

Rimbey Agricultural Society Policies & Procedures

Table of Contents

Code of Ethics Policy	3
Code of Ethics Procedure.....	4
Code of Ethics - Appendix A	5
Board Conflict of Interest Policy	7
Board Conflict of Interest Procedures	8
Board Conflict of Interest Check List - Appendix B	10
Board Attendance Policy	11
Board Attendance Procedures.....	12
Board Dispute Resolution Policy	13
Board Dispute Resolution Procedures.....	14
Confidentiality Policy	15
Confidentiality Procedures.....	16
Confidentiality Agreement – Appendix C.....	18
Privacy Policy	19
Risk Management Policy	20
Committees Policy	21
Committees Procedures.....	22
Authority to Sign Checks Policy	23
Authority to Sign Checks Procedures.....	23
Acceptable Use of Electronic Media Policy	24
Acceptable Use of Electronic Media Procedures.....	25
Board Recruitment Policy	27
Board/Volunteer Recruitment Procedures.....	28
Board Members Code of Conduct Policy	29
Reimbursement Policy	30
Reimbursement Procedures.....	31
Reimbursement Claim Form – Appendix D.....	33
Social Media Policy	34
Social Media Procedures.....	36
Volunteer Management Policy	39
Volunteer Management Procedures.....	40
Security Camera Policy	41
Rimbey Ag. Facility Rental Policy	42

Booking Procedures.....	43
Facility Use Conduct Procedures.....	46
Disruptive Members/Users Procedures.....	48
Complaints and Concerns Procedures.....	48
Ag. Run Events Policy.....	51
Ag. Run Events Procedures.....	52
Event Income & Expense Statement.....	53
Equipment Operation Policy.....	54
Equipment Operation Procedures.....	55
General Manager Duties Policy.....	57

CODE OF ETHICS POLICY

INTRODUCTION

The ethical climate of an organization is an essential element in establishing its credibility and furthering its mission. An organizational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organization's members, clients, employees, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow Rimbey Agricultural Society to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

Rimbey Agricultural Society commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

CODE OF ETHICS PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the Board to carry out the process of developing a Code of Ethics for the organization.

The President shall be responsible for disseminating the Code of Ethics and of ensuring its observance.

PROCEDURES

The Board shall organize consultation with members, clients, employees, volunteers, and stakeholders on

- The values that the organization wishes to embody, and
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organization.

The Board shall then

- Review the policies of the organization to ensure that these are not in conflict with the organization's ethical principles, and
- Draw up a draft Code of Ethics for the organization.

It should be noted that the organization's ethical position is represented both by the organization's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

The Code of Ethics should then be circulated for discussion and comment to members, clients, employees, volunteers, and stakeholders. Again, the discussion should be used to forward a commitment among all concerned with the organization to the ethical operation of the organization.

The Ethics Committee shall forward a final draft of the Code of Ethics to the Board. The Board may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at a Board Meeting.

Once the Code of Ethics has been approved by the Board Meeting it shall be implemented by the organization. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

APPENDIX A

CODE OF ETHICS

Introduction

Listed below guidelines for a Code of Ethics by which individuals associated with the Rimbe Agricultural Society will use to conduct their activities.

VOLUNTEERS

- Shall, in all business conducted under the aegis of Rimbe Agricultural Society, place the interests of the organization over their own interests of those of any other person or persons;
- Shall observe the provisions of the bylaws, policies, and rules of the organization;
- Shall treat the other members of the organization, and the staff of the organization, and the office-bearers of the organization, and the clients of the organization, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organization, follow the directions of their designated supervisors;
- Shall not so act as to bring the organization or its mission into disrepute.

STAFF

- Shall, in all business conducted under the aegis of Rimbe Agricultural Society, place the interests of the organization over their own interests of those of any other person or persons;
- Shall observe the provisions of the policies, and rules of the organization, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat the other staff of the organization, and the members of the organization, and the office-bearers of the organization, and the clients of the organization, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organization, follow the directions of their designated supervisors;
- Shall not so act as to bring the organization or its mission into disrepute.

BOARD MEMBERS

- Shall, in all business conducted under the aegis of Rimbey Agricultural Society place the interests of the organization over their own interests of those of any other person or persons;
- Shall observe the provisions of the bylaw, policies, and rules of the organization;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Board, and the other members of the organization, and the staff of the organization, and the office-bearers of the organization, and the clients of the organization, with respect;
- Shall not so act as to bring the organization or its mission into disrepute.

OFFICEBEARERS

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of Rimbey Agricultural Society, place the interests of the organization over their own interests of those of any other person or persons;
- Shall observe the provisions of the policies, and rules of the organization;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Board, and the other members of the organization, and the staff of the organization, and the office-bearers of the organization, and the clients of the organization, with respect;
- Shall not so act as to bring the organization or its mission into disrepute.

BOARD CONFLICT OF INTEREST POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society (RAS) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for:

- all Board Members in declaring conflicts of interest; and
- the Board, when determining how to deal with situations of conflict.

POLICY

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Board Member to exercise objectivity.

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest, shall be documented in the Board's meeting minutes.

Where a Board member has an actual or perceived financial conflict of interest, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has an actual or perceived financial conflict of interest, that Board member shall not vote on that matter.

Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organization, or any other person having dealings with the organization, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly authorised to do so by the Board.

The Board may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.

