

**PRINCE EDWARD ISLAND
FEDERATION OF LABOUR**

POLICY BOOK



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LATEST POLICIES EFFECTIVE MARCH 31, 2004

POLICY BOOK

-All policies of the Federation of Labour will be collected in a booklet and updated regularly and given to every new executive council member and trustee upon acceptance of office. This shall be the responsibility of the Vice President to see that it is done.

SPENDING MOTION LIST

-The Treasurer shall maintain a list provided by the secretary of all motions approving spending Federation of Labour funds. The list shall state motion, mover, seconder and date passed.

EXECUTIVE MEETING

-There shall be an executive meeting prior to every monthly meeting of the Federation of Labour Executive Council. This will be the responsibility of the President.

FEDERATION SPENDING

-All spending using Federation funds will have to be approved by the Executive Council before being spent.

Exceptions:

1. **Emergency** - due to circumstances or shortage of time. The spending must be approved by three (3) of the four (4) Executive committee members. It has to be brought to the next Executive Council meeting for approval.
2. **Everyday office expenses** must be recorded into a cheque registry and presented to the Executive Council on a monthly basis for discussion and recommendation.
3. **Expenses of the Executive Committee or Council** will be paid provided they were incurred on **approved** Federation business (**or under the exception**) and on approved expenses (mileage, etc.) and on approved representation of the Federation.

-The intent of this policy is to insure all expenses done on behalf of the Federation of Labour have the knowledge and consent of the Executive Council.

APPOINTMENT POLICY (EFFECTIVE JUNE 1988)

- It will be the standard requirement that all formal requests for members to serve as representatives of the PEI Federation of Labour be reviewed by the executive council.
- The executive committee will upon receipt of such request, determine the validity and action response to any such request.
- The secretary upon approval of the executive committee shall distribute to all member affiliates a "Notice of Application" for nominees to represent the PEI Federation of Labour.
- The executive committee reserves the right to fill any position by "quorum vote" when, in its opinion the best interests of the PEI Federation of Labour will be served by such action.
- The executive committee is to review all applications for appointment selection/s. Recommendation for appointment will be forwarded to executive council for approval.

APPOINTMENT REVIEW

- Appointments representing the PEI Federation of Labour may be reviewed and evaluated on an ongoing basis.
- Appointed persons approved to represent the PEI Federation of Labour shall be called upon to submit a written or verbal report on their actions and input during their term of holding office at least quarterly.

CONDITIONS OF ACCEPTING APPOINTMENT

- Any member whom has occupied any continuing appointment to the federal, provincial or municipal board, commission or agency on behalf of the PEI Federation of Labour would resign any such appointment as directed by executive council.

POLICY ON THE IMPLEMENTATION OF PROVINCIAL CONSUMER BOYCOTTS

PREAMBLE

-When the Federation of Labour undertakes a provincial boycott, it is putting its reputation on the line. The action exposes the Federation to a public evaluation of its credibility. If the action is poorly conceived, or poorly executed, the long term effect can be devastating in the mind of the public, and especially of the media. This is one situation where the old axiom it is better to have tried and failed than not to have tried at all does NOT apply.

-When a provincial boycott fails, it means that the Federation not only failed to reach its initial objective but damaged itself, in terms of public opinion, and undermined the potential effectiveness of the boycott weapon to the point of cheapening and trivializing it. The Federation cannot be found in the same position as the boy who cried "wolf". A boycott is a very serious and major offensive and should not be undertaken unless well organized and with a solid chance of success. It is a subtle and complex operation which requires much thought and serious commitment.

GUIDELINES BY WHICH THE EXECUTIVE COUNCIL OF THE FEDERATION WILL CONSIDER ENDORSING PROVINCIAL CONSUMER BOYCOTTS

-The Executive Council of the Federation of Labour shall consider a request to endorse a provincial consumer boycott, ONLY by application signed by the ranking officer of an affiliated union.

