsorship does not apply to day to day operations and transactions including, but not limited to commercial space bookings, advertising in the AMS publications, or the purchase and / or supply of goods and services, where the material value to each organization is considered equal. All Sponsors and Sponsorship materials must be from reputable companies or organizations and be tasteful and unobtrusive

Purpose of Sponsorship

The pursuit of sponsorship funding is intended to contribute to the improvement of student life by garnering external funds and resources not normally received in the day to day operations of the society. These funds shall be utilized to enhance the provision of services and extra-curricular programming by the Alma Mater Society.

Purpose of Sponsorship Guidelines

The following sponsorship guidelines are designed to:

1. Increase awareness within the Society of the potential benefits and disadvantages of sponsorship.
2. Remove existing ambiguities as to acceptable and unacceptable provisions within sponsorship agreements in order to create a consistent approach to sponsorship.
3. Ensure reputable, tasteful and unobtrusive sponsorship agreements that are consistent with the goals and mission statement of the Society.

Sponsorship Guidelines

1.0 Sponsorship Packages

- 1.1 The Society will develop a sponsorship package outlining the potential commercial value of AMS services, events and business operations. The package and the valuation of AMS services, events, programming and business operations will be devised in consultation with appropriate staff members.

2.0 Exclusivity

- 2.1 The AMS will not offer exclusive rights to a single corporation to sponsor all events for a given year. The AMS may grant exclusive representation to a sponsor on an event by event basis.

- 2.2 All sponsorship exclusivity contracts between the Society and another party shall be submitted to Council for approval. Exclusivity agreements may only be approved by a Two-Thirds (2/3) Resolution of Council.

3.0 Reputation Considerations

- 3.1 Reputation considerations will inform the review and approval of any sponsorship contract by the Sponsorship Review Committee and the Executive Committee. Such considerations include, but are not limited to, a potential sponsor's employment practices, environmental standards, financial management practices, and record of corporate citizenship
- 3.2 All sponsorship contracts shall include a provision for adherence to the Society's reputation guidelines. In the event that evidence becomes apparent of the sponsor's failure to adhere to said guidelines, the AMS retains the right to amend or withdraw from the agreement and provide written notice to that effect.

4.0 Promotion and Advertising:

- 4.1 Sponsors will be permitted to put logos on posters advertising events they are sponsoring. The posters will be of AMS design with sponsor logos being provided by the sponsor.
- 4.2 The Executive Committee may grant special permission for a sponsor to use its own posters and promotional material for advertising.
- 4.3 The most significant exposure that will be offered to a sponsor is a co-billing arrangement in which the name of the sponsor will be subsidiary to the name of the AMS, which will act as the lead presenter in all cases.
- 4.4 Preferred positioning and/or increased size of a sponsor's logos will be offered if the content of the agreement justifies it insofar as the sponsoring company's offer is significantly generous to warrant such exposure. Notwithstanding this provision, the AMS logo will be larger than all participating sponsors' logos.
- 4.5 All sponsorship contracts shall acknowledge that the AMS retains the right of final approval on all promotional material, messages and content.
- 4.6 All sponsorship promotional materials shall be submitted to the Public Relations Department and approved by the Communications Planning Group (CPG) or alternate body (one of Fundraising & Sponsorship Committee or Executive Committee) to ensure that they are consistent with internal AMS communications policies and procedures. Materials to be submitted to the Public Relations Department include, but are not limited to, sponsorship packages, advertising, and signage.

5.0 Sponsorship Finances

- 5.1 For accountability and transparency purposes, all monies earned from sponsorship contracts shall be deposited in one central line item for allocation

and disbursement. This line item shall be designated the "Sponsorship Revenue" line item.

- 5.2 All staff commissions associated with sponsorship revenue will be paid out of the "Sponsorship Revenue" line item.
- 5.3 Any AMS department whose services and/or resources are included in a negotiated sponsorship contract shall be compensated from monies arising from said contract. The appropriate departmental staff member shall determine the value of the compensation for services rendered and/or resources used. In addition, the Sponsorship Officer shall not engage in any contract negotiations that reference departmental services and/or resources without prior consultation with, and approval by, the departmental staff member responsible for such services and/or resources.
- 5.4 The Budget Committee will allocate surplus or unassigned sponsorship monies throughout the Society on a needs basis. Sponsorship revenue will be allocated to a specific service, event or department if such allocation is a provision of a sponsorship contract for the purpose of significantly improving the event or service.
- 5.5 AMS services and departments may request a portion of the Society's surplus or unassigned sponsorship revenue for specific projects and initiatives through the submission of a proposal to the Budget Committee.

6 Sponsorship Approval Process

- 6.1 The Sponsorship Officer will submit a list of potential sponsors to the Fundraising and Sponsorship Committee prior to entering into negotiations with any potential sponsor.
- 6.2 The Fundraising and Sponsorship Committee will review the list of potential sponsors to determine whether the companies would be acceptable parties for sponsorship with the AMS and/or should be subject to a review of the Society's reputation guidelines. The Sponsorship Review Committee retains the right to reject any potential sponsor based upon reputation considerations.

All sponsorship contracts shall be submitted to the Fundraising and Sponsorship Committee or Executive Committee for approval, and the Sponsorship Officer will provide regular updates on sponsorship negotiations to the Executive Committee. The Fundraising or Sponsorship Committee or Executive Committee shall review any potential sponsorship contract to ensure that the sponsorship contract benefits the Society financially, and that the contract is reputable, tasteful and unobtrusive.

- 6.3 Sponsorship contracts shall not be entered into if such contracts directly compete with existing AMS businesses.

6.4 All sponsorship contracts shall be submitted to Council for approval by a Two-Thirds (2/3) Resolution if they result in any of the following:

- (i) a visible limiting of choice for the members of the Society;
- (ii) an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;
- (iii) a strategic or far-reaching agreement with the University;
- (iv) an original agreement or new contract in excess of two (2) years in duration; or
- (v) any other consequences that should reasonably be brought to Council's attention.

6.5 As per SECTION IX B: Article 9, section 11:

If an existing contract is being renewed for a period of more than two (2) years but the renewed version of the contract would not otherwise be considered political, the renewed version shall be considered administrative and need not be brought to Council for approval; however, it must be submitted to Council for information purposes.

6.6 The sponsorship approval process shall be evaluated after one year of implementation.

7 Reporting

7.1 The Sponsorship Officer will update the Executive Committee on a regular basis and inform it of sponsorship developments as well as progress in sponsorship negotiations.

AMS Environmental Sustainability Strategy
Passed: January 24, 2007

Preamble

Whereas the AMS has long been a leader in environmentally sound practices at UBC, including:

- The U-Pass program, which has resulted in a reduction in greenhouse gas pollution of over 16,000 tonnes of CO₂ equivalent per year.
- Selling only organic, bird friendly coffee.
- Providing discounts for students who bring their own mugs to AMS coffee outlets; and

Whereas the Alma Mater Society has long fulfilled the role of holding the University to account on behalf of the students of UBC for issues important to students, including environmental responsibility; and

Whereas the AMS does not yet have a sustainability policy or strategy to guide and provide continuity to our sustainability initiatives,

Therefore be it resolved that Council adopt the following Environmental Sustainability Vision and Purpose, which will guide subsequent strategy and targets:

Vision

The AMS recognizes the ecological crisis humanity faces and the special responsibility universities, and university students, have in finding and implementing solutions. We acknowledge our obligations as global citizens and strive to create a sustainable and equitable future for all.

