



EMPLOYEE HANDBOOK

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WELCOME FROM GENERAL MANAGER



Welcome!

On behalf of the Canada Games Centre Society (Halifax), I would like to take this opportunity to extend a sincere welcome to the Canada Games Centre family. We are excited for you to join our team and put your valuable talents to work for our organization. Your role and contribution are critical to our success and we want you to know that our employees are our most valuable asset.

Our success relies on providing service excellence to our customers and we depend on having quality leaders like yourself and your fellow employees on our team. We want you to enjoy your time here and are committed to helping you succeed in your new position.

This handbook will help you familiarize yourself with our organization, our policies, our employee benefits, and our employment practices. This handbook is a living document that will be modified, amended, and improved as the needs of our employees and organization grow.

Our team looks forward to your input and suggestions on how we can make our organization a better place to work for you.

Congratulations on joining the Canada Games Centre team.

Sincerely,

Gary Furlong, General Manager

WHO WE ARE

Mission Statement

The Canada Games Centre is a not-for-profit organization committed to the promotion of healthy and active lifestyles. We enrich the lives of our community by creating an inclusive environment in a state-of-the-art facility, where recreation, fitness, and wellness meet. We provide opportunities for sport, recreation, and events at local, regional, and national levels, while also meeting the needs of high-performance athletes. Driven by our passion, leadership, and teamwork, we strive to achieve innovative programming and exceptional guest experiences.

Vision

Together, we inspire healthy active living.

Core Values

Respect: We value the needs, feelings, thoughts, and ideas of the Canada Games Centre community; past, present, and future.

Communication: Listening to the collective voice of the community and providing clear, consistent, and effective information in a timely manner.

Community: Bringing people together by creating a safe, trustworthy, and welcoming environment where the unique needs of individuals are considered.

Service Excellence: Our team is committed to going above and beyond by providing an exceptional guest experience.

Leadership: We are an innovative organization committed to inspire and cultivate an individual's well-being.

CODE OF CONDUCT

The Code of Conduct is a set of guidelines intended to support ethical behaviour and decision making for all employees of the Canada Games Centre Society. Employees are entrusted to use good judgment in their day-to-day activities and to seek further information or assistance when needed.

Expectations from Us

- To have a safe, supportive, and healthy workplace
- To be treated respectfully, fairly, and equitably
- To be provided with opportunities to share feedback and participate in decision-making
- To receive reasonable accommodation for special needs
- To know that your personal information will be kept confidential and used only for HR-related purposes
- To identify a process for responding to reports related to the Code of Conduct

Expectations from You

- To always act with integrity
- To exercise sound judgment in decision-making and maintain confidentiality
- To treat others the way you would like to be treated: with respect, courtesy, fairness, and sensitivity
- To always represent the Canada Games Centre in a professional manner and when dealing with the public, fellow employees, board members, or volunteers
- To not initiate or take part in any form of harassment
- To follow policies and standards and comply with relevant laws
- To work safely, look out for the safety of others in the workplace, and to comply with relevant OH&S legislation and policies
- To take accountability for your workplace actions
- To report wrongdoings and violations of the Code of Conduct

Reporting Concerns

If you have concerns related to wrongdoings or violations of the Code of Conduct, the following process should be followed:

- Speak with your Supervisor to express your concerns
- Should your concerns not be resolved to your satisfaction, document them in writing and submit them to the Manager, Human resources.
- The Manager, Human resources will discuss the issue in confidence with the General Manager
- You will receive a reply to your report within 30 days of submission.

The Canada Games Centre is committed to creating a safe, supportive, and healthy work environment and reporting violations of this Code of Conduct is an important aspect of creating this environment.

Employees found to be in violation of the Code of Conduct will be subject to disciplinary action, depending on the severity of the violation, up to and including termination of their employment.

EMPLOYMENT AT THE CANADA GAMES CENTRE (CGC)

Recruitment & Selection

All employment opportunities at the Canada Games Centre are posted on the Canada Games Center website (www.canadagamescentre.ca). Occasionally, they are posted on Career Beacon and university websites depending on the position. Applications are encouraged from employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

We are a welcoming and supportive workplace and applicants from the following groups are encouraged to self-identify when applying for an opportunity: aboriginal persons, persons with disabilities, African Nova Scotians, and other racially visible persons.