-Each Union requesting Executive Council endorsement of a provincial consumer boycott shall complete, in advance, a confidential report providing information necessary to carry out an effective boycott. The Executive Council shall consider the information provided and the trade union issues involved in determining whether the Council shall endorse the boycott.

-The Union initiating a provincial consumer boycott is primarily responsible for boycott activities, with the Federation supplying supplemental support. To best coordinate that support, the union (for which the Executive Council of the Federation has endorsed a provincial consumer boycott) shall designate at least one member of its local to serve as the "boycott coordinators".

-Immediately upon receipt of a request from a ranking officer of an affiliated union for a provincial consumer boycott, the Federation shall notify all its affiliates. Affiliates with contracts in force with the same employer shall be given an opportunity to state their support or objections to a provincial consumer boycott before Executive Council action is taken.

-Where the Executive Council of the Federation of Labour has endorsed a provincial consumer boycott, announcements or publicity on the decision shall only be released after consultation with the affected union.

-The Federation shall maintain and publicize a list of active boycotts against identifiable consumer products and services. The Union Label Trades and Services Department of the Canadian Labour Congress will be asked for coordinating the Federation efforts with the designated "boycott coordinators".

-Each Union for which the Executive Council of the Federation has endorsed a provincial consumer boycott shall cooperate fully with the Union Label Trades and Services Department of the Congress in boycott coordination and in providing the necessary information for its reports to the Executive Council of the Federation.

-The Union Label Trades and Services Department of the Canadian Labour Congress shall provide in its report to the Executive Council a report on the status of each endorsed boycott and activity conducted during the previous six months. The Executive Council will review its endorsement on the basis of the information provided.

-Where a boycott is judged by the Executive Council of the Federation to be inactive, but the affected union requests continuing action such union shall have an opportunity to state its position to the Executive Council of the Federation while in session. The final decision on continuing or terminating the boycott shall be made by the Executive Council.

-No listing of an employer on the boycott list shall be continued beyond one year unless specifically requested by the affected union(s) and agreed to by the Council.

HARASSMENT POLICY

HARASSMENT IS EVERYONE'S PROBLEM

-It is behaviour, comments, or conduct that is unwelcome. Harassment may be insults or humiliating actions. It may refer to a persons gender, disability, race, colour, or sexual orientation. Harassment can also be general put-downs. In other words, anything that undermines a member/co-worker's dignity or worth. We believe that all our brothers/sisters deserve dignity, equality, and respect.

-There are four main types of harassment:

1. Sexual

- It has nothing to do with affection.
- It is not consensual and is coercive.
- It may affect both males and females.
- It may include remarks about appearance or social life, offensive graffiti, unnecessary touching, degrading pictures, or sexual demands.

2. Racial

- It deals with a persons nationality, colour, or ancestry.
- It may include unwanted comments, and/or racial statements or slurs and/or racial literature.

3. Personal

-It deals with any behaviour that is directed at and offensive to an individual or endangering his/her job, undermines the person's performance or importance of that job or threatens the livelihood of the individual.

4. Gender

- It affects both males and females because of their gender.
- It may include refusal to work with individual because of his/her gender; remarks about an individual's gender, or jokes, literature, poster, etc. that may be degrading to a specific gender.

IMPACT OF HARASSMENT

-Members who are harassed may not want to participate in union meetings, conventions, committees or functions. Harassment can affect physical and mental health. Harassment is extremely humiliating for the victim.

COMPLAINT PROCEDURE

-If possible, the harasser should be told the behaviour is unwelcome. If possible, a record should be kept.

CONCLUSION AND POLICY

-Harassment is not a joke. It creates feelings of uneasiness, humiliation and discomfort. Therefore, the PEIFL finds any such behaviour unacceptable and intolerable, regardless of the perpetrator. Stopping harassment before it starts, must be a priority. We must make harassment totally unacceptable in our workplaces, our union and our society.