The AMS will be a leader in reducing the university campus's ecological footprint to sustainable levels and in fostering environmental justice in our own operations and through our relationships with the University community and the broader community. The AMS will be an engine for new ideas and innovation, and will be a model for the University and for other student organizations to follow.

Purpose

- To work towards environmental sustainability independently and in cooperation with organizations such as UBC, other students' organizations, and relevant governmental bodies.
- To maintain and enhance the AMS's leadership role in promoting environmental sustainability on and off campus.
- To showcase the AMS's leadership in order to distinguish the AMS and our businesses from the University as a whole and other businesses on campus.
- To guide the AMS's work to areas where we can have the greatest effect, directly through AMS operations and through interaction with other organizations.

- To establish the Impacts Committee as the body responsible for overseeing the Sustainability Strategy and presenting an annual progress report, including new or updated targets, to Council by October 30 of each year.
- To set a manageable number of goals and timelines (in consultation with staff and other interested parties), and assign responsibilities to pertinent persons and departments for achieving them.
- To establish procedures for monitoring and reporting on progress. Procedures for updating and adjusting targets will also be part of the Strategy.

Discrimination and Harassment Policy
Approved: October 8, 2008

1. Discrimination and Harassment
1.1 Purpose and definitions

(a) Statement of Purpose

Every AMS employee, member of an AMS Club or member of an AMS Constituency is entitled to an environment free of discrimination and harassment. The Alma Mater Society promotes a work and service environment where all persons feel safe and are treated with respect and dignity. The AMS is committed to, and will make every reasonable effort to ensure that all staff members, contract employees, clients and the public are entitled to a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment, racial harassment and personal harassment), including but not limited to those forms which are prohibited by the B.C. *Human Rights Code*. Each employee also has the responsibility to foster and support a harassment-free environment.

The objectives of this Policy are to prevent discrimination and harassment in the workplace on the grounds protected by the B.C. *Human Rights Code* R.S.B.C. 1996, c.210, and on additional grounds mentioned in this policy, and to provide procedures for handling complaints and remedying situations when such discrimination and harassment do occur. Employees shall not engage in discriminatory conduct (including harassment and sexual harassment) prohibited by the B.C. *Human Rights Code*.

Application

The AMS has the obligation to provide a harassment-free environment for all attendees and participants at all AMS events.

AMS Executive members, Councillors, Club executives, AMS management, business outlet Managers and Supervisors, coordinators, commissioners, staff members, union members and officials, appointees, interns and volunteers, and all others share this obligation to provide a harassment-free environment for all attendees and participants at all AMS events.

For the purpose of this policy:

- (i) **Employee** includes any person in a paid or volunteer working relationship within the AMS.
- (ii) **The workplace** is considered anywhere that activities related to the AMS occur. If conduct impacts the workplace, or originates from a workplace relationship, it is covered by this policy.
- (iii) **AMS Club members** include any person who is a member of an AMS Club or Association as designated by the AMS' Student Administrative Commission (SAC), in accordance with AMS Bylaw 13(3).
- (iv) **Constituency** means an AMS Constituency recognized by Council in accordance with Bylaw 13(2).

Members of Constituencies are people who:

- a. work for a Constituency in a paid or volunteer capacity;
- b. participate in a Club or other group recognized by a Constituency;
- c. serve on the Council or executive of a Constituency;
- d. attend Constituency events; or
- e. are otherwise actively involved in the activities of a Constituency.

(v) **Manager or Supervisor** means person who holds an employee's personnel file.

(b) Definitions

(i) **Discrimination** means unfair or differential treatment of an individual or group, whether intentional or unintentional, on the basis of one or more prohibited grounds. These grounds include but are not limited to those contained in the *B.C. Human Rights Code* and are: race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, gender, gender identity, sex, sexual orientation, marital status, family status, physical or mental disability, religion, union membership, union activities, political activities, age, conviction of a criminal or summary conviction offence that is unrelated to the employment or the intended employment of that person.

(ii) **Harassment** is defined as any physical, visual or verbal conduct, whether intended or unintended, that is either unsolicited or ought reasonably to be known to be unwelcome, which denies individual dignity and/or respect based upon any of the prohibited grounds enumerated above. It is any behaviour by any person in the workplace that is directed at, or is offensive to, an employee or endangers an employee, undermines the performance of that job, or threatens the economic livelihood of the employee. Unwanted or unwelcome in this context means any action which the harasser knows or ought reasonably to know is not desired by the victim of the harassment. It may be one incident or a series of incidents depending upon the context. Harassment may also include comments or conduct which create a hostile, intimidating or offensive environment; it may be directed at specific individuals or groups. Workplace harassment includes personal and sexual harassment.

Examples of harassment include but are not limited to:

- Threats, made or perceived, based on any of the prohibited grounds enumerated in this policy;
- written or verbal communication, or gestures of a derogatory nature (e.g. name-calling, slurs, taunting pictures or posters, graffiti) that relate to any of the prohibited grounds enumerated in this policy;
- application of stereotypes or generalization based on any of the prohibited grounds enumerated in this policy.

Harassment can happen on or off campus and during working and meeting hours or not.

(iii) **Sexual Harassment** is defined as unwelcome conduct, which is sexual in nature, that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. The determination as to what constitutes sexual harassment is to be viewed from the perspective of the complainant and not the

intention of the alleged harasser. Examples of sexual harassment include, but are not limited to:

- remarks, jokes, innuendoes, or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing, leering, ogling or other gestures;
- displaying sexually offensive or derogatory pictures, cartoons or other material;
- persistent unwelcome invitations or requests;
- unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
- conduct or comments intended to or having the effect of, creating an intimidating, hostile or offensive environment, or unreasonably interfering with an individual's work performance;
- when submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or status at the AMS;
- when submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.

(iv) **Personal Harassment** is harassment, workplace bullying or discrimination based upon personal characteristics or circumstances that are unrelated to a person's ability to do the job.

1.2 Confidentiality

All parties involved in a harassment complaint must maintain confidentiality of all information relating to the complaint.

(a) All information regarding a complaint is to be treated in confidence. Information that must be shared will only be disclosed on a need to know basis.

(b) Any allegation or complaint of discrimination, harassment or sexual harassment will be considered personal information supplied in confidence pursuant to the relevant section of the *Personal Protection and Privacy Act*. The *Act* entitles a complainant to confidentiality of both their name and the substance of the complaint. The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint.

(c) The substance of investigative reports and the substance of meetings held by those in authority to a decision on what to do about a complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with the *Act*.

1.3 Prevention and procedure for dealing with complaints

The Alma Mater Society and its Clubs and Constituencies provide both informal and formal means for submitting and responding to harassment complaints. Informal complaints are considered to be as serious as formal complaints.

This policy outlines a procedure for dealing with complaints. Certain officers and employees of the Society are named in this process, however it is recognized that those named people could be involved in a complaint, or unavailable. Should they be involved in the complaint, or be unavailable, the complainant shall bring their concern to next person in the chain of command.

For example, should the General Manager be involved in the complaint, the complainant shall take their concern to the President. Should the AMS President or Club or Constituency President be involved in the complaint, the complainant shall take their concern to another executive member.

