



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Board Policy

POLICY CATEGORY:	Organizational Performance
POLICY FOCUS:	3.1 Personnel and Contractor Relations
DATE OF POLICY:	June 2024

Personnel Relations

Policy Statements

3.1.1 The Board believes in an open, collaborative and inclusive organization, in which its personnel, both paid and volunteer, are skilled and talented individuals who make a significant contribution to their areas of responsibility and who also possess knowledge, creativity, and experience that can be of benefit in achieving the vision and outcomes of the AIBC.

The AIBC will, in compliance with legislation, AIBC Bylaws, and policies, have an open, collaborative, respectful and inclusive workplace practising fair and equitable treatment of all persons with whom personnel interact in the performance of their duties.

Accordingly, the Chief Executive Officer will:

3.1.2 Create an organizational culture and environment that provides opportunities for personnel to contribute their talent, knowledge and expertise to organization-or system-wide planning and decision making; and, is characterized by open, honest and effective communication, trust and mutual respect among all persons working at the AIBC, and a sense of pride in their work and in being part of an effective and relevant professional regulator.

3.1.3 Develop an organizational structure: that is innovative in addressing the AIBC's management and administrative needs; that is characterized by flexibility, efficiency, relevance to function; and that places decision making authority in the hands of those people who have the responsibility and accountability for the consequences of the decisions.

3.1.4 Ensure that individual job performance is the only basis for evaluation among personnel, and the spirit of the AIBC's employment policies and agreements is respected.

3.1.5 Ensure that personnel are protected from unsafe or unhealthy conditions in the workplace, and ensure compliance with relevant employment, safety and human rights regulations. Harassment, abuse or discrimination in any form will not be practised or tolerated in the organization or in the physical environments used for programs and events.

3.1.6 Ensure that the opportunity to serve on Committees and advisory groups is available to all qualified Registrants.

- 3.1.7** Engage in decision making practices that are based on the best available evidence, consultation, and input from those most likely to be affected or impacted by the decisions.
- 3.1.8** Encourage personnel participation in planning and contributing to the fulfillment of the mission and vision of the organization. All personnel involved with the AIBC are valued, respected, and appropriately recognized for their contribution to the work of the Institute.
- 3.1.9** Ensure personnel are informed of pertinent Board and organizational policies and seek feedback from personnel to assess compliance with this policy.

Personnel Compensation

Policy Statement

- 3.1.10** In compliance with legislation and policies with respect to compensation and benefits to employees, the AIBC will not cause or allow undue financial risk or negative public image.

Accordingly, the Chief Executive Officer will:

- 3.1.11** Have their own compensation and benefits set and changed by only the Board.
- 3.1.12** Establish compensation and benefits for personnel which:
 - 3.1.12.1** Are fair and competitive, commensurate with like organizations of size, type, and complexity in geographic and professional market for the skills required.
 - 3.1.12.2** Are consistent with established AIBC policies.
- 3.1.13** Establish no deferred or long-term compensation and benefits which cause unfunded liabilities to occur, or in any way commit the organization to benefits which incur unpredictable future costs.
- 3.1.14** Ensure a transparent and fair process for awarding all employment contracts. Ensure that employee recruitment and hiring processes are free from potential or actual conflicts of interest.
- 3.1.15** Triennially review and 'benchmark' the pertinent market sectors apropos salaries, benefits, and perquisites.

Contractor Relations

Policy Statement

- 3.1.16** In compliance with legislation and policies with respect to contracting services to consultants, specialists, and contract workers, the AIBC will not cause or allow jeopardy to the fiscal integrity or public image of the Institute.

Accordingly, the Chief Executive Officer will:

- 3.1.17** Avoid any conflict of interest with respect to the CEO's contractual responsibility including, without limitation, allowing or engaging in any conduct of private business or personal services between the CEO and their family, friends, private business associates, and the Institute except as procedurally-controlled to assure openness, competitive opportunity and equal access to "inside" information.
- 3.1.18** Act on agreements only when they are executed by both parties.
- 3.1.19** Enter into agreements with any party only following an appropriate level of due diligence. The CEO has discretion to undertake either a direct award or a competitive process.

Revision and Approval Log

June 11, 2024	Approved by AIBC Board