Board members are not barred from engaging in business dealings with the organization, provided that these are negotiated at arm's length without the participation of the Board member concerned.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the President or Secretary the basis of this potential conflict.

CONFLICT OF INTEREST PROCEDURES

RESPONSIBILITIES

The President is responsible for bringing this policy to the attention of prospective Board members.

All Board members are responsible for respecting this policy.

PROCEDURES

Before a Board Member begins his or her service with the organization, they shall identify with the Board their principal business activities, as well as involvement with other charitable and business organizations, vendors or business interests, or with any other associations that might produce a conflict of interest.

Board members shall also identify with the Board notification of any relationships between themselves and any employee or volunteer of the organization, or any other person having dealings with the organization that might reasonably give rise to the perception of a conflict of interest.

Further, Members shall declare any conflicts of interest of which they become aware either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered in the meeting minutes.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. The Board Member's abstinence should be recorded in the meeting minutes.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to a Board Sub-Committee. This committee will make a recommendation to the Board as to what action shall be taken.

'Conflict of interest' is defined as, where a Board member stands to gain financially from any business dealings, programs or services of the organization, or through family relationship a situation that could cause interpersonal conflict that is not positive for the Board, its members or its reputation in the community:

- a. the Board member falls into the class of people benefited by the organization and the financial gain is of a nature common to other beneficiaries, or
- b. the person is an employee of the organization, and the financial gain is of a nature common to other employees.
- c. Conflict of a nature through family relationship or close relationship that is counterproductive to the operations and decisions of the Board

'Close relationship' is defined as any relationship that might reasonably give rise to an apprehension that the Board member might place the interests of the other party above the interests of the organisation.

CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the President of Rimbey Agricultural Society (RAS) each meeting to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of each meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 20

Name of Member _____

Issue of Conflict _____

Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____

Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____ 20__

Signed _____ Position _____

BOARD ATTENDANCE POLICY

INTRODUCTION

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Rimbe Agricultural Society.

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at Rimbe Agricultural Society's Board and committee meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Board and committee members are expected to demonstrate their commitment to the organization by unbroken attendance at the Board or committee on which they sit, except when prevented by unforeseeable events.

BOARD ATTENDANCE PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Rimbey Agricultural Society President to monitor the attendance of each member and to issue warnings as appropriate.

PROCEDURES

The Secretary shall notify members of forthcoming meetings no sooner than 14 working days before the set date of the meeting.

Where Board members are prevented from attending any Board meeting, they should notify the President of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the President should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

Attendance Requirements

If a Board member is absent for two consecutive meetings without first notifying the president of their absence, or if a Board member is absent for three consecutive meetings having notified the president of their absence, that Board member is in breach of their obligations and is liable to be removed from the Board, subject to the following processes.

Prospective members of the Board shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

Process

If a Board member is in breach of their attendance requirements then the President shall consult them to discuss this matter.

If the Board member's difficulties are resolvable, then the President shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board member shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

If the Board decides that termination is justified, the Board may grant a leave of absence for a predetermined period of time or suspend that person's membership of the Board. In the event the member wishes to continue in his or her position, the

suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

The Board may remove any person from any Board sub-committee for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Board or from any committee under this provision, the Board or committee will promptly initiate a process to recruit a new Board member. The person whose membership has been terminated shall retain the right to stand again at a future date for the Board.

BOARD DISPUTE RESOLUTION POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances between Board members that are unable to be resolved through respectful debate in Board meetings.

POLICY

Disputes will be resolved by mediation.

BOARD DISPUTE RESOLUTION PROCEDURES

RESPONSIBILITIES

It is the responsibility of the President to ensure that:

- Board members are aware of this policy;
- Disputes are handled respectfully, confidentially, and in accordance with natural justice.

It is the responsibility of the all Board members, volunteers, and employees to ensure that their usage of electronic media conforms to this policy.

PROCESSES

The parties to the dispute must notify the President and meet to discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

If the parties are unable to resolve the dispute at such a meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

The mediator must be –

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement, a person appointed by the Board.

The mediator:

- (a) may be a member or former member;
- (b) must not be biased, or reasonably be perceived to be biased; and
- (c) must not have a personal interest in the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must –

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

The mediation must be confidential and without prejudice.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise in the Board or use legal remedies.

CONFIDENTIALITY POLICY

INTRODUCTION

The Rimbey Agricultural Society (RAS) has access to information from users that requires necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted. It is also important that some RAS discussions of the Board are also sensitive and should not be freely shared outside the meeting environment.

PURPOSE

The purpose of this document is to provide a framework for Rimbey Agricultural Society (RAS) in dealing with confidentiality considerations.

POLICY

Rimbey Agricultural Society collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

Rimbey Agricultural Society will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff, volunteers and Board members.

CONFIDENTIALITY PROCEDURES

RESPONSIBILITIES

Rimbey Agricultural Society is responsible for the implementation of this policy.

Rimbey Agricultural Society is responsible for reviewing this policy as and when the need arises.

All Board members, staff and volunteers are responsible for observing confidentiality procedures in their workplace.

PROCESSES

The facility rental processes of the organization shall incorporate procedures for designating information confidential. The discussion of sensitive matters by the Board will be carefully managed by each member of the Board. It is not in the best interest of the Board or the community if sensitive discussions are openly shared with the public.