(a) Prevention and Informal Resolution

Managers and/or Supervisors, and Club and Constituency executives are expected to intervene when there are situations involving potential discrimination or harassment and to deal with inappropriate actions of their employees and/or members.

If possible, employees or members should attempt to resolve the conflict between themselves. If the conflict is not resolved, the complaint may be advanced to the next step.

(b) Mediation

With the assistance of the AMS Ombuds office, the complainant shall have the option to participate in voluntary mediation, up to the point that a formal complaint is initiated.

(c) Informal Complaints

(i) Informal complaint-Clubs and Constituencies

The members in conflict will make an informal complaint to the Club or Constituency President or member of the Club or Constituency Executive, (or the Constituency Ombudsperson if there is one), who will make reasonable efforts to resolve the conflict in a manner that satisfies all parties within two (2) working days. If the conflict is not resolved satisfactorily at this stage, the complainant may make a written complaint, initiate a formal complaint, or seek mediation, at the complainant's option.

(ii) Informal complaint-Employees

The employees in conflict may make an informal complaint to their immediate Supervisor or Manager.

The Supervisor and/or Manager shall make reasonable efforts to resolve the conflict in a manner that satisfies all parties within two (2) working days. If the conflict is not resolved satisfactorily at this stage, the complainant may make a written complaint, initiate a formal complaint, or seek mediation, at the complainant's option.

(d) Written Complaints

(i) Written complaint- Clubs and Constituencies

Each party shall provide the Student Administrative Commission Vice-Chair (or other person designated by SAC) with a written summary of the conflict, along with desired outcomes within two (2) working days of the initiation of a written complaint by the complainant. The SAC Vice Chair or designate shall, within two (2) working days of receiving the complaint, issue a written decision to bring an end to the conflict. If either party is not satisfied with the SAC Vice-Chair or designate's decision at that point, then either party can advance their complaint to the formal process.

(ii) Written complaint- Employee

Each party shall provide the Supervisor with a written summary of the conflict, along with desired outcomes within two (2) working days of the initiation of a written complaint by the complainant. The Supervisor shall, within two (2) working days of receiving the complaint, issue a written decision to bring an end to the conflict. If either party is not satisfied with the Supervisor's decision at that point, then the employee(s) can advance their complaint to the formal process.

(e) Formal Complaints

(i) Formal complaints for Clubs and Constituencies:

An AMS Club or Constituency member who believes they have a complaint about discrimination and/or harassment under any prohibited ground enumerated in this policy may lodge a formal complaint.

The member can request, to the SAC Vice-Chair (or other person designated by SAC, by submitting a formal written submission, that an investigation be initiated.

The SAC Vice-Chair or designate, a member of the Club or Constituency executive and the AMS Ombudsperson (or the Constituency Ombudsperson, if one exists) must be briefed in writing and shall determine whether the allegations on which the complaint is based would fall within the definition of discrimination, harassment or sexual harassment as set out in this policy within seven (7) working days of the receipt of the complainant's formal written submission.

If any of the above named are involved in the complaint, their place will be taken by another person, by mutual consent of the complainant and the SAC Vice-Chair.

Notification of parties

If, in the opinion of the SAC Vice-Chair, Club or Constituency executive member and the AMS Ombudsperson (or the Constituency Ombudsperson, if one exists) the allegations would not constitute a violation of this policy, they may decide not to investigate and will inform the complainant of this decision in writing within seven (7) working days of the receipt of the complainant's formal written submission.

The SAC Vice-Chair or designate, the Club or Constituency executive member and the AMS Ombudsperson (or the Constituency Ombudsperson, if one exists) will notify the respondent of the complaint and of the request for an investigation and provide the respondent with a detailed account of the allegations in writing within seven (7) working days of the receipt of the complainant's formal written submission.

An individual accused of discrimination or harassment will be entitled to respond in writing to the complaint within seven (7) working days of receiving it and may wish to offer their perspectives regarding the allegations and/or present a proposal for resolution.

Investigation

The SAC Vice-Chair, Club or Constituency Executive member and the AMS Ombudsperson (or the Constituency Ombudsperson, if one exists) will investigate the complaint and take such steps as may be required to resolve the matter. Following investigation, the complainant and respondent(s) will be advised of the outcome in writing within five (5) working days.

Time limit

The formal written complaint, respondent's submission, and investigation process, including final notification of the parties in writing shall take no longer than nineteen (19) working days.

Records

No documentation of unsubstantiated discrimination, harassment or sexual harassment will be maintained in SAC files. Proven allegations of discrimination, harassment or sexual harassment, including disciplinary action taken, shall be documented shall be kept by the AMS Ombudsperson.

(ii) Formal complaints for Employees, Volunteers and Appointees

An employee who believes that they have a complaint about discrimination and/or harassment under this policy may lodge a **formal complaint**. The employee can request, to their Supervisor (or other appropriate person) by submitting a formal written submission, that an investigation be initiated.

The Supervisor, AMS General Manager and either the Local Union Representative(s) (in cases that involve a union member or members) or the AMS Ombudsperson (in cases involving non unionized employees) must be briefed in writing and shall whether the allegations on which the complaint is based would fall within the definition of discrimination, harassment or sexual harassment as set out in this policy within seven (7) working days of the receipt of the complainant's formal written submission.

If any of the above named are involved in the complaint, their place will be taken by another person, by mutual consent of the complainant and the General Manager or President, and union Representative if applicable.

Notification of parties

If, in the opinion of the Supervisor, the AMS General Manager and either the Union Representative(s) or AMS Ombudsperson, the allegations would not constitute a violation of this policy, they may decide not to investigate and will inform the complainant of this decision in writing within seven (7) working days of the receipt of the complainant's formal written submission.

Supervisor, the AMS General Manager and either the Union Representative(s) or AMS Ombudsperson, will notify the respondent of the complaint and of the request for an investigation and provide the respondent with a detailed account of the allegations in writing within seven (7) working days of the receipt of the complainant's formal written submission.

An individual accused of discrimination or harassment will be entitled to respond in writing to the complaint within seven (7) working days of receiving it and may wish to offer their perspectives regarding the allegations and/or present a proposal for resolution.

Investigation

The Supervisor, the AMS General Manager and either the Union Representative(s) or AMS Ombudsperson, will investigate the complaint and take such steps as may be

required to resolve the matter. Following investigation, the complainant and respondent(s) will be advised of the outcome in writing within five (5) working days.

Time limit

The formal written complaint, respondent's submission, and investigation process, including final notification of the parties in writing shall take no longer than nineteen (19) working days.

Records

No documentation of unsubstantiated discrimination, harassment or sexual harassment will be maintained in individual personnel files. Proven allegations of discrimination, harassment or sexual harassment, including disciplinary action taken, shall be documented and form part of the employee's permanent record, and copies of confirmed complaints shall be kept in the employee's personnel file.

(f) Appeal- Employees

Union members may appeal to the Joint Consultation Committee (JCC) established in the union contract within ten (10) days of receiving the decision of the Supervisor, the AMS General Manager and either the Union Representative(s) or AMS Ombudsperson. The JCC shall, within ten (10) days, meet with the parties. If the parties in conflict agree to a joint meeting, that meeting shall be a joint meeting of all parties. If the parties in conflict do not agree to a joint meeting, the JCC shall meet with the parties separately, and may seek advice from the Supervisor, the AMS General Manager and either the Union Representative(s) or AMS Ombudsperson,. Within ten (10) days of the meeting(s), the JCC shall issue a written decision to all parties. The JCC may refer the grievance to a mediator or an arbitrator.