For more details on the Canada Games Centre recruitment process, employees may review our Recruitment & Selection policy for more information.

Criminal Record & Child Abuse Registry Checks

To ensure a positive experience for staff and the community, and to maintain the highest standard of safety and security for persons involved with the Canada Games Centre, all employees are screened.

Criminal Record Check

When offered employment with the Canada Games Centre, the employee's offer is conditional upon completion of a Criminal Record check. Screening is completed online via mybackcheck.com and is initiated via email by Human Resources. Consent for the Criminal Record check is given when completing the application online.

A completed Criminal Record check from previous employment or volunteer work will not be accepted. Personal Criminal Record checks will be accepted only if the process to obtain the check occurred after the hiring process with the Canada Games Centre began. There are absolutely no exceptions.

Employees who do not successfully pass the Criminal Record check will be evaluated on a case-by-case basis to determine suitability for continued employment with the Canada Games Centre. Consideration will be given to the type, severity, recency, and relevance of the offense with respect to the role the individual has been employed in. The General Manager and Human Resources will review the case as necessary with the employee in confidence.

Child Abuse Register Check

For roles in which contact with children will occur, the employee's offer is conditional upon completion of a Child Abuse Register check. This form is emailed by your manager to the Nova Scotia Department of Community Services where a letter confirming the results of the check is then sent to the employee's home address. The employee must provide a copy of this letter to Human Resources or their manager.

Employees under the age of 18 are not required to complete a Criminal Record check or Child Abuse Register check.

The cost of completing a Criminal Record check is \$12.50 + HST. Payment is taken via mybackcheck.com. There is no cost for a Child Abuse Register check.

Orientation

All new employees to the Canada Games Centre will receive an orientation which will include reviewing general policies, procedures, and operations and an introduction to staff. This will also provide employees, new to either their position or the organization, an opportunity to learn the expectations of their role. Employees will be asked to sign off on their adherence to the Canada Games Centre's policies and this handbook.

Staff Membership

All full-time and part-time staff members will be given membership to the Canada Games Centre. There is no cost associated with a staff membership provided the employee works at least one (1) shift per biweekly pay period. Memberships are available at a reduced rate for any individual living in the same residence as a staff member. The purpose of providing individual memberships to staff is to encourage use of the facility and to advise management of any issues they notice while using the facility.

Membership will be terminated when employment is terminated, whether voluntary or otherwise, or when the employee goes on an extended leave of absence. If staff is terminated at any time, add-ons will have 30 days' notice to switch their membership to the regular posted rates or to cancel their membership.

Staff is required to abide by the Canada Games Centre's Employee Code of Conduct. Specifically, employees are expected to always conduct themselves in a professional and respectful manner.

Confidentiality

Employees will acquire information about matters that are confidential to the Canada Games Centre Society. This information is the exclusive property of the Canada Games Centre Society including, without limitation: service contracts, sponsorship contracts, employee information, financial data, and other corporate information.

If the information referred to above could be used to the detriment of the employer, the employee undertakes to treat confidentially with all such information and not to disclose it to any third party during the term of contract for any reason, except as may be authorized in writing by the Canada Games Centre Society.

Personnel File

The Canada Games Centre collects personal information for inclusion in personnel files. This information is available to the employee, General Manager and Human Resources. This information is kept secure and is not shared with anyone. Information contained in an employee's personnel file includes the following: résumé, employment offer letter, tax forms, performance reviews, disciplinary notices and documentation, copies of enrollment forms for benefits, and approved leave requests.

Probation

The first three (3) months of employment are probationary. During this time, the employee's performance, and ability to meet the requirements of the position will be assessed. Successful completion by the employee of their probationary period will result in the employee's employment being confirmed as permanent. The employee's probationary period may be extended by written notice at the Canada Games Centre Society's discretion. During this probationary period, the Society may terminate the employment contract at their sole discretion.

Performance Reviews

Employees of the Canada Games Centre will participate in a performance management process that includes setting measurable performance goals for their role and participating in an annual performance review with their supervisor. Performance reviews will be held annually in April of each year and performance goals must be set and agreed upon no later than September 30th of each year.