Restriction

Rimbey Agricultural Society will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers;
- is of a legal matter, land acquisition or sale, requires protection to safeguard the intellectual property of the organization.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff of the organization, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see [Appendix A](#))

Training

All Board member and staff will be instructed in the requirements of this policy.

APPENDIX C

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Rimbey Agricultural Society has placed restrictions on, and to release it to persons outside the organization only when authorized by the organization and subject to any conditions set by the organization.

I undertake to:

- 1) Access information held by the organization only when necessary to the performance of my assigned duties;
- 2) Keep in confidence sensitive discussions and materials discussed by the Board;
- 3) Not engage in discussions that are not positive and could be considered harmful to the Board as a whole or individual Board members
- 4) Make copies of information only when necessary to the performance of my assigned duties;
- 5) Oversee the storage and handling of information to minimize the risk of its diversion into unauthorized channels;
- 6) Take reasonable care to properly secure confidential information on personal computers and will take steps to ensure that others cannot view or access such information;
- 7) Not disclose my personal password(s) to anyone, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 8) Notify a Board member if I have reason to believe that my access codes and passwords have been compromised.
- 9) If I contravene the above clauses knowingly or unknowingly as a representative in good standing with the Rimbey Agricultural Society as an employee, volunteer or Board member can be terminated immediately.

Signed _____

Date _____

PRIVACY POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society is committed to protecting the privacy of personal information which the organization collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Rimbey Agricultural Society in dealing with privacy considerations.

POLICY

Rimbey Agricultural Society collects and administers a range of personal information for the purposes of booking the Rimbey Agricultural Society facility and grounds. The organization is committed to protecting the privacy of personal information it collects, holds and administers.

Rimbey Agricultural Society recognizes the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy.

Rimbey Agricultural Society is bound by laws which impose specific obligations when it comes to handling information. The organization has adopted the following principles contained as minimum standards in relation to handling personal information.

Rimbey Agricultural Society will

- Collect only information which the organization requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorized access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

RISK MANAGEMENT POLICY

INTRODUCTION

Rimbey Agricultural Society will endeavor to minimize the risk any particular operation poses to our organization, our staff, our volunteers, our clients, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our organization, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

Rimbey Agricultural Society has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organization. Rimbey Agricultural Society will if necessary put procedures in place that will as far as possible ensure that risks are minimized and their consequences averted.

COMMITTEES POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society recognizes that there are times when a sub-committee can act more effectively than can the full Board.

The Board of Rimbey Agricultural Society may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

PURPOSE

To give direction on the policy and procedures relating to the formation of Board standing sub-committees and ad hoc committees.

POLICY

The Board has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

The Board shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Committees may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the committee by the Board.

Unless explicitly empowered by the full Board, committees cannot make binding Board decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Board on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the Board still bears responsibility.

Unless the Board determines otherwise, the President shall sit ex-officio on all Board committees, but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of Rimbey Agricultural Society in accordance with the vision and strategy determined by the Board when exercising its functions.

COMMITTEES PROCEDURES

RESPONSIBILITIES

The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration.

The President shall sit ex-officio on all Board committees (unless the Board determines otherwise), but may delegate their attendance to any other person.

PROCEDURES

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Board has specifically agreed to such delegations.

All committees of the Board shall submit their minutes to the Board.

All committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

AUTHORITY TO SIGN CHEQUES POLICY

INTRODUCTION

An organization without cheque signing procedures may be vulnerable to fraud or error.

PURPOSE

To spell out procedures that must be followed in the signing of cheques on behalf of Rimbe Agricultural Society.

POLICY

All cheques issued on behalf of the organization must be signed by a sufficient number of authorized persons and documented adequately.

AUTHORITY TO SIGN CHEQUES PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- Board members and staff are aware of this policy;
- Any breaches of this policy coming to the attention of board are dealt with appropriately.

It is the responsibility of the Board members, employees and volunteers to ensure that their usage of organizational cheques conforms to this policy.

PROCESSES

All cheques must contain two eligible signatures. Eligible signatories are Board members or staff members who have been previously nominated and endorsed by the Board.

Any two of the above have the authority to sign cheques.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

A list of all cheques issued each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer.

ACCEPTABLE USE OF ELECTRONIC MEDIA POLICY

INTRODUCTION

Rimbey Agricultural Society (RAS) recognizes that board members, staff and volunteers need access to email systems and the internet to assist in the efficient and professional delivery of services. Rimbey Agricultural Society (RAS) supports the right of board members, staff and volunteers to have access to reasonable personal use of the internet and email communications in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of personal computers and future computer network, including internet and email, by employees and volunteers of Rimbey Agricultural Society (RAS). Access to internet and email either personally or is provided by Rimbey Agricultural Society (RAS) to board members, staff and volunteers for the primary purpose of assisting them in carrying out the duties of their employment.

POLICY

Staff may use the internet and email access provided by Rimbey Agricultural Society (RAS) for:

- Any work and work-related purposes;
- Limited personal use (for details see Procedures, below);
- More extended personal use under specific circumstances (for details see Procedures, below).

Where staff use personal computer equipment or computer software at the premises of Rimbey Agricultural Society (RAS) or use computer equipment or software belonging to Rimbey Agricultural Society (RAS), properly authorized staff of Rimbey Agricultural Society (RAS) may access any data on that equipment to ensure that the organization's policies are being adhered to. Such data should not be regarded as under all circumstances private in nature.