Employees who are not union members may appeal to a mediator or an arbitrator.

1.4 Penalties and Discipline

Penalties-Clubs and Constituencies

If a Club or Constituency member is found to have engaged in harassment under this policy, they may be subject to penalties as determined by the SAC Vice-Chair, the Club or Constituency executive member and the AMS Ombudsperson.

Discipline- Employees

If an employee is found guilty of harassment, the following disciplinary actions may be taken as appropriate:

1. verbal warning,
2. written warning,
3. suspension with pay,
4. suspension without pay for up to ten (10) working days, and/or
5. termination.

Educational opportunities are offered to employees who are found guilty of harassment.

1.5 No Retaliation

Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in penalties and/or disciplinary action, including expulsion from AMS Clubs, or other penalties.

1.6 Vexatious and Bad Faith Complaints

Complaints which are made in bad faith and are vexatious in nature will be subject to appropriate disciplinary action by the AMS and may result in penalties as described above, including expulsion from the AMS Club, or other penalties as described above.

2. Education and prevention

In order to help educate employees, Club and Constituency members about their rights and responsibilities with regard to this policy, the Alma Mater Society will distribute a copy to each Club, each Constituency, and to current and new employees, within the first month of their employment or involvement with the AMS as part of their orientation. A reference copy will be available during regular business hours at the AMS Administration Office, and the SAC office.

The AMS supports and encourages any further initiatives which seek to actively educate and create awareness around the benefits of an environment which is free from discrimination and harassment.

All AMS Executive members, Councillors, Club executives, AMS management, business outlet Managers and Supervisors, Coordinators, Commissioners, staff members, union members and officials, Appointees, interns and volunteers, and all others are responsible for providing an environment free from discrimination and harassment as follows:

1. Set a good example by not participating in or ignoring discrimination and harassment.
2. Approach employees if discrimination or harassment is suspected. Symptoms of harassment or discrimination may include: reduced productivity, changes in behaviour, rumours, increased sick leave, increased resignations or sudden changes in performance evaluations.
3. Discuss the situation with the alleged harasser. This ensures that the person knows the behaviour is offensive and is warned that inappropriate workplace behaviour is unacceptable at the AMS.
4. Keep a personal record (date, time, attendees, discussion points) by documenting any discussions involving an occurrence of harassment.
5. Seek advice and assistance from the Supervisor, Manager, AMS General Manager, Local Union Representative, Club or Constituency President, the SAC Vice-Chair and/or the AMS Ombudsperson.
6. Participate in good faith with the AMS' internal equity Representatives policy for all AMS events.
7. A complaint is considered resolved when both parties sign documentation which details the outcome and their satisfaction with this outcome.
8. The AMS Ombudsperson and the SAC Vice-Chair will each meet with the chair of the AMS Equity Committee (when there is one), or other suitable person, and the AMS President at least once a term to discuss active and recent cases of harassment.

Nothing in this policy compels anyone to make a complaint, nor does it replace any other legal rights an employee may have, including those protected under the *BC Human Rights Code*.

AMS CAMPUS SAFETY VISION STATEMENT

Passed: January 25, 2006

Reviewed January 2009

VISION

The Alma Mater Society (AMS) believes that all campus members have the right to live, work and study in a community free from physical harm, hostility, aggression, harassment and devaluation. The University of British Columbia should be a safe and respectful environment in which campus members are able to fully participate in campus affairs without threats to their physical, emotional, sexual, and psychological, and spiritual well-being. The campus community will work to ensure that one's gender, sex, race, religion, sexual orientation, age, ancestry, ethnicity, colour, family status, marital status, physical or mental ability, socio-economic status, health status, place of origin, beliefs, or group affiliation does not preclude active participation in the campus community. Above all, the campus should be a community in which all members feel free to achieve their highest potential, and a person's right of access to education, academic excellence, freedom of association and career achievement are not compromised by either feelings or incidents of oppression or marginalization.

VALUE STATEMENT

The Alma Mater Society of the University of British Columbia is committed to fostering a safe and respectful community in partnership with students, student groups, residents, the University administration, staff, faculty and other members of the extended campus community. The AMS is committed to making safety on campus a priority, and to proactively increasing the awareness of safety issues on campus. The AMS will work to ensure that ongoing consultation occurs with key stakeholders on safety issues, and that sufficient resources are directed towards building a safe community.

PRINCIPLES

The AMS is committed, but not limited, to the following safety principles:

1. The AMS will strive to enhance the visibility, accessibility and quality of existing safety services on campus, and actively promote such services to the campus community.
2. The AMS will advocate on behalf of campus community members to ensure that safety is a priority on campus.
3. The AMS will work in partnership with key stakeholders to increase awareness of any threats to safety on campus by advocating for effective reporting mechanisms.
4. The AMS will seek to increase the number and strength of collaborative relationships with key safety stakeholders on campus, including students, staff, faculty and other members of the extended campus community.
5. The AMS will strive to ensure that inclusive, accessible safety programs are available to the diverse campus community. Such programs should support community involvement, actively promote equity and inclusivity and reflect the belief that safety on campus is a shared responsibility amongst all campus members.
6. The AMS values the campus environment and as such, will endeavour to create an environment free of vandalism and property damage.
7. The AMS will endeavour to create an environment of respect for the dignity, privacy, and diversity of all persons on campus. The AMS will seek to foster a campus community in which there is zero tolerance for hate, prejudice and discrimination.

***External Affiliations and CASA
Passed October 21, 2009***

“Whereas the AMS has been engaged in independent federal lobbying efforts, incurring costs in addition to those funds paid CASA; and

Whereas the allocation of funds towards federal lobbying represents a proportion of the overall external relations budget disproportionate with the impact that the federal government has on post-secondary education; and

Whereas there are insufficient concrete returns on investment to warrant continued CASA membership; and

Whereas significant AMS concerns with the constitution under which CASA is operating, most notably the fact that such a constitution was rejected by Industry Canada, have not been rectified in a timely manner; and

Whereas AMS efforts to reform CASA governance structures, or embark upon a process that would lead to the recommendation of such reforms, have not been treated as a priority by CASA; and

Whereas CASA’s efforts to develop campus-centered campaigns to complement more conventional lobbying efforts have been either insubstantial, ineffective or non-existent; and

Whereas AMS ability to steer the organization is incongruent with the AMS contribution to the organization; and

Whereas CASA institutional rules prevent the GSS from becoming a CASA member; and

Whereas the voting structure of the organization gives a disproportionate voice to regional voting blocs; and

Whereas the Member Driven Principle continues to remain undefined on an organization wide basis, and insufficient safeguards exist to prevent situations of excessive staff control or ensure that the priorities acted upon and the policy priorities reflect the will of the membership,

Therefore, be it resolved that the Alma Mater Society of the University of British Columbia Vancouver give notice of intent to withdraw from the Canadian Alliance of Student Associations, with such withdrawal coming into force April 1, 2010.