Dress Code

When representing the Canada Games Centre, staff should dress appropriately.

General Dress Code

- A name tag must always be worn; placement on upper chest left side or attached to CGC lanyard
- Size-appropriate, professional clothing
- No rips, tears, or cuts
- No inappropriate language, graphics, or insignia
- Hair must be off the face, tidy and clean
- Dresses, shirts, and shorts must be no shorter than four inches above the knee when in a standing position
- No jeans, ball caps, bandanas, wave caps, or flip-flops

- No cleavage or midriffs showing

Department Specific Dress Codes

Service Operations — Customer Service

- Staff shirt with pants, capris, shorts, skirts, or leggings/yoga pants
- Bottoms must be black, grey or khaki, no jeans
- Functional business footwear: athletic shoes, loafers or flats and open-toe shoes are acceptable.

Service Operations — Child Minding, Rentals & Events

- Staff shirt with pants, capris, skirt, or shorts; no jeans
- Athletic or closed-toed shoes

Service Operations — Field House

- Staff shirt with pants, capris, shorts, or skirts; no jeans
- Bottoms must be black, grey, or khaki
- Non-marking-soled athletic shoes

Service Operations — Fitness Centre & Personal Training

- Staff shirt or jacket with black gym pants, capris or shorts; no jeans
- Athletic shoes

Service Operations — Group Exercise

No uniform, but must follow the user dress code standards:

- Full-coverage top and bottoms
- Gym pants; no jeans
- Non-marking-soled athletic shoes

Program Services — Aquatics

- Uniform, and flip-flops are acceptable

Program Services — Play School, After School, Camps

- Staff shirt with pants, capris or shorts
- No jeans
- Athletic or closed-toed shoes

Facility Maintenance — Building Operators & Facility Attendants

- Staff shirt with pants
- Athletic or closed-toed shoes

Senior Management Team & Coordinators

- Business casual attire, no uniform
- Full zip jackets and golf shirts may be ordered

Uniform Distribution

Full-time hourly uniformed staff will receive two (2) new staff shirts per year and part-time hourly uniformed staff will receive one (1) new staff shirt per year. If additional staff shirts are required, staff must pay 50% of the cost.

Casual Fridays

Canada Games Centre has selected Fridays as our casual day.

Discipline & Departure

In the event an employee commits misconduct, which includes but is not limited to a violation of Canada Games Centre Society rules, regulations, policies, or procedures, management may institute one of the following disciplinary actions:

- Written warning and final written warning
- Unpaid suspension
- Termination without notice or pay in lieu of notice

Management may in its absolute discretion bypass any step in the progressive discipline process with the approval of Human Resources & General Manager.

Written Warning and Final Written Warning

Prior to issuing a written warning or final written warning, the direct Manager and Human Resources will meet with the employee to discuss the issue(s) which management has reason to believe constitutes misconduct that may warrant a written warning or final written warning.

During this meeting:

- The issue(s) with the employee's behavior or performance will be clearly identified.
- The employee will have an opportunity to respond and/or explain the reasons for the behavior/performance issue (i.e., mitigating factors; provocation; mistake; etc.)

Management will then consider the information provided during the meeting and if appropriate draft a written warning letter that provides the employee with:

- A clear indication that the employee's behavior or performance is unacceptable.
- A clear articulation of the standard that the employee is expected to meet and an explanation of the consequences of not meeting the standard, e.g., progression to the next stage of the process up to and including termination.
- Provide, if appropriate, a specific period during which the change in behavior or performance is to take place.

Documentation

The employee will be given a copy of the written warning and be required to sign the written warning confirming that he/she has read, discussed, and understands the written warning. A copy of the signed written warning will be placed in the employee's personnel file.

Unpaid Suspension

Prior to issuing an unpaid suspension, direct manager and Human Resources will meet with the employee to discuss the issue(s) which management has reason to believe constitutes misconduct that may warrant an unpaid suspension.

During this meeting:

- The issue(s) with the employee's behavior or performance will be clearly identified.
- The employee will have an opportunity to respond and/or explain the reasons for the behavioral/performance issue (i.e., mitigating factors; provocation; mistake; etc.)