ACCEPTABLE USE OF ELECTRONIC MEDIA PROCEDURES

DEFINITION

Electronic media includes all electronic devices and software provided or supported by Rimbey Agricultural Society (RAS), including, but not limited to, computers, electronic tablets, peripheral equipment such as printers, modems, fax machines, and copiers, computer software applications (including software that grants access to the internet or email) and telephones, including mobile phones, smartphones and voicemail systems.

RESPONSIBILITIES

It is the responsibility of the President to ensure that:

- board members, staff and volunteers are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all board members, employees and volunteers to ensure that their use of electronic media conforms to this policy.

PROCESSES

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organization is permitted where it:

- Is infrequent and brief;
- Does not interfere with the duties of the board member, employee or his/her colleagues;
- Does not interfere with the operation of Rimbey Agricultural Society (RAS);
- Does not compromise the security of Rimbey Agricultural Society or of its systems;
- Does not compromise the reputation or public image of Rimbey Agricultural Society (RAS);
- Does not impact on the electronic storage capacity of Rimbey Agricultural Society (RAS);
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Conforms to the reasonable practices for file management and storage;
- Incurs no additional expense for Rimbey Agricultural Society;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of Rimbey Agricultural Society (RAS) ;
- Does not fall under any of the “unacceptable use” clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or paying a bill;
- Sending a brief personal email, similar to making a brief personal phone call.

Permitted extended personal use

It is recognized that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of material related to study they are undertaking.

In these situations, it is expected that:

- The staff member advises and negotiate this use with their supervisor beforehand in order to obtain approval;
- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

Access to electronic data

Rimbey Agricultural Society (RAS) may need to access any and all information, including computer files, email messages, text messages and voicemail messages. The organization may, in its sole discretion, authorize its staff to inspect any files or messages recorded on its electronic media at any time for any reason. Where use of the organization's equipment or software requires the use of a password, this should not be taken to imply any right of privacy in the user. The organization may also recover information that a user has attempted to delete, and staff should not assume that such data will be treated as confidential.

Unacceptable Use

Staff may not use internet or email access (including internal email access) provided by Rimbey Agricultural Society to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any confidential or sensitive information held by Rimbey Agricultural Society (unless in authorized course of their duties)
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies);
- Undertake internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities;
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.
- Staff may not use Rimbey Agricultural Society (RAS) computers to play games at any time.

BOARD RECRUITMENT POLICY

INTRODUCTION

The nomination and selection of Board members occurs annually at the Annual General Meeting. If all positions are not filled at the AGM it is the prerogative of the members of Rimbey Agricultural Society (RAS) to recruit through a review and selection process. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. Policies and procedures must facilitate the selection of those people who best meet the needs of the Board. The Board at its discretion may also recruit volunteers to assist in areas deemed appropriate to allow the Rimbey Agricultural Society to perform at the highest levels. Examples of positions that could be filled by volunteers.

- Marketing
- Social Media
- Facility setup
- Event coordination
- Fundraising
- Finance and accounting
- Legal

PURPOSE

Board members should provide an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Board's responsibilities and objectives. The Board also aims for a composition which will appropriately represent the interests of the various groups contained within the organization's common bond.

POLICY

The Board should attempt, using its network of contacts within and without the organization's membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions or there is a need for volunteers to assist, such individuals should be encouraged to nominate for selection to vacant Board positions or actively recruit volunteers.

BOARD/ VOLUNTEER RECRUITMENT PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of each member of the Board to explore among their networks the possibility of nominating for a position on the Board/Volunteer of the organization.

It shall be the responsibility of the Secretary to draw up and maintain a list of prospective candidates for the Board/Volunteers. All entries on this list shall be reported to the Board.

It shall be the responsibility of the Board to ensure that any nominees, candidates, or new members are acquainted with the organization's purposes, policies, and procedures.

PROCEDURES

The Board shall regularly assess its composition by reference to

- Necessary areas of expertise
- The ideal balance between experience and freshness
- Desirable diversity in relevant areas
- Contributions from relevant stakeholders.

The Board shall identify areas where existing Board/Volunteer composition falls short of the ideal.

Board members shall attempt to recruit from their networks Board/Volunteer candidates who would fill those gaps.

The Board shall collect suggestions from members and draw up a list of suitable candidates for the Board, and for Board committees and working parties.

Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, appointments shall be made from this list.

BOARD MEMBERS CODE OF CONDUCT POLICY

INTRODUCTION

This policy is to be considered a list of expectations in the conduct of members of the Rimbey Agricultural Society. This policy is used as a guidance to any and all present and future board members, staff and volunteers.

PURPOSE

The purpose of this policy is to ensure good behaviour and respectful treatment of people associated with the Rimbey Agricultural Society.

This policy sets out guidelines for acceptable behaviour and conduct.

POLICY

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

- Endeavour to represent the broader interests of members and/or stakeholders
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves
- Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
- Refrain from giving direction, as an individual board member to any member of staff.

REIMBURSEMENT POLICY

INTRODUCTION

Board members, staff or volunteers may on occasion be required to pay Rimbe Agricultural Society expenses out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses shall be reimbursed by the organization.

PURPOSE

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of Rimbe Agricultural Society and the process for doing so. This policy relates to both Board members, staff and volunteers acting on authorized Rimbe Agricultural Society business.

POLICY

Rimbe Agricultural Society will reimburse expenses incurred by Board members, staff or volunteers on behalf of Rimbe Agricultural Society or in the course of Rimbe Agricultural Society business so long as such expenses are:

- (1) Reasonable and
- (2) Authorized.