Be it further resolved that the AMS remain unaffiliated to any federal lobbying organization, for no less than one year; and

Be it further resolved that if the AMS considers affiliation with an external lobbying organization, it negotiate with CASA first.”

Note: Requires 2/3rds

... Carried

[Note: On March 31, 2010, Council passed the following motion:

“Therefore be it resolved that the Alma Mater Society of the University of British Columbia – Vancouver overturn its decisions on October 21, 2009 and December 7, 2009 to leave the Canadian Alliance of Student Associations as of April 1, 2010.

Be it further resolved that the AMS remain an Associate Member of CASA for one more year.”

It’s not clear if that motion overturned the policy part of the October 21 motion, the resolution saying that if the AMS considers affiliation with an external lobbying organization, it must negotiate with CASA first.]

BY-ELECTION TIMING

Passed: December 2, 2009

“Be it resolved that Bylaw 5(3)(c)(ii) shall be interpreted with the following consideration: ‘Calendar days when classes are not in session shall not count toward the determination of the 21-31 day range for holding the by election.’

Be it further resolved that the interpretative consideration contained in this motion is to be considered the official policy of this Society, and all staff are expressly directed to abide by this interpretative consideration.”

Note: Requires 2/3rds
... Carried

AMS COMMUNICATIONS POLICY

Passed December 2, 2009:

Preamble:

The Alma Mater Society (AMS) is committed to furthering its mission and goals through a coordinated and effective communications strategy. The President, in coordination with the Communications Manager and the Communications Planning Group, is responsible for ensuring that the AMS is proactive in establishing channels, protocols and programs aimed at encouraging input from and consultation with the Society’s membership.

Policy:

A centralized Communications Department is essential to ensure consistency and professionalism in the messaging that the AMS communicates to students.

The following areas fall under the purview of the AMS’ communications strategy. All initiatives and projects that fall under these areas must be created and planned in conjunction with the Communications Manager. The Communications Manager shall regularly seek advice and direction from the Communications Planning Group on all of

these areas.

- Permission for use of the AMS logo
- Press releases
- Marketing strategies and promotional materials for AMS businesses and AMS Services
- Electronic communications
- University and external lobbying campaigns
- Internal communications initiatives
- Clubs and constituencies that are specifically using AMS images or AMS messaging

Procedures and Regulations:

The Communications Planning Group will be responsible for developing the following procedures under this policy. These procedures will be kept by the Communications Manager and regularly updated by the Communications Planning Group. They shall also be included in orientation materials for all employees and volunteers of the AMS.

- procedures for commenting to and interacting with the media
- procedures for making changes to the AMS website
- procedures for organizing and running university and external lobbying campaigns
- procedures regulating internal email usage
- procedures for the responsible use of students' email addresses
- procedures for external advertising in AMS space
- procedures for proper use of the AMS logo
- any other communications procedures approved by the Communications Planning Group

AMS POLICY ON VIDEO SURVEILLANCE
APPROVED: January 6, 2010

Further to the AMS Privacy Policy, and in accordance with the video surveillance guidelines issued jointly by the privacy commissioners of British Columbia, Alberta, and Canada, the Alma Mater Society has the following policies and procedures for video surveillance:

- 1) Video surveillance cameras shall be used to monitor and record activity in AMS buildings solely for the following purposes:
 - a. To protect persons and property, including but not limited to protection against violence, vandalism, and theft.
 - b. To provide documentation in cases of liability and for crime investigations.
 - c. To help maintain access to the Student Union Building's Loading Bay.
 - d. To control access to the Pit Pub.

- 2) The number and location of surveillance cameras shall be determined by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration. Cameras shall not be installed in areas where individuals have an expectation of privacy, including but not limited to washrooms and changing rooms.

- 3) The cameras shall not record sound; they may have other special capabilities (including but not limited to night vision and zooms) as is deemed appropriate by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration.

- 4) The following persons shall be the only ones authorized to access the images from all cameras in AMS buildings:
 - a. The Facilities and Retail Services Manager, who shall have access both to live images and to recordings of past images.
 - b. The Food and Beverage Manager, who shall have access both to live images and to recordings of past images.
 - c. The General Manager, who shall have access both to live images and to recordings of past images.
 - d. Supervising security staff while on shift, who shall have access both to live images and to recordings of past images.
 - e. Other staff in the Security Office, who shall have access while on shift to monitors of live images only and not to recordings of past images.
 - f. The IT Manager, the Systems Administrator, and the Workshop Manager, who shall have access only for maintenance and upgrading purposes.

- 5) The following persons shall be authorized to access live images and recordings of past images, but only while on shift and only from cameras in their area:
 - a. Senior staff managing the Pit Pub (for the Pit Pub).

- b. Senior staff managing the Whistler Lodge (for the Whistler Lodge).
 - c. Senior staff managing the Loading Bay & Storeroom (for the Loading Bay & Storeroom).
- 6) Other persons desiring access to the images must apply to the Security Manager, who shall not disclose them except:
- a. to law enforcement officers pursuing an investigation if the officers have a warrant or if the officers have been invited to look at the images by the AMS, but in both such cases the officers shall be given access only to images relevant to the incident in question; or
 - b. to comply with a court order; or
 - c. to show an individual an image of themselves, but in the latter case the image must not reveal the identity of any other individual.
- 7) In the event of an emergency, the General Manager may grant access to the images. If the General Manager is unavailable during an emergency, the Facilities and Retail Services Manager may grant the access. If both these managers are unavailable, then another senior manager may grant the access.
- 8) Any individual seeking access to images must view the relevant footage in the presence of the Security Manager, the Facilities and Retail Services Manager, or the General Manager. If none of those managers is available, they may name someone as their designate for that incident only.
- 9) Surveillance shall be in effect 24 hours a day, seven days a week.
- 10) Recordings shall be eradicated thirty (30) days from their recording, unless required for an ongoing investigation. The General Manager shall determine which ongoing investigations are covered by this clause.
- 11) Images from the cameras may be received in the Security Office, the Pit Pub office, and the IT office, all of which shall be kept secure from unauthorized access.
- 12) Signs shall be posted inside and outside the building to inform the public that surveillance cameras are in operation for the purposes stated in paragraph 1 above. The signs shall include the Privacy Officer's contact number for members of the public wishing further information about the surveillance policy or wishing to see their own image.
- 13) All individuals listed in paragraphs 4 and 5 shall sign a non-disclosure agreement in which they shall agree to keep any knowledge gained from AMS video surveillance systems confidential, unless otherwise indicated in this policy. The Privacy Officer shall be responsible for ensuring that all relevant staff members sign non-disclosure agreements before viewing footage from AMS video surveillance equipment.

Executive Smart Phones

Passed: April 7, 2010

[not designated a policy at the time, but it reads like one, and it passed 19-0-5]

“Whereas the AMS Business and Facilities Committee was mandated by AMS Council to determine an AMS Executive cellular phone bill compensation policy; and

Whereas the AMS Business and Facilities Committee deemed it necessary for optimal business performance that Executive members of the AMS use a smart phone during normal business hours to be reachable; and

Whereas not subsidizing Executive cellular phone bill expenditures could negatively affect the Society’s business efficiency and/or invoke personal financial hardship; and

Whereas the AMS Business and Facilities Committee deems it improper to mandate Executive members to possess a smart phone without subsidizing work-based cellular phone expenses; and

Whereas by subsidizing executive cellular phone expenses, the Business and Facilities Committee feels it necessary to obligate Executive members to be reachable via phone, text, or email, through their smart phone; and

Whereas any assessment made by the Business and Facilities Committee with regard to the subsidy amount each Executive member of the Alma Mater Society should receive would not be within the context of the AMS Annual Budget, and therefore unfounded and arbitrary,

Therefore be it resolved that on the recommendation of the Business and Facilities Committee, the Alma Mater Society Council mandate the AMS Budget Committee to determine an appropriate cellular phone-bill subsidy for each Executive member for inclusion into the AMS Annual Budget.

