



**CAREERSNOW**  
Food & Beverage Processing

# Independent Contractor Policies

May 2024



# About This Document

This Document is designed to acquaint you with CareersNOW! “the Program” and provide you with general information about working conditions, independent contractor benefits, and some of the policies affecting your agreement. We hope that this Document will serve as a useful reference document for independent contractors throughout their engagement. These policies are intended to generally apply throughout the Program, but varying provincial and local laws may mandate additional or different policies or practices. It is the program’s intention to construe and enforce this document and its policies to conform to the requirements of applicable federal, provincial and/or local law.

## Right to Revise

This Document contains the policies and practices of the Program in effect at the time of publication. This Document supersedes all prior verbal or written statements by the Program concerning the policies, guidelines and benefits covered hereby.

Although this Document is intended to be comprehensive, it cannot answer every question or anticipate every situation. Due to ongoing changes in applicable governmental regulations and the needs of the Program to retain necessary operational flexibility in the administration of policies and procedures, the Program reserves the right to revise, supplement, terminate or rescind the information and policies described in the Document or to modify or deviate from them at any time at the Program's sole discretion.

Any written changes to this Document will be distributed to all independent contractors so that independent contractors will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Document. Nothing in this Document or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any independent contractor.

# Working Conditions

Please refer to the individual agreements of each independent consultant.

## Performance

Work performance encompasses many factors. Under appropriate circumstances, and in its sole and exclusive judgment, the Program may take certain corrective action appropriate to any given employment-related situation.

## Unacceptable Activities

Certain rules of behavior are necessary on the job to ensure an effective working atmosphere. It is impossible to define every action or behavior that does not conform to this atmosphere or to describe in advance the specific disciplinary action that would be appropriate if unsatisfactory behavior takes place.

Where it is necessary for the Program to take disciplinary action against an independent contractor, such action will be proportionate to the independent contractor's conduct, taking into account the seriousness of the misconduct or the extent of any poor performance.

# Remuneration

These are provided in the individual agreements with each independent contractor.

# Vacation & Holidays

These are provided in the individual agreements with each independent contractor.

## Mileage Policy

When an independent contractor uses their own motor vehicle to travel on Program business in the performance of their duties that independent contractor shall be reimbursed for the distance travelled at a specified rate in accordance with this policy.

# Unlawful Discrimination / Harassment / Workplace Violence

The Program firmly support and practice the rules of applicable human rights and occupational health and safety legislation. In particular, it is committed to:

1. Providing a work environment that is safe, respectful and free from discrimination, harassment and workplace violence; and
2. Preventing, identifying and correcting conduct that would result or has resulted in discrimination, harassment, and/or workplace violence.

This policy extends to each and every level of the Program's operations. Accordingly, any behavior constituting discrimination, harassment and/or workplace violence, whether on the part of a fellow independent contractor, manager, supervisor or non-independent contractor who is doing business with the Program will not be tolerated. Such action is viewed as extremely serious misconduct and will result in disciplinary action up to and including termination.

In furtherance of the Program's policy to provide each of you with a work environment free from discrimination, harassment and/or workplace violence, the Program requires that each of its supervisors and managers be responsible for the prevention and elimination of all forms of discrimination, harassment and/or workplace violence within their respective departments.

## Discrimination & Accommodation

The Program maintains a policy of non-discrimination for all independent contractors and applicants in every facet of its operations and will act in accordance with applicable human rights legislation. Accordingly, the Program will not engage in or tolerate discrimination against any independent contractor or applicant on the basis of race, colour, ancestry, place of origin, ethnic origin, national origin, religion, religious beliefs, creed, age (19+), sex (includes pregnancy, breastfeeding, and sexual harassment), family status, marital status, sexual orientation, gender identity, gender expression, disability (physical or mental disability), source of income or criminal conviction.

In addition, the Program will make good faith efforts to employ and provide accommodation to individuals in accordance with applicable human rights legislation.