Reimbursement of reasonable but unauthorized expenses may be made on a case-by-case basis at the discretion of the Board in exceptional circumstances only.

Board members, staff and volunteers incurring authorized expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

REIMBURSEMENT PROCEDURES

RESPONSIBILITIES

It is the responsibility of Rimbe Agricultural Society to ensure that:

- Board members, staff and volunteers are aware of this policy;
- Any breaches of this policy coming to the attention of Rimbe Agricultural Society are dealt with appropriately.

It is the responsibility of the all Board members, staff and volunteers to ensure that their applications for reimbursement conform to this policy.

PROCEDURES

Prohibited reimbursements

Rimbe Agricultural Society will not reimburse staff or volunteers for

- Unauthorized expenses
- Expenses claimed by an individual as a tax deduction
- Expenses normally recoverable from a third party
- Claims for purchases that are required to be made under a Rimbe Agricultural Society purchase order
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

Travel expenses

- Board members, staff and volunteers will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Board members, staff and volunteers will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Use of a Board member, staff or volunteer's own vehicle for Rimbe Agricultural Society work-related travel will be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the organization from time to time.

Accommodation expenses

- Board members, staff and volunteers will be reimbursed for moderate accommodation expenses, considering all of the circumstances.

- Employees and volunteers will not be reimbursed for items of a personal nature charged to a hotel account.

Meals

- Board Members, staff and volunteers will be reimbursed for reasonable and appropriate meal expenses actually incurred while on Rimbey Agricultural Society business.

Board members are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account.

Claims that have not been properly prepared, authorized, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

EXPENSES CLAIM FORM

Name: _____

Please Print out and Attach Documentation (e.g. receipts)

Details	Date Expense Incurred	Activity	Total Cost	Notes
Total to be Reimbursed:				

Signature of Claimant: _____

Date Submitted: _____

Authorized by (Name): _____

Signature of Authorized Officer: _____

Office Use Only:

Claim Permitted? (Circle) Yes / No.

If no, state reason: _____

Date Reimbursed: _____

SOCIAL MEDIA POLICY

INTRODUCTION

Social media such as Twitter, Facebook, Google+, YouTube and blogging represent a growing form of communication for not-for-profit organizations, allowing them to engage their members and the wider public more easily than ever before.

However, it is also an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with Rimbey Agricultural Society Media Relations Policy in order to maximize our social media reach while protecting our public reputation.

PURPOSE

Rimbey Agricultural Society may choose to engage in social media such as:

- Twitter
- Facebook
- Instagram
- Rimbey Ag Society Website
- Event calendar
- Google+
- WordPress/Blogger
- YouTube/Vimeo
- iTunes/Podcasting

Rimbey Agricultural Society seeks to encourage information and link-sharing amongst its membership, staff and volunteers, and seeks to utilize the expertise of its employees and volunteers in generating appropriate social media content.

At the same time, social media posts should be in keeping with the image that Rimbey Agricultural Society wishes to present to the public, and posts made through its social media channels should not damage the organization's reputation in any way.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

CORE POLICY

Rimbey Agricultural Society social media use shall be consistent with the following core values:

- **Integrity:** Rimbey Agricultural Society will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organizations, or individuals.
- **Professionalism:** Rimbey Agricultural Society social media represents the organization as a whole and should seek to maintain a professional and uniform tone. Staff and

volunteers may, from time to time and as appropriate, post on behalf of Rimbe Agricultural Society using its online profiles, but the impression should remain one of a singular organization rather than a group of individuals.

- **Information Sharing:** Rimbe Agricultural Society encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

Rimbe Agricultural Society should seek to grow its social media base and use this to engage with existing and potential members, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the organization's reputation at risk.

SOCIAL MEDIA PROCEDURES

RESPONSIBILITIES

The Board shall nominate a Information Officer to co-ordinate Rimbe Agricultural Society's social media management.

The Information Officer will oversee expansion of social media and help to develop the Social Media Strategy in line with the organisation's Media Relations Policy.

Staff and volunteers may, from time to time and where appropriate, post on behalf of Rimbe Agricultural Society using the organization's online social media profiles. This is to be done only with the express knowledge and authorization of the Information Officer.

The Information Officer has ultimate responsibility for:

- Ensuring that all posts are in keeping with Rimbe Agricultural Society's core Social Media Policy.
- Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimizing the risk of a repeat incident.
- Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
- Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

Delegation

Social media is often a 24/7 occupation; as such, such responsibilities as outlined above may be delegated by the Information Officer to another appropriate staff member/volunteer.

PROCESSES

Posting to social media

Before social media posts are made, volunteers and staff should ask themselves the following questions:

- Is the information I am posting, or reposting, likely to be of interest to Rimbey Agricultural Society's members and stakeholders?
- Is the information in keeping with the interests of the organization and its constituted aims?
- Could the post be construed as an attack on another individual, organization or project?
- Would Rimbey Agricultural Society's donors be happy to read the post?
- If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
- If reposting information, is the original poster an individual or organization that Rimbey Agricultural Society would be happy to associate itself with?
- Are the tone and the content of the post in keeping with other posts made by Rimbey Agricultural Society? Does it maintain the organization's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the Information Officer. A few moments spent checking can save the organization big problems in the future.