Be it further resolved that Executive members of the Alma Mater Society be required to possess a smart phone for work purposes in order to qualify for a phone subsidy.

Be it further resolved that Executive members of the Alma Matter Society be contactable, either by phone, email, or text, through their smart phone at all times during regular business hours.

... Carried

***AMS Policy on Responsible Use of Students' Email Addresses
Passed: April 30, 2010***

Whereas the Alma Mater Society of UBC Vancouver (AMS) recognizes that the University desires the use of Campus-wide email to be limited to uses consistent with the academic and student/campus life, research and administrative objectives of the University; and

Whereas the AMS is recognized within the University as the representative student body; and

Whereas the AMS requires access to students' email addresses to facilitate its elections and to communicate with its members; and

Whereas the AMS is committed to the secure and responsible use of students' email addresses for campus-wide emails to uses consistent with the objects, vision and mission of its constitution, including the following:

The AMS will only send a maximum of one email per month unless there is an emergency where information needs to be disseminated.

The addresses will also be used to communicate various forms of information, including but not limited to:

- o Information about upcoming AMS elections and referenda
- o Information about time-sensitive emergency issues
- o Information welcoming students to UBC and the AMS
- o Information regarding AMS student surveys
- o Pertinent information as deemed by CPG

BIRT the AMS will prohibit the transmission of the following types of information over campus-wide email:

Information that discloses personal information about an individual without their consent or otherwise violates their rights under the privacy laws or any other laws

Pirated software, destructive software, pornographic materials, libelous statements or any other information that may injure someone or lead to a lawsuit or criminal charges

Advertisements for commercial enterprises (with exception of the AMS-owned businesses)

Repetitious or redundant information, or any other information that is wasteful of computing/information network resources, which unfairly monopolize resources to the exclusion of others, or which through frivolous use goes beyond the intended use of the system.

Information that assumes another person/organization/entity identity or role through deception or without proper authorization

BIRT the AMS will implement a process whereby all requests for the transmission of information through campus-wide email pass through the President of the AMS thereby ensuring a single final point of decisionmaking concerning which communications may be sent to students.

BIRT the AMS will ensure the creation of the file security mechanisms and other network infrastructure, along with policies restricting access to students' email addresses within the AMS and the provisions of locks and other physical infrastructure within the Student Union Building to safeguard the confidentiality of students' email addresses.

AMS RESPONSIBLE COMPUTER USE POLICY

Passed: June 16, 2010

General

1. All Society employees, appointees, and elected officials shall, in their use of the Society's computers and computing systems, conduct themselves in accordance with established business ethics and in accordance with the responsibilities of their respective positions.
2. All Society employees, appointees, and elected officials shall make every effort to support the Society's Information Technology (IT) Department in protecting the security of the Society's technical systems.
3. The Society's computers and computing systems are the property of the Society, and are for utilization by employees, appointees, and elected officials in the performance of their position responsibilities. No computer hardware or software may be installed in the Society without the knowledge and approval of the Society's IT Department.
4. AMS computers are intended for business purposes only. The use of computing resources for any purpose other than academic or administrative use will be considered unauthorized.
5. Any damage to computers or computing systems caused by inappropriate or personal use by an employee, appointee, or elected official, and any other violations of the provisions of this Section, may result in disciplinary action by the Society.
6. Certain uses of the Society's computer system and Internet connection shall not be permitted at any time. These uses include but are not limited to:
 - accessing websites containing sexually explicit, racist, violent, or generally offensive;
 - offensive materials, except to carry out research for the Society;
 - distribution of materials containing sexually explicit, racist, violent, or generally offensive materials to internal or external users;
 - downloading and/or illegal use of unlicensed software;
 - downloading computer games;
 - any use of the Internet for a purpose forbidden under the Criminal Code or the B.C. Human Rights Code, including but not limited to hoaxes, distribution of pornographic materials to minors, child pornography, pyramid schemes, copyright infringement, and bomb threats.

Computer Software

1. There is to be no unauthorized duplication or downloading of copyrighted software. All software installed on the Society's computers must be approved by the Society's IT Department.

2. No personal use software, including personally developed programming, is to be installed on any Society computer without the knowledge and approval of the Society's IT Department.
 3. Employees, appointees, and elected officials shall not knowingly install, download, or forward a virus, spyware, malware or malicious code for any purpose.
 4. Other prohibited activities include but are not limited to:
 - logging into an e-mail address that the person is not expressly authorized to access;
 - falsifying header information or user identification information, or otherwise impersonating another user;
 - using the Society's e-mail system to create or distribute any disruptive or offensive material, including illegal, abusive, indecent, defamatory, obscene or menacing materials;
 - using the Society's e-mail system in breach of confidence, copyright or privacy rights;
 - initiating or forwarding chain letters, pyramid schemes, hoaxes, joke emails, unsolicited mail, or emails containing malicious code.
- Note: Virus warning emails shall be approved by the AMS IT Manager before sending.

Computer Hardware

1. The acquisition of any computer hardware must be processed through the Society's IT Department to ensure compatibility with our system.
2. Any remote access to the Society's IT resources must be approved by the Society's IT Department.
3. Equipment not owned by the Society is not to be installed on the network without the express permission of the Society's IT Department.

Electronic Communication

1. Employees, appointees, and elected officials shall exercise caution in the wording and content of their e-mail messages because such messages, unlike telephone conversations, can have the same effect and permanence as messages on paper.

ALCOHOL REIMBURSEMENT POLICY

Passed: February 7, 2007

Reviewed and amended: August 11, 2010

Preamble

Whereas in the course of conducting the Society's business, members of the Executive and AMS permanent staff may have occasion to entertain government officials or members of the University administration at functions at which alcohol is available; and

Whereas the Society's senior management sometimes shows its appreciation for the Society's permanent staff or for other groups by hosting employee appreciation events or other similar functions at which alcohol is available; and

Whereas the Society wishes to put reasonable limits on the amount of alcohol-related expenses for which it provides reimbursement,

Therefore be it resolved that the following Alcohol Reimbursement Policy be adopted:

Policy

- 1) Each member of the Executive may be reimbursed for alcohol-related expenses incurred while entertaining government officials or members of the University administration or at functions or events while on official Society business up to a maximum of \$150 in any twelve (12) month period, provided this amount is budgeted for in the annual AMS budget.
- 2) Members of the permanent staff may be reimbursed for business-related alcohol expenses or provided with a reasonable amount of complimentary drinks at employee appreciation events or other similar functions. Such expenses shall be at the discretion of the General Manager.
- 3) Reimbursement for other alcohol-related expenses may be provided only with the approval of the Executive Committee and only if budgeted for in the annual AMS budget.