PROCEDURE FOR DEALING WITH HARASSMENT, INCLUDING SEXUAL HARASSMENT, OCCURRING AT A PEIFL MEETING OR EVENT

TALKING TO THE HARASSER

-If you are attending a PEIFL meeting or function and feel that you are being harassed, you should tell the offending individual that his/her conduct is unacceptable and unwelcome.

MAKING A COMPLAINT

-If you choose to make a complaint of harassment, it should be directed to the president/vice-president or his/her designate who will inform the president. It is important for people to voice their concerns while at a function so that appropriate measures can be taken immediately.

INVESTIGATION

-All complaints will be investigated expeditiously and in a Confidential manner by the Chairperson of the Women's Committee and one executive officer who shall be named by the president. They in turn shall report to the president.

CONSEQUENCES

-All complaints must be taken seriously. The appropriate level of discipline will be determined for substantiated complaints. (Discipline may include the removal of the harasser from the PEIFL function.)

GENERAL

-The PEIFL harassment free policy will be announced prior to the commencement of meetings and events or included in a written document in materials proposed for meetings or educational functions.

STRIKE POLICY

-There is a need for a Strike Policy in this Province for affiliates of this Federation that will be understood by everyone concerned.

-We propose establishing a Policy for Strikes within the Federation. The Policy will set out a set of Picket Line Principles which every affiliate must follow to receive and maintain support of the rest of organized labour through the P.E.I. Federation of Labour.

-In some areas at present there is terrific respect for picket lines. In others there is not. The success of many strikes is due in great measure to a well maintained picket line. Indeed the future of the Labour Movement depends on our ability to maintain successful picket lines. We believe that before we can expect persons outside the ranks of labour to show respect for and to our picket lines, there must be a spirit of respect and understanding about what a picket line is and the sanctity it should be given, within the Labour Movement itself.

-Nothing demoralizes strikers more than having their picket lines broken. It is even more demoralizing when recognized union members cross these lines. When picket lines are broken, troubles begin. It should be our objective to maintain peaceful, effective lines respected by members and non-members alike. All too often Government and Courts are standing in the wings waiting their cue to settle any troubles.

-If workers are to maintain and expand respect for and the sanctity of our life line, we must have proper legislation to enable us to picket without interference and harassment.

-To that end, we propose the following **policy** for discussion, review and adoption:

1. That an ad hoc Committee of the Executive be established to deal with all strike notices.

2. Any affiliated local union proposing to establish picket lines which may affect members of other affiliated unions, must give to the P.E.I. Federation of Labour 48 hours' notice (excluding weekends) to enable the Federation to call a meeting of Federation officers, could be Federation Committee, and representatives of all affiliated unions likely to be affected by the proposed picket lines.

-The only exception shall be:

(a) in emergency situations, such as sudden action by an employer against a group of workers;

(b) where a general program of action, such as rotating strikes, has been agreed to by the Federation and the affiliates affected;

(c) where picketing affects only the striking union or only other unions with a special working relationship such as building trades unions on construction.

- 3.** At the coordinating meeting, the Federation and the affiliates involved shall agree on those proposals which serve the interests of the workers directly involved and of the trade union movement.
- 4.** Any non-affiliate seeking recognition for its picket lines must follow this procedure.
- 5.** This policy shall be distributed to all organizations holding certificates in the Province of P.E.I.

<p style="text-align: center;">PRINCE EDWARD ISLAND FEDERATION OF LABOUR TRAVEL POLICY - UPDATED NOVEMBER 2008</p>
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ACCOMMODATION:

When a member selected by the Executive is out of province on Federation business, he/she is entitled to be reimbursed for the costs incurred in obtaining single occupancy accommodation. Hotel receipts must accompany such claim. Reimbursement will be made only for the hotel charges, for room tax and phone calls made on federation business plus one (1) call home per day away from home.

MEAL ALLOWANCE - IN PROVINCE: Increases

<input type="checkbox"/>	Breakfast	-	\$ 8.00
<input type="checkbox"/>	Lunch	-	\$12.00
<input type="checkbox"/>	Dinner	-	\$18.00

MEAL ALLOWANCE - OUT OF PROVINCE:

When out-of-province on Federation business, delegates will receive an allowance of **\$35.00** for the first day when staying away overnight and **\$65.00** for each day thereafter.