Damage limitation

In the event of a damaging or misleading post being made, the Information Officer should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

Moderating social media

The reputation of Rimbey Agricultural Society is first and foremost, and this involves maintaining a safe and friendly environment for its members.

From time to time social media forums may be hijacked by trolls or spammers, or attract people who attack other posters or the organisation aggressively. In order to maintain a pleasant environment for everybody, these posts need to be moderated.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on Rimbey Agricultural Society, other individuals, organizations, projects or public figures
- Breach of copyrighted material not within reasonable use, or in the public domain, or available under Creative Commons license
- Breach of data protection or privacy laws
- Repetitive advertisements
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.

If a post appears only once:

- Remove the post as soon as possible
- If possible/appropriate, contact the poster privately to explain why you have removed the post and highlighting Rimbey Agricultural Society's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

- Remove the post as soon as possible
- Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.

The decision to block, ban and remove posts ultimately lies with the Information Officer, but may, at their discretion, be delegated to responsible staff and volunteers.

VOLUNTEER MANAGEMENT POLICY

INTRODUCTION

Rimbey Agricultural Society relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Rimbey Agricultural Society have work that is safe, significant, fulfilling, and appreciated.

POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the Rimbey Agricultural Society Board and staff.

VOLUNTEER MANAGEMENT PROCEDURES

RESPONSIBILITIES

The Rimbey Agricultural Society shall be responsible for organizing the recruitment, training, and supervision of volunteers.

The Rimbey Agricultural Society shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

PROCEDURES

Recruitment

All volunteers may be are subject to the screening procedures.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

SECURITY CAMERA POLICY

INTRODUCTION

The Board is committed to the maintenance of The Co-operators Agrim & RAS property security. Security cameras are installed in facilities to assist in protecting staff, members, users, the facility and its contents. Security cameras will not be used to monitor staff performance.

PURPOSE

Acceptable Use – The Co-operators Agrim staff may monitor live security camera pictures to enhance security in the building and grounds. Security cameras are not intended to replace the regular physical presence of staff in every part of the facility. Only staff and the Board of Directors will have access to security camera pictures.

Acceptable Use - Recorded Pictures: Recorded pictures may be accessed by managers to enhance security in the building or to monitor contractors; Images of individuals who have been banned from premises may be accessed by staff members for the purpose of enforcing a ban; All recorded security data will be treated as a Freedom of Information and Protection of Privacy Act (FOIP Act) Personal Information Bank; staff will contact a manager before accessing recorded pictures (If the General Manager is not available, and there is probable cause that a suspicious incident took place, staff will contact a board member as soon as possible.)

Created July 2020

RIMBEY AG FACILITY RENTAL POLICY

INTRODUCTION

This policy is to be referenced when renting indoor and outdoor facilities associated with the Rimbeby Agriculture Society. To rent all or any portion of the Ag Facility a list of expectations in the conduct of the users, guest participants and spectators of the event or use in any form of the buildings, grounds road ways and parking lots of the Rimbeby Agricultural Society. This policy is used as a guidance to any and all present and future board members, staff and volunteers.

PURPOSE

The purpose of this policy is to ensure proper rates are being charged and the facility is provided by the Rimbeby AG Society in proper condition and the users of the facility leave the buildings, grounds, roadways and parking lots in good condition. Good behavior and respectful treatment of people associated with the Rimbeby Agricultural Society is expected.

This policy sets out guidelines for the rental of the facility and grounds and the acceptable behavior, conduct and treatment of the facility.

POLICY

The board of directors is committed to providing a facility and service level to help users enjoy their experience:

- Users wishing to rent the facility and grounds will fill out the proper user agreements and adhere to the conditions of the agreement(s) as stated.
- Payment of fees will be made prior to the use of the facilities as per the user agreement or access will be denied to the user.
- If necessary, proof of insurance will be provided as per the user agreement and prior to the user being allowed access to the facility.
- Damage to the facility will be repaired as per the user agreement. Refusal to pay for damages will require the Rimbeby Agriculture Society to submit the outstanding invoice to a collection agency.
- Any outstanding invoices not paid in a timely fashion and after receiving two formal letters from the Rimbeby Agriculture Society will be forwarded to a collection agency and future access to the grounds and facility will be prohibited.
- Appeal of outstanding invoices can be made to the Rimbeby Agriculture Society Board in writing for their consideration and final decision within 7 days of the date of rental.
- Annually the Board will review rates and fees assigned to the facility venues and adjust if appropriate.

- Adjustments to fees outside of approved rates as set by the Board can only be done by the entire Board based on a written proposal or presentation made to the Board at their monthly meeting. Promoters/Individuals wishing to request a different fee for facility use will be required to present their proposal at least one month prior to the event.
- All rental agreements will be reviewed formally by the Board annually or if necessary, immediately to address an issue that causes concern to the operations, safety, and liability of the facility.

Attached to this Policy as supporting documents are the following

- Special Events Agreement
- Horse Stall Rental Agreement
- Animal Wash Bay Agreement

Updated July 2020

BOOKING PROCEDURES

Arena Bookings

- The General Manager or designate will handle all bookings or inquiries. This is to ensure consistency. These duties may include, but not limited to showing potential users the facility, discussing rates, arena set up and take down requirements (this should be documented). Creating detailed Special Events Agreement with users for events. Contract shall be signed by both General Manager and User.
- Special Events Agreements will cover issues such as:
 - what the user group requires for arena set up
 - when they need into building to set up for event
 - ground preparation
 - ground maintenance throughout event
- Any equipment a facility user will need i.e. Tractor, groomer, sound system, electronic timers, extension cords etc. All this needs to be addressed during the rental agreement application process. Short notice to The Co-operators Agrim & Rimbey Agricultural Society (RAS) for additional amenities may not be accommodated.