If an independent contractor requires accommodation, the independent contractor should inform his or her manager. The manager will discuss the situation with the independent contractor and the Program will make reasonable efforts to provide accommodation to enable the independent contractor to perform the essential functions of his or her position.

Please note that if an accommodation is granted, it may not in every case be the specific accommodation the independent contractor has requested. No accommodation will be made which imposes an undue hardship on the Program.

## **Harassment/Sexual Harassment**

Independent contractors are expected to maintain a productive work environment, which is free from harassing or disruptive activity. To promote a productive work environment, the Program will not tolerate verbal or physical conduct by any independent contractor that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. The Program prohibits any form of harassment by independent contractors, co-workers, managers and executives.

No form of harassment will be tolerated, including harassment for the following reasons: race, colour, ancestry, place of origin, ethnic origin, national origin, religion, religious beliefs, creed, age (19+), sex (includes pregnancy, breastfeeding, and sexual harassment), family status, marital status, sexual orientation, gender identity, gender expression, disability (physical or mental disability), source of income or criminal conviction (in employment only).

## **Workplace Violence**

The Program workplace includes all places where Program business occurs. This includes all Program-sponsored functions and recreational or social events, whether taking place on Program grounds or elsewhere and travel for Program business.

Violent behavior in the workplace is unacceptable from anyone and is an occupational health and safety concern that the Program is committed to preventing and remedying. The Program will take whatever steps are reasonable to protect its workers from workplace violence from all sources. Everyone is required to uphold this Policy and to work together to prevent workplace violence.

## **Reporting Procedures**

All victims of discrimination, violence and/or harassment will be treated with respect and immediately provided with the assistance and support that they need. It is the responsibility of every individual worker to be observant of others in the workplace and to ensure that any time there is reasonable suspicion of harassment, violent behavior, a threat of violence or actual violence and harassment, the worker immediately reports the suspicion or incident to his or her manager.

## **Workplace Safety & Security**

The safety and health of independent contractors is a priority. The Program makes every effort to comply with all statutory and local workplace safety requirements. Providing and maintaining a safe work environment and instituting and following work practices to safeguard independent contractors must be a primary consideration for all independent contractors. Each independent contractor is expected to obey safety rules and exercise caution and common sense in all work activities.

# Acceptable Use Policy – Computer, Network, Email & Internet

This Policy governs the use of the Program’s computer and network system, internal email system and the Internet, including all computers and devices owned by the Program and all information and communications sent and received through and stored on the Program’s computers and devices.

## Security Procedures

Program independent contractors at all levels are charged with the duty of being vigilant towards preserving the Program’s security and reputation on the Internet. The Program is committed to preserving a safe, secure and community conscious presence on the Internet.

The Program will diligently pursue the use of technologies and processes that ensure its information resources are protected from the hazards known to exist on the Internet and from internal abuse.

## Receipt & Acknowledgement

This Independent contractor Document (the “Document”) is designed to acquaint independent contractors with the Program and provides important information about working conditions, independent contractor benefits, and some of the policies affecting your employment. It describes many independent contractor responsibilities and outlines the programs developed by the Program to benefit independent contractors.

You acknowledge it is your responsibility to read, understand, and comply with all provisions of the Document and any revisions made to it as a condition of employment, and to consult with the Program regarding any questions not answered in the Document.

This Document is intended to comply with all applicable federal and provincial laws. Accordingly, all policies and provisions in this Document shall be interpreted and administered in accordance with all applicable federal and provincial laws applicable in the jurisdictions in which the independent contractor works. In the event that any policy or provision conflicts with any federal or provincial law, the policy or provision shall be interpreted and administered in accordance with the applicable federal or provincial law.

The Program has the right to revise, supplement, terminate or rescind the information and policies described in the Document or to modify or deviate from them at any time at the Program's sole discretion. While the Program intends to make such revisions available to its independent contractors, the Program will maintain an up-to-date version and is available to you upon request.

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