When attending functions where meals are supplied delegates will receive a **\$10.00** incidental expense in place of the **\$55.00** per diem allowance, except for the first day to travel and final day traveling from the function.

MILEAGE:

When it is necessary to use personal transportation on Federation business, a mileage allowance of **.45 ¢ per km** will be paid. The above amount is in addition to parking and other incurred transportation expenses.

ENTERTAINMENT:

When substantiated by receipts and detailed reasons for any amounts spent on entertainment, an executive council officer may be authorized up to a maximum of fifty dollars (\$50.00) for entertainment expenses. Any such expenditure will be authorized only when spent at an organized function at which the officer is representing the PEI Federation of Labour. The payment of any such expense must have the approval of the executive committee prior to payment being made.

DEPENDENT CHILD CARE OR ELDER CARE:

Members who are elected to official positions within the federation or are selected as committee members or delegates to conventions , conferences/educational seminars and who are required to be away from home on federation business shall be entitled to claim the costs in obtaining dependent child or elder care if no such member family is available to provide such care. Such allowance is not intended to reimburse the claimant for expenses he or she would normally have occurred **and does not include immediate family. Maximum of claim offered would be \$60.00 per day.** Receipts for such expenses must be attached to the expense claim form. Approval of the executive committee is required prior to payment being made for such claim.

PAYMENT OF IN-PROVINCE ACCOMMODATION EXPENSES:

- 2- Accommodation expense will be paid for executive council members attending an in-province convention if the delegates home is a maximum of 25 miles (40 km) one way from the convention site.
- 3- When accommodations are provided and approval by the executive committee with respect to conventions attended by the Federation - the Chief Executive Officer shall have priority to use of the accommodation.

GROUND TRANSPORTATION:

Reasonable taxi and limousine expenses will be paid upon receipt received.

WAGE REPAYMENT POLICY FOR EXECUTIVE COUNCIL

It is the policy of the PEI Federation of Labour that members shall not suffer a loss of pay because of involvement in certain federation activities.

Executive Council members will be eligible for Wage Repayment as follows:

- 1- Attending as an executive officer at an annual or special convention;
- 2- Attending a federation educational course on a scheduled work day.

In Addition:

- 3- Wage reimbursement will be provided to shift workers attending federation courses, immediately following or preceding their shifts.
- (d) Any member taking a federation education course, who does not attend the course for the entire time period of this course shall not be reimbursed for that portion from which she/he is absent without sufficient reason or cause.
- (e) Canadian Labour Congress conventions;
- (f) Fraternal delegates to other conventions;
- (g) Members who attend necessary federation business **or federation representative.**

If a member is required to be involved in a federation activity mentioned in Item (d) above, he/she must have prior approval of the executive committee.

Wage repayment for federation members appointed to sit on Boards as a Federation representative:

In conjunction with the “Wage Repayment Policy” for executive council members, it is intended that no member of an affiliate of the federation should suffer lost wages as a result of being appointed to serve on a joint labour/management or CLC/Federation board or committee.

The Wage Repayment Policy of the Federation shall be as follows:

- (1) Proof of “lost wages” must be applied;
- (2) Prior approval should be obtained from the **Council with 3/4 members voting** if notice of meeting permits;

- (3) Should a per diem be supplied to the appointee the following options are available:
- Leave of absence without pay and acceptance of per diem – to claim from federation any lost wages incurred i.e. lost wages less per diem to result in deficit then claim for deficit;
 - Leave of absence without pay and no acceptance of per diem – to claim from federation total lost wages;
 - Leave of absence without pay and per diem remitted to federation – to claim from federation total lost wages;
 - on paid vacation leave/**sick leave or leave without pay** – can accept per diem and cannot claim for wages from federation.

This policy is intended to supplement the executive council policy and to cover any potential lost wages not covered under policies of any of our affiliates.