Management will then consider the information provided during the meeting and if appropriate draft an unpaid suspension letter which provides the employee with:

- A clear indication that the employee's behavior or performance is unacceptable.
- The specific duration of the unpaid suspension
- A clear articulation of the standard that the employee is expected to meet and an explanation of the consequences of not meeting the standard, e.g., progression to the next stage of the process up to and including termination.
- Provide, if appropriate, a specific period during which the change in behavior or performance is to take place.

Documentation

The employee will be given a copy of the suspension letter and required to sign the suspension letter confirming that he/she has read, discussed, and understands the suspension and the warning contained in the suspension.

Termination

Prior to terminating an employee's employment for cause, the direct manager and Human Resources will meet with the employee to discuss the issue(s) which management has reason to believe constitutes misconduct that may warrant termination of employment for cause. General Manager approval is required.

During this meeting the member of management will:

- Identify the issue with the employee's behavior or performance including any previous warnings and/or suspensions.
- The employee will be given the opportunity to respond and/or explain the reason for the behavior/performance at issue (e.g. mitigating factors; provocation; mistake).

Management will then consider the information and if termination of employment is appropriate a letter of termination will be prepared. The letter will outline that the termination is for cause and a brief summary of the misconduct and the history of the employee's disciplinary history (if any).

Documentation

The employee will be given a copy of the letter of termination. A copy of the letter of termination will be placed in the employee's personnel file.

Resignation

An employee must provide written notice that he/she/they is resigning. Notice is the amount of time between when the employee informs the Canada Games Centre in writing that he/she/they is leaving and the time that he/she/they actually leaves. An employee must give one (1) week's written notice if he/she/they has a period of employment three (3) months or more but less than two (2) years; two (2) week's written notice if he/she/they has a period of employment of two (2) years or more; and four (4) week's written notice if he/she/they has a period of employment of five (5) years or more.

Work Hours

The regular hours for the Canada Games Centre are 5:30am to 10:00pm Monday through Friday and 7:00am to 9:00pm Saturday and Sunday*, except for holidays. All full-time salaried employees are expected to work seven (7) hours per day with an unpaid one (1) hour lunch break. Flexibility in hours may be required to meet the needs of the members, clients, and the Centre. Employees hired on a part-time basis will have their schedule determined based on the needs of the Centre. (Facility hours subject to change during the year at the discretion of the General Manager)

Breaks

Employees are entitled to an unbroken half hour break so the employee is never working more than five (5) consecutive hours without a break. For example, if an employee works a shift of 12 consecutive hours, he/she/they should receive a full half hour break plus an additional 30 minutes in breaks that can be taken as a whole or split into two or more periods totalling 30 minutes. In certain departments, breaks may be scheduled to ensure adequate staffing.

Overtime

All non-salaried employees are entitled to overtime pay at a rate of one and a half (1.5) times their regular rate for each hour worked after 48 hours in one (1) week.

All overtime must be authorized by the General Manager.

Working from Home

Not all positions at the Canada Games Centre are suited for work from home. Staff must receive approval from their manager prior to working from home. For security reasons, the use of external drives and personal computers is not permitted.

Holidays

The Canada Games Centre recognizes statutory and other holidays, however; given the nature of the services we provide, we remain open to the public during most holidays.

In accordance with the Nova Scotia Labour Standards Code, statutory holidays with pay include New Year's Day, Nova Scotia Heritage Day, Good Friday, Canada Day, Labour Day, and Christmas Day.

If a statutory holiday falls on an employee's regular scheduled day off, the employee will still be paid for the day if he/she/they qualifies for the holiday. Employees who are regularly scheduled to work and who do work on a statutory holiday – and are qualified to be paid holiday pay – will receive the amount the employee would normally receive for that day plus one and a half (1.5) times their regular rate for the number of hours worked on said holiday.

To qualify for payment for a statutory holiday, the employee must work at least 15 of the 30 calendar days prior to the statutory holiday and work both their scheduled working day prior to and following the statutory holiday.

