



**Bowen  
Children's  
Centre**

Bowen Children's Centre Society  
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## Organizational Structure Policy

### Purpose

The purpose of the Organizational Structure Policy is to ensure policies and procedures are in place that support supervisory oversight, accountability and responsibility for all staff activities and to provide clear processes for addressing conflict between staff.

### Policy

#### Staff Policies and Procedures

1. The Executive Director is responsible for the dissemination and implementation of policies and procedures that affect staff and ensuring that the Board of Directors reviews the staff policies and procedures as is appropriate.
2. The Executive Director must review the policies and procedures with staff on an annual basis and update the Staff Handbook as necessary.
3. The Executive Director is responsible for ensuring that staff policies and procedures meet the requirements of the *Community Care and Assisted Living Act*, the *Child Care Licensing Regulation*, and the *Employment Standards Act*, the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.
4. The Executive Director will report regularly to the Board to ensure that all staff policies and procedures are being followed.

## **Staff Supervision**

1. The Board of Directors supervises the Executive Director.
2. The Executive Director supervises all staff.

## **Concerns regarding staff other than the Executive Director**

1. When concerns arise between two or more staff, the guidelines outlined in the Staff Handbook should be followed.

## **Concerns regarding the Executive Director**

1. Any staff with a concern regarding the Executive Director should, as a first step, raise their concern directly with the Executive Director, except in cases where there is an incident or complaint of workplace bullying and harassment involving the Executive Director.
2. If efforts to address the concern directly with the Executive Director are unsuccessful, staff concerns regarding the Executive Director are to be directed to the BCC Ombudsperson at **[ombudsperson@bowenchildrenscentre.ca](mailto:ombudsperson@bowenchildrenscentre.ca)**
3. If staff have contacted the BCC Ombudsperson and do not receive a response within 3 business days, they should contact the Chair of the BCC Board for assistance in contacting the Ombudsperson.
4. The BCC Ombudsperson is an advisory appointment by the Board on a biennial basis. The Ombudsperson must not be related to a BCC staff member, a current Board member or a parent/guardian or relative of a child enrolled in any BCC program.
5. The BCC Ombudsperson will undertake an investigation to evaluate the concerns raised by staff regarding the Executive Director and may choose to raise the concerns directly to the Executive Director.

6. Following an investigation into the concerns, the BCC Ombudsperson must present the Board with their findings and, if appropriate, possible solutions. If the Ombudsperson concludes that the concern raised by staff regarding the Executive Director has merit, the Board will examine the matter in detail and decide how to address the concern.
  
7. Under circumstances where there is an incident or complaint of workplace bullying and harassment involving the Executive Director, staff should report the complaint to the BCC Ombudsperson, in accordance with the procedures set out in the Workplace Bullying and Harassment Policy.

<b>Related BCC policies and legislation</b>	<b>This policy approved on:</b>
<p data-bbox="230 961 578 1031"><i>Workplace Bullying and Harassment Policy</i></p> <p data-bbox="230 1083 571 1152"><i>Board Recruitment and Responsibilities Policy</i></p> <p data-bbox="230 1205 607 1274"><i>Staff Handbook "Disputes Between Staff Members"</i></p>	<p data-bbox="719 921 992 951"><b>October 29, 2019</b></p>