OTHER POINTS OF DISCUSSION

- Are stalls required and booking process and expectation.
- Are there cattle and rough stock for the event, how long, use of shavings or other bedding, who is in charge of feeding/ watering these animals, etc. use of lobby space
- seating needs
- Food trucks where they can park, and applicable fees applied.
- Parking – this should be discussed and filled out on attached map. Any parking violations may be subject to fines by RAS as well as Town of Rimbey bylaw staff.
- Users are responsible for the conduct of contestants and compliance to RAS policies (i.e. No dogs in arena, no smoking, plugging into power and not paying, destruction of property.
- Any needs not addressed in contract will be subject to additional charges to cover costs incurred by The Co-operators Agrim Centre & Rimbey Agriculture Society.

- As soon as the Special Events Agreement is complete. Maintenance personnel will receive a copy of information applicable to their position. Also, a copy will be left in The Co-operators Agrim Centre office. Any amendments to this contract also need to be communicated with maintenance personnel in a timely matter.
- Any panels, etc. must be put back in place after event, or user can choose to pay RAS \$100/hr fee to do it.
- It is preferred that tables chairs, and any other equipment / furniture not be moved into riding arena unless specified in the contract, however if this happens it needs to be put back where it was found and cleaned if necessary. Failure to do so will result in additional charges of \$100/hr.
- All contracts will be discussed with the General Manager 2 weeks prior to event for clarification and to address and changes.
- A deposit is required to-secure a date, and have it marked on our calendar.
- Cleaning/damage deposits will be reimbursed within 10 business days following the event, if no additional cleaning and/or damage charges are incurred.
- Any fires must be in self contained, and must use an off the ground stand when camping.
- 60-day written cancellation notice is required for full deposit refund. 30-day written cancellation notice for 50% of deposit refund and after 30 days no refund will be issued for cancellations. Refunds will be done on a pro rata basis with applicable deductions for work The Co-operators Agrim Centre and RAS did in preparation of the premises for Users events. All cancellations will incur a \$50 administration fee that will be taken off their rental deposit.
- Sign out sheet for all RAS equipment must be completed and signed.
- Event checklist must be completed and signed after completion of event.
- User groups must provide with a certified copy of their event insurance prior to event. If applicable. ***Need to confirm details of this with insurance company.
- Payment of rental is due prior to entering the facility for the event. Management has the right to not open facility until payment is made.
- Entering the facilities more than 30 minutes early or vacating more than 30 minutes later than the agreed upon time will result in an additional \$100 per hour charge for each additional hour or part hour.

Updated July 2020

FACILITY USE CONDUCT PROCEDURES

SAFETY

- All parking signage must be obeyed. Parking violators may be ticketed by bylaw enforcement.
- All exits and fire hydrant (minimum 3 meters) must be kept clear as per fire regulations.
- Please report any situation of immediate danger to management.
- Do not tie horses to unsecured fences.
- First aid kits are in front lobby area as well as south horse entrance.
- Defibrillator can be found on the north wall inside the arena by the door to the lobby.
- Smoking is not permitted in any indoor RAS facility.

ARENA USE CONDUCT

- All users must sign a waiver and/or have it on file before utilizing facility. No exceptions.
- Applicable drop-in fees and/or riding pass must be purchased prior to utilizing the facilities
- All users must pay one of the following:
 - Yearly Riding Pass
 - Drop-in fee \$20 per person for 2 horses, \$10 for each additional horse
 - Children 7-12 years \$5.
 - Children under 6 FREE.
- All users must SIGN IN & PAY prior to utilizing the facility (No exceptions, zero tolerance policy in affect)
- Last minute users/drop in riders may not be accommodated outside regular business hours.
- Always check the website schedule, Facebook page and/ or call The Co-operators Agrim Centre during regular business hours prior to hauling to the arena.
- This is a public facility used by numerous people of different interests and disciplines. Please act accordingly and be respectful and courteous to other users as well as Rimbe Agriculture Society board of directors & staff.
- Obstacles are permitted in the arena during open riding ONLY IF permission is granted by other riders. If you set up any obstacles in the arena, please put away when you are finished.

- Ground work / lunging of horses should be done in the holding pen arena when possible. Please exercise courtesy when doing this and speak with other riders.
- Please be aware that sometimes there are several things going on in the building and there may be some set up for an event, maintenance, construction, etc. Maintenance going on in the riding arena, it will be posted on the Agrim calendar and Facebook page.
- Users must clean up after their animals, both inside and outside the Agrim. Place manure in provided bucket and/or wheelbarrows.
- Users are responsible to ensure lights are turned off & doors locked prior to leaving.
- Do not adjust thermostat temperatures.
- No dogs in The Co-operators Agrim Centre – unless specified for certain event or service dog.
- All professional services (vet, chiro, farrier, etc.) are subject to \$20 per animal and must be done in the wash bay.
- Wash bay is subject to \$20 per horse and must be cleaned following use.
- Do not feed animals in the Co-operators Agrim.
- The Rimbey Agricultural is not responsible for lost, stolen or damaged property.
- The Rimbey Agricultural Society will be reimbursed in full for wanton or accidental damage of its property caused directly or indirectly by users of the facility.
- The management reserves the right to take all precautions and reasonable steps necessary to ensure the safety of the public, exhibitors and animals.
- All users are expected to follow the Rimbey Agricultural Society Policies & Procedures.

