

Human Resources Policy

Purpose of the Policy:

IMI is committed to providing a work environment free from unlawful discrimination and to fostering a positive workplace founded on the fundamental dignity and worth of its employees.

Hiring Employees Guidelines & Practices:

- For every vacancy in a staffing position within IMI, the Executive Director will commence an open competition to ensure that the best candidate is selected based on qualifications, experience and references.
- All recruitment activities must be consistent with the principles of equal employment opportunity.
- Any vacancy in a contract position will be filled by open competition to ensure that the most appropriate contractor is chosen. The Executive Director will ensure that, where possible, at least three qualified contractors be requested to submit a proposal. The proposed contract will be discussed with the potential contractor and once agreed upon by both parties, will be signed and held in in the IMI file.
- In the case of a vacancy in the position of Executive Director, an open competition will be undertaken by a Board appointed Committee to ensure that the best possible person is chosen. The appointment of the Executive Director will be by the Board of Directors on recommendation of a Board appointed Committee.
- All employees and persons under contract will be treated in a fair manner and in accordance with good governance practices.

Retaining Employees Guidelines & Practices:

- The Executive Director will undertake a performance review of every employee and discuss related changes to compensation based on performance and inflation. The reviews will be in writing, discussed with the employee and filed in the IMI employee file.
- In order to retain employees with satisfactory or exemplary performance, fair and honest performance and salary reviews must be undertaken annually.
- Pertaining to the position of Executive Director, annual performance reviews will be undertaken at least annually by a Board appointed Committee.
- If an employee or a person under contract has a concern related to performance reviews or compensation that cannot be resolved with the Executive Director, the matter may be raised with the Governance, Nominations & Human Resources Committee for final determination.