The following reflects facility holiday hours, as well as which holidays are granted to full-time salaried staff (**Facility hours subject to change*):

Holiday	Facility Hours*	Full-Time Salaried Staff
New Year's Day (Jan. 1st)	12:00pm-8:00pm	Off
Nova Scotia Heritage Day (third Monday in February)	8:00am-8:00pm	Off
Good Friday (Friday before Easter Sunday)	8:00am-8:00pm	Off
Victoria Day (Monday before May 25th)	8:00am-8:00pm	Off
Canada Day (July 1st)	CLOSED	Off
Natal Day (first Monday in August)	CLOSED	Off
Labour Day (first Monday in September)	CLOSED	Off

National Day for Truth & Reconciliation (Sept. 30th)	12:00pm-8:00pm	
Thanksgiving Day (second Monday in October)	8:00am-8:00pm	Off
Remembrance Day (November 11th)	12:00pm-8:00pm	Off
Christmas Eve (December 24th)	CLOSED	Off
Christmas Day (December 25th)	CLOSED	Off
Boxing Day (December 26th)	12:00pm-8:00pm	Off
New Year's Eve (December 31st)	8:00am-5:00pm	

Benefits

Medical, Dental, Life, AD&D & LTD

The Canada Games Centre offers group medical benefits through Blue Cross. Benefits are 50% paid by the employer. After three (3) months of employment, employees are eligible to enroll in the plan and may select Single or Family coverage as required. Employees are required to pay the premiums for their share of the cost by way of a payroll deduction.

Enrollment in the group benefits program is mandatory as requested by our provider. You can waive Medical and Dental if you have spousal coverage, however, Life Insurance, Accidental Death & Dismemberment, and Long-Term Disability coverage are mandatory.

Group RRSP

The Canada Games Centre offers group RRSP savings through Sun Life Financial. After three (3) months of employment, employees are eligible to enroll in the plan and may contribute 1% to 6% of their earnings. The Canada Games Centre will match the contribution up to 5%. Enrollment in the Group RRSP is optional. Employees are required to pay their contribution by way of a payroll deduction. Should an employee withdraw funds from their RRSP, the Canada Games Centre contribution to the employee's RRSP will pause for a period of one year from the date of withdrawal.

Time Away

Vacation Time

Full-time salaried employees are entitled to a maximum of 15 vacation days per year. An employee's vacation entitlement increases to 20 vacation days per year upon completion of five

(5) years of continuous service in a full-time salaried position and to 25 working days per year upon completion of 15 years of continuous service in a full-time salaried position. Vacation is prorated for employees who work less than 35 hours per week.

Full-time hourly employees are entitled to a maximum of 10 vacation days per year. An employee's vacation entitlement increases to 15 vacation days per year upon completion of eight (8) years of continuous service in a full-time hourly position and to 20 working days per year upon completion of 20 years of continuous service in a full-time hourly position. Vacation is prorated for employees who work less than 37.5 hours per week.

The vacation year is from January 1st to December 31st each year. Vacation is prorated for any individual who is employed after January 1st of each year.

Employees must apply for vacation time at least two (2) weeks in advance of the requested time off.

Unused portions of annual vacation leave are paid out to a terminated employee.

Vacation Pay

Part-time employees are paid 4% vacation pay each biweekly pay period as per the Nova Scotia Labour Standards Code.

Sick Leave

Full-time salaried employees will accrue a maximum of one (1) sick day per month for a total of twelve (12) days of sick leave per year.

Full-time hourly employees will accrue a maximum of four (4) days of sick leave per year. Part-time employees are not entitled to accumulate sick leave.

Such sick time is insurance, not a benefit, and will not be paid out if not used.

Covid-19

Employees who test positive for Covid-19 must remain out of the workplace for at least 5 days from the onset of symptoms or positive test (if no symptoms). Once they have returned to work, they are asked to wear a mask for an additional 5 days if symptoms remain.

Emergency Leave

Employees who have a vacation entitlement are also entitled to 21 hours of emergency leave per year.

Emergency leave is not carried forward to subsequent years. Such emergency leave is insurance, not a benefit, and will not be paid out if not used.

Emergency leave is available to cover work absences related to family illness, legal, financial, or medical appointments, school closures without warning, etc. Employees are to notify their direct supervisor as soon as possible when requesting to use emergency leave. Supporting documentation may be required at the supervisor's discretion.