POLICY ON RECORDS MANAGEMENT AND THE AMS ARCHIVES

Passed: August 25, 2010

(Minor amendment, March 2, 2011)

Preamble

The purpose of this policy is, first of all, to ensure that the Alma Mater Society preserves its records and documents, whether hardcopy or electronic, so that it can function effectively and preserve its institutional memory.

Secondly, this policy is meant to ensure compliance with privacy legislation and also to establish guidelines for confidentiality.

Finally, this policy is meant to ensure the preservation of and access to information about the Society that may be of interest to the Society's members and the general public.

Principles

- 1) All hardcopy and electronic reports, correspondence, minutes, and other records of Council and its committees, the Executive, the Commissions, the Services, the Resource Groups, the business outlets, the General Manager, the Staff, and other AMS members acting on behalf of the Society ("the Records") are the property of the Society and shall remain with the Society to be kept at its offices.
- 2) When the Records are no longer needed for current use, those that may be of future use to the Society or that must be preserved for legal purposes shall be transferred to the AMS Archives.

- 3) The AMS Archives, in conjunction with the relevant AMS departments, shall establish how long records shall be kept once they are no longer needed for current use.
- 4) The Executive, the chairs of all Council committees, the General Manager, and the Staff shall co-operate with the AMS Archives in making sure the Records are preserved.
- 5) The AMS Archives shall arrange for the shredding of those records that are no longer needed but which include personal or other confidential information.
- 6) The AMS Archives shall ensure that records of historical value are preserved and made available to the public, subject to the restrictions related to confidentiality enumerated elsewhere in this policy.
- 7) The AMS Archives may enter into agreements with the University Archives for the longterm preservation of the Society's records.
- 8) In accordance with Bylaw 18, the Records shall be made available to the Society's members. In general, the Records shall also be made available to the general public. However, the following exceptions and conditions will be observed for both the Society's members and the general public:
 - a. In accordance with the BC Personal Information Protection Act (PIPA), no individual's personal information shall be disclosed without that individual's consent.
 - b. Information subject to solicitor-client privilege shall not be disclosed except as authorized by the President or the General Manager.
 - c. Any one member of the Executive, including the President, and any one member of the Agenda Committee other than the President may together declare themselves a Joint Confidentiality Group (JCG). A JCG may declare confidential any information which, if made available, could reasonably be expected to harm negotiations between the Society and a third party or disrupt an ongoing investigation involving the Society.
 - i. Such a declaration of confidentiality shall specify for how long the information shall remain confidential and shall also specify who within the Society shall have access to the information.
 - ii. The declaration shall be reported to the Agenda Committee.
 - iii. Council may at any time, by a Two-thirds (2/3rds) Resolution, require the information to be produced for it at an in camera session.
 - iv. The General Manager may act as one of the two members of a JCG if, for reasons including but not limited to conflict of interest, either the members of the Executive Committee or the members of the Agenda Committee member are ineligible to serve on the JCG.
 - v. If the members of both the Executive Committee and the Agenda Committee are ineligible, a JCG may be constituted by the General Manager together with the Privacy Officer.
 - d. Contracts between the AMS and outside organizations.
 - i. Contracts with outside organizations may be shown to the Society's members but shall not be copied for distribution or circulated in hardcopy

- or electronic form. Members who wish to see such contracts must first sign a non-disclosure agreement.
- ii. Contracts with outside organizations are not to be shown to members of the general public, unless the outside organization consents to the disclosure of all or part of the contract. If the outside organization consents to the disclosure of a part only, then only that part may be disclosed.
 - e. Unapproved draft minutes of Council and its committees, the Executive Committee, and the Commissions may be shown to the Society's members and the general public but shall not be copied for distribution or circulated in hardcopy or electronic form, except to members of Council, members of Council's committees, and members of Commissions.
 - f. In accordance with the AMS Code, minutes of in camera sessions of Council shall not be made public except to current members of Council and other individuals designated by Council.
 - g. There shall be no disclosure of information which, if made available, might compromise the security of the Student Union Building, a computer system, or a communications system.
 - h. There shall be no disclosure of sensitive business information, such as information about business strategies or detailed information on revenues or expenditures for individual Society businesses, which, if made available, might jeopardize the competitive position of the Society.

CHEQUE SIGNING**Passed November 15, 2006****Amended: October 13, 2010 (to increase the amount to \$350)**

“Whereas the AMS General Manager and those executive members who are AMS signing officers spend a large portion of their time signing cheques, many of which are for small amounts; and

Whereas the Society's bank will honour cheques signed by using a rubber stamp or a mechanically or electronically reproduced signature (known as Facsimile Signatures) if authorized to do so by a resolution of the AMS Board of Directors,

Therefore be it resolved that the Bank of Montreal be authorized to honour all AMS cheques bearing Facsimile Signatures, provided such cheques are for amounts of less than \$350 and also provided that such cheques are not made out to members of the AMS Executive or to senior managers of the AMS.

Be it further resolved that the following resolution be provided to the Bank of Montreal:

‘Whereas for the convenience of the Alma Mater Society of the University of British Columbia (“the AMS”), the AMS requests that cheques drawn on the Bank of Montreal (“the Bank”) against the AMS account number be signed by affixing one or more signatures by using a rubber stamp or mechanically or electronically reproduced signature (each a “Facsimile Signature”) in place of a handwritten signature,

Therefore be it resolved:

1. That the Bank is hereby authorized and directed to pay any and all cheques or instruments purporting to be cheques of the AMS presented for payment bearing a Facsimile Signature of any of the following officers who have been duly authorized to sign cheques for and on behalf of the AMS:

Vice-President Finance
 Vice-President Administration
 Vice-President Academic & University Affairs
 Student Administrative Commission Vice-Chair
 General Manager

2. That such cheques or instruments shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the AMS as fully and effectually as if signed in the handwriting of and duly issued by such officer or officers for and on behalf of the AMS, regardless of howsoever or by whosoever a Facsimile Signature shall have been affixed.
3. That the AMS shall provide the Bank with a certified copy of this Resolution and a certified specimen of such Facsimile Signature and that such Resolution may be acted upon by each branch of the Bank with which dealings are had by the AMS until notice to the contrary or of any change therein has been given in writing to the Bank.”

