

Name of Manual:	Human Resources	Policy # 26.0	Page 1 of 3
Policy Title:	PARTICIPATION IN COMMUNITY INITIATIVES	Original Date:	October 2011
Prepared by:	Resource Committee	Reviewed Date:	January 2020
Approved by:	Board of Directors	Revision Date:	May 2020

1. **PURPOSE**

North Lambton CHC is dedicated to achieving social and economic justice for all and pursues a range of strategies to influence public policy. In addition, it is an important aspect of North Lambton CHC's work to advocate on behalf of individual clients with other organizations and institutions as the need arises.

In order to accomplish its public education, social reform, advocacy and public policy work, North Lambton CHC must be seen as credible, valued and responsible. Its image and reputation are among the organization's greatest assets. North Lambton must deliver consistent messages to the public, regardless of the situation, initiative, or issue. All employees, volunteers and students are ambassadors for the organization and must understand that it is of critical importance that they do not damage the integrity and credibility of North Lambton.

The Executive Director and Board President are the official spokespersons for North Lambton CHC and no employee, volunteer or student may assume this role unless specifically delegated to do so. When delegated to lobby and/or publicly advocate on social policy issues either through their job description or delegation in relation to a specific issue, employees, volunteers and students will advocate in ways that are consistent with organization's stated position and/or the vision and mission of the organization. **(See Policy 21.0 Communications, Publicity and Media Relations).**

2. **SCOPE**

This policy applies to the Board of Directors and to all employees and students of the organization.

3. **POLICY**

North Lambton employees, students and volunteers shall not directly or indirectly support or oppose any political party or candidate for public office when representing the organization, nor connect the views and activities of North Lambton CHC with any political party or candidate for public office, nor permit North Lambton CHC to engage in any political activity that is prohibited to charitable organizations under the Income Tax Act or by Canada Revenue Agency or any similar statute or government authority. **(See Policy 23.0 Employee/Volunteer Involvement in Controversial Matters).**

4. PROCEDURES

1. Public advocacy at North Lambton CHC will be informed by current data and experiences of the organization, conform to the organization's stated position (if relevant), and be consistent with the vision, mission, and values of the organization.
2. In order to carry out its advocacy work, North Lambton CHC will collaborate with other groups and organizations. North Lambton CHCs will offer support for another group or organization only if North Lambton CHC has prior knowledge of the integrity of the group/organization and knowledge of its policies.
3. When representing North Lambton CHC to outside parties, employees, students, and volunteers must:
 - Identify that they are representing North Lambton CHC when they do educational or advocacy work within the confines of their job description.
 - Play an educative role in communicating with the public or partner organizations.
 - Only initiate contact or speak on behalf of the organization about topics within their area of expertise and according to North Lambton CHC's experience and/or perspective.
 - Obtain prior approval of the Executive Director to provide letters of support.
4. When dealing with an issue that may prove controversial or have a negative impact for the organization:
 - Employees, or students should contact their Team Leader prior to becoming involved in any issue that may provide controversial or have a negative impact on the organization.
 - Employees, or students should inform their Team Leader if individual advocacy on behalf of a client might have a negative impact on North Lambton CHC.
 - The Team Leader will advise the Executive Director of situations that may impact external perceptions of North Lambton CHC.
 - The Team Leader will inform the Executive Director of situations that pose a serious risk to the organization or its reputation. (**See Policy 23.0 Employee/Volunteer Involvement in Controversial Matters**).
5. If employees, students, or volunteers are involved in advocacy outside of their job function, they must declare that they are not representing North Lambton CHC nor representing the organization when they speak. If an employee is considering running for office or leadership of an advocacy group e.g. local committee, pressure group, they must consult with the Executive Director and their Team Leader about potential risk to North Lambton CHC or conflict of interest.

Policy Reviewed and Adopted by Resources Committee:

Date: 12 May 2020

Resources Representative:

[Handwritten Signature]

Policy Reviewed and Adopted by Board of Directors:

Date: 26 May 2020

Board of Directors Representative:

[Handwritten Signature]

Policy Approved by:	Signature:	Date:
Executive Director	<i>Kathy A. Beese</i>	7-13-20
Quality & Chronic Disease Team Lead	<i>L. Horn</i>	7-3-20
Data Management Team Lead	<i>Kennie Maxwell</i>	June 30/20
Finance Team Lead	<i>[Signature]</i>	June 25/20
Health Promotion Team Lead	<i>[Signature]</i>	July 8/20
Risk Management Team Lead	<i>[Signature]</i>	July 17/20
Primary Care Team Lead – North	<i>[Signature]</i>	July 15, 2020
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