Bereavement Leave

When a death occurs in an employee's immediate family, the employee may take up to three (3) days off with pay to attend the funeral and/or make funeral arrangements. The Canada Games Centre may require verification of the need for leave.

All employees may take up to one (1) day off with pay to attend the funeral of any other family member or a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The Canada Games Centre may require verification of the need for leave.

The pay for time off will be prorated for part-time employees.

The Canada Games Centre understands the deep impact a death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four (4) unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the employee's responsibility for funeral arrangements.

Disability Leave

Currently, the Canada Games Centre's benefit package does not provide for Short Term Disability. The Canada Games Centre does have coverage for Long Term Disability through Blue Cross which involves a waiting period of 112 days. To access this coverage, please contact Human Resources or General Manager. For a short-term disability, employees can apply for EI Benefits for medical reasons.

Pregnancy & Parental Leave

Pregnancy and Parental leaves shall conform to the provisions of the Nova Scotia Labour Standards Code. The full period of the leave is granted without pay. The Canada Games Centre will issue a Record of Employment through HRM upon commencement of the leave which allows the employee to make claim for EI Benefits.

When the employee returns to work, employment in their position or a comparable one is guaranteed. During the full period of leave, vacation and sick leave will not continue to accumulate. During the period of leave, the employee may retain their benefits coverage provided they pay the full premium cost. Employees may not contribute to their Group RRSP savings while on leave.

Education

Professional Development

By facilitating the provision of learning and development opportunities, facilities, and financial assistance, the Canada Games Centre aims to ensure all staff are in possession of the skills, knowledge, and experience they need to perform their role effectively and ensure the Canada Games Centre meets its business objectives.

All full-time salaried staff has access to a personal employee development dollar budget each fiscal year, i.e., April 1st to March 31st. Each employee has the autonomy to decide how to spend their allocated budget, however; any spending must be approved by their supervisor and Human Resources. Employee development dollars are exclusively for the use of job-related learning activities, i.e., courses, seminars, workshops, webinars, etc., and employees must have completed their probationary period before accessing their development fund.

To access funds, employees must fill out a Learning & Development Request form for approval and provide proof of purchase and a passing grade, if applicable, in order to receive payment.

The amount approved for the Senior Management Team is \$1,000 per year and for Coordinators and Supervisors is \$600 per year. Employees who begin employment after April 1st of each year will have their budget prorated for that fiscal year. Employee development dollars not used at the end of the fiscal year will not be carried over to the following year.

Training

The Canada Games Centre will assist employees by providing opportunities for continuing training. Staff training involves the acquiring and improving of job-related skills and knowledge.

To ensure consistency across all departments, the following training is mandatory for all staff:

- Customer Service – Make It Happen
- Respectful Workplace
- Conflict Resolution
- Cultural Competency
- WHMIS
- OHS
- CPR Level C
- Fire & Emergency

This training will be offered quarterly, except for Fire & Emergency training, and all new employees are required to complete said training within six (6) months of employment. Fire & Emergency training will be offered two (2) times per year.

Additional training offered by the Canada Games Centre includes:

- Fundamental Movement Skills (FMS)

- High Five
- Angelfish
- Standard First Aid
- Emergency First Aid
- Oxygen Administration
- Aquatics Supervisor
- Fitness Centre Orientation

Staff is paid to attend most training sessions. Employees may review our Training Guideline for more information.

Service Awards

The Canada Games Centre's service award is a non-monetary award granted to employees to recognize three (3), five (5), and ten (10) years of continuous employment. For employees who reach such anniversaries, the appropriate awards are acknowledged and presented to staff by management in the month of December.

Occupational Health & Safety

The Canada Games Centre is committed to providing a safe and healthy work environment for all those who come in contact with the organization. The Canada Games Centre will ensure all staff is provided with proper training and equipment to ensure the health and safety of all and will co-operate with its employees in pursuing health and safety.

All employees must protect their health and safety by complying with policies, procedures, and instructions stated by the organization. All levels of management and employees will take due diligence in following the Canada Games Centre's policy involving the health and safety of the organization.

HUMAN RESOURCES CONTACT

Wasan Nayfeh, Human Resources Manager

nayfeh@canadagamescentre.ca

902.490.2248

ORGANIZATION STRUCTURE