AMS TRAVEL POLICY
Amended July 20, 2011

Preamble:

Whereas it is important that there be principles and procedures in place for travel expenses incurred by AMS officials and staff when attending conferences; and

Whereas it is important that information be recorded concerning the value of the conferences attended to guide future officials and staff in deciding whether to attend particular conferences,

Therefore be it resolved that Council adopt the following Travel Policy:

1. Allocations for travel expenditures for the Executive and the Executive Coordinator of Student Services (ECSS) shall be limited to one annual national professional development conference costing no more than \$1,500 plus an additional discretionary maximum of \$1,500 each per year. Allocations for travel expenditures for the General Manager shall be limited to the AMICCUS-C annual conference plus an additional discretionary maximum of \$1,500 per year. Similarly, the Events Department will be limited to the COCA conference, and an additional discretionary maximum of \$1,500.
2. Notwithstanding paragraph 1 above, Council may at its discretion authorize additional travel expenditures, either through the annual AMS Budget or by a separate Two-thirds (2/3rds) Resolution. If the approval of additional travel expenditures is made through the Budget, these additional expenditures must be pointed out when the Budget is presented to Council.
3. In accordance with the provisions in the AMS Code of Procedure for Executive expenses, officials and staff attending conferences shall make their best efforts to obtain transportation at the economy rate and accommodation at reasonable rates. Up to \$60 Cdn a day (USD \$60 in the States) shall be allowed for meals, with reimbursement to be made on the presentation of receipts, but if meals are provided free at a conference, the allowance shall be reduced accordingly. Meal receipts considered excessive may be deemed inappropriate and not covered.
4. In further accordance with the provisions in the AMS Code of Procedure and in the AMS Executive Procedures Manual and the AMS Personnel Handbook, the following reimbursement procedures shall be adhered to:
 - a. expenses shall be reported within sixty (60) days for reimbursement to occur;
 - b. incidental out-of-pocket expenses incurred may be claimed, with receipts being required for amounts over \$2;
 - c. reasonable laundry and cleaning expenses shall be covered when the business travel is in excess of three (3) consecutive

- d. when available and reasonable, alternatives to taxi transportation (e.g., public transit, Air Porter) are to be utilized;
 - e. a modest number of personal telephone calls for a cost of no more than \$5 over three (3) days shall be acceptable.

- 5. Travel expenditures made in connection with lawsuits or with other legal issues involving the AMS, and travel expenditures made from the External and University Lobbying Fund for university and external lobbying purposes (e.g. CASA conferences) will not count as part of the \$1,500 discretionary maximum allowed in paragraph 1 above. However, those travelling for the purposes mentioned in this paragraph shall still adhere to the expense rules in paragraph 3 above and shall still make reports in accordance with paragraph 8 below.

- 6. Even if not exceeding their \$1,500 discretionary maximum for the year, anyone seeking to embark on a travel initiative costing more than \$400 (not including attendance at AMICCUS-C, COCA, or the annual national professional development conference for the Executive and the ECSS) must seek permission for the travel initiative from the Executive Committee, and in doing so must answer the following questions:
 - a. What is the nature of the travel?
 - b. What are the goals you hope to achieve from this experience?
 - c. How much will this cost the Society?

- 7. Anyone seeking authorization from Council to spend more than the \$1,500 discretionary maximum in accordance with paragraph 2 above must provide Council with the answers to the questions listed in paragraph 6 above.

- 8. In order to receive reimbursement for expenses, the Executive member returning from a conference or other travel shall report to the Executive Committee and AMS Council, providing the following information:
 - a. Information obtained (official documentation is encouraged)
 - b. Evaluation of the conference
 - c. Goals achieved/not achieved (referring to proposal)
 - d. Actual expenditures

- 9. The General Manager, upon returning from a conference or other travel, shall report to the Executive Committee, providing the information listed in paragraph 8. At its discretion, the Executive Committee may invite the Events Manager to report to it about travel undertaken by the Events Department.

Personal Information Protection Policy

Passed: September 1, 2004

Reviewed: August 2007

Reviewed: September 2011

The Alma Mater Society is committed to complying with the B.C. Personal Information Protection Act (PIPA).

In accordance with PIPA, we will inform our employees, volunteers, members, suppliers, and customers of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

In addition, we will ensure the accuracy, confidentiality, and security of the personal information received from our employees, volunteers, members, suppliers, and customers, and will allow them to request access to, and correction of, their personal information.

We will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection, and we will only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection.

For further information about the privacy policy of the Alma Mater Society, please contact the Society's Privacy Officer:

Sheldon Goldfarb
604-822-9360
archives@ams.ubc.ca

POLICY ON ALCOHOL CONSUMPTION

Passed: August 27, 2003

Reviewed: July 2006

Reviewed: September 2011

Preamble:

The Alma Mater Society (AMS) endeavours to provide a safe, inclusive, and positive student community, while working alongside University safety providers, administrators, and other stakeholders to encourage a greater degree of citizenship and responsible, appropriate behavior among students. This policy provides a framework whereby individuals who choose to consume alcohol are encouraged to drink as responsible, safe adults, so that the UBC community can be a safe, healthy, and productive environment in which to work, live, learn, and have fun.

Policy:

It is the policy of the AMS to:

- promote responsible alcohol consumption on campus;
- encourage alternatives to consuming alcohol at licensed events;
- promote a safe and inclusive environment within the student community;
- inform AMS staff, students, and subsidiaries about procedures and safety precautions for licensed events; and
- to provide information to AMS staff, students, and subsidiaries regarding the legal issues surrounding alcohol consumption.

Furthermore, the AMS strives to engage with students and AMS subsidiaries in collaborative efforts to encourage safe and responsible alcohol use, and encourages other student groups to develop policies and training programs to guide licensed events held in non-SUB venues.

Procedures and Regulations:

The Student Administrative Commission (SAC) will be responsible for developing procedures under this policy, including:

- procedures regarding an Alcohol Training Program, designed to train and inform organizers of licensed events;
- regulations regarding security at licensed events in the Student Union Building (SUB);
- regulations regarding advertising in the SUB of licensed events; and
- any other procedures or regulations as determined by Council or SAC from time to time.

Procedures developed under this policy apply to all licensed events held in the SUB (irrespective of the event organizers) and all licensed events organized by the AMS or an AMS subsidiary (irrespective of the location of the event).

THE AMS HEALTH AND SAFETY POLICY

Passed: September 14, 2011

The AMS aims to provide a safe, healthy, and secure environment. All reasonable preventive measures are to be taken to avoid accidental injuries, occupational diseases, and risks to personal security. Compliance with the Workers' Compensation Act, WHMIS, and related legislation is the minimum standard acceptable. All managers and members of staff are encouraged to strive to exceed these minimum legal standards.

The AMS

It is the responsibility of the AMS, acting through the General Manager and the Safety Program Administrator, to:

- < provide a safe, healthy and secure working environment;
- < ensure regular inspections are made and take action as required to improve unsafe conditions;
- < ensure that health, safety, and personal security considerations form an integral part of the design, construction, purchase, and maintenance of all buildings, equipment, and work processes;
- < provide first aid facilities where appropriate;
- < support managers and the health and safety committee in the implementation of an effective health, safety, and security program;
- < ensure compliance with WorkSafe laws and regulations and other applicable legislation;
- < establish a health and safety committee;
- < communicate with the AMS community or affected groups about events or situations when potentially harmful conditions arise or are discovered;
- < ensure adequate resources are available to implement appropriate procedures.

Managers

It is the responsibility of managers to:

- < formulate specific safety rules and safe work procedures for their area of supervision;
- < ensure that all employees under their supervision are aware of safety practices and follow safety procedures;
- < provide training in the safe operation of equipment;
- < regularly inspect their areas for hazardous conditions;
- < promptly correct unsafe work practices and hazardous conditions;
- < be responsive to concerns expressed about personal security and investigate any accidents, incidents, or personal security concerns which have occurred in their area of responsibility;
- < report any accidents or incidents involving personal security to the appropriate AMS authority.

Members of Staff

It is the responsibility of members of staff to:

- < observe safety rules and procedures established by managers and the AMS;
- < be safety-conscious in all activities;
- < report as soon as possible any accident, injury, unsafe condition, insecure condition, or threats to personal security to a manager;
- < properly use and adequately care for personal protective equipment provided by the AMS.