Updated November 2020

DISRUPTIVE MEMBERS/USERS PROCEDURES

INTRODUCTION

For members or users who do not follow policies or is continually disruptive to The Co-operators Agrim Centre and Rimbey Agricultural Society operations it may be necessary at times to enforce disciplinary actions.

PROCEDURE

- a) Meeting with member and/or facility contract producers in question to discuss the issue/or breach of policy, procedures and/or contract to come up with a solution.
- b) Suspension of the User and/or membership of the Rimbey Agricultural Society and/or riding pass. (Minimum of 3 months.) No refund of membership or riding pass will be made.
- c) Termination of Users privileges and/or Rimbey Agricultural Society membership and/or riding pass. If the problem is serious in nature (fraud, illegal activity, ongoing conflict, etc.)

* All meetings notes will be documented.

Updated November 2020

COMPLAINTS AND CONCERNS PROCEDURES

PURPOSE

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint or raise a concern.
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships repaired.
- To gather information which helps to improve what we do.

RATIONALE

Complaints, concerns from the public must be directed to the General Manager. All concerns/complaints will be professionally best managed and with the following process. All complaints/concerns must be accompanied by appendix B complaint/concern form to be managed and receive a response from management.

PROCEDURE:

Managing and addressing complaints and concerns

The General Manager will provide a complaint/concern form to the complainant to record the following details of all complaints received, onto a template (refer to Appendix B: Complaint/Concern Form), which includes the provision for:

- The name and contact details (with permission) of person making complaint/raising concern.
- The date the concern was expressed. The General Manager will indicate on the form in which the concern was received (e.g.: face to face, letter, telephone, email).
- How complainant would like to see issue resolved.
- Detailed description of the complaint.
- The details of the General Managers response.
- The action taken relating to the concern/complaint.
- Any recommendations for the future.
- All records of complaints received will be stored in a secure location within The Co-operators Agrim Centre.
- The General Manager will make every effort to resolve concerns and complaints before involving Board of Directors.
- The General Manager will provide a complainant with a copy of the complaint's procedure.

TIMEFRAME

- The General Manager will make every effort to resolve a concern or complaint as quickly as possible.
- Should the complaint involve complex issues, the General Manager may need to take advice from the Board of Directors which may take additional time. The Board will then inform the complainant of the adjusted time frame and any reasons for delay. In all cases the Board will try to resolve a concern or complaint within thirty working days.

REMEDIES

- If a concern or complaint is substantiated in part or whole, the General Manager will offer an appropriate remedy. This may include one of the following:
 - An explanation of further information about the issue.
 - Mediation or other support
 - An expression of regret.
 - A change of decision.
 - A change of policy, procedure or practice.
 - The cancellation of an event or a refund.

REFERRAL OF COMPLAINTS OR CONCERNS TO THE BOARD

- If a person with a concern or complaint is not satisfied with the outcome determined by the General Manager, they can provide the General Manager a formal written concern or complaint via registered mail addressed to the Rimbey Agriculture Society Board of Directors.
- The RAS will reply to the complainant within 14 business days of regular board meeting. Allow RAS board of directors' one-week notice to be added to the next regular meeting agenda.
- An executive officer will ask the complainant for a complete factual account in writing of the concern or complaint and the complainant's opinion about why the General Manager did not resolve it to their satisfaction.
- If the complaint cannot be resolved by the complainant, Board of Directors and General Manager working together, the Board of Directors it may be deemed irreconcilable and no further actions will be taken.

Updated July 2020

AG. RUN EVENTS POLICY

INTRODUCTION

Rimbey Agriculture Society operated events are designed to enhance and support activities within the Rimbey Agrim Centre, Rimbey Agriculture Society and community.

PURPOSE

This policy has been developed to provide a framework for:

- Utilization of the Rimbey Agrim Centre
- Provide opportunities to compete & learn
- Enhance community activities

POLICY

All Rimbey Agriculture Society run events must have 1 Board member and/or the General Manager on the event committee supported by volunteers. The Board member/General Manager is responsible to ensure the event is managed according to board policies and procedures. The event must enhance and represent positively the Rimbey Agriculture Society and the Rimbey Agrim.

Any and all social media sites supporting Rimbey Agriculture Society events must be set up as a group under the Rimbey Agriculture Society Facebook page. It will be administrated by the General Manager of the Agrim with the supporting Director and volunteers as moderators on the page. Moderators may be removed at any time from posting on social media. All Rimbey Agriculture Society run events must be advertised as such giving credit to the Rimbey Ag. Society and the Rimbey Agrim.

As per section K of the special event Agreement all events are subject to being rescheduled, reprioritized or cancelled.

K. The Agrim Centre and/or partners of Agrim Centre reserve the right to refuse, cancel, or adjust the priority of any and all contracts, where it is deemed that such action is necessary for the best interest of the Agrim Centre and/or partners of Agrim Centre.

Any and all concerns from the public will be addressed duly with the Agrim General Manager and the designated Board member responsible for the Ag. Run event.

RESPONSIBILITIES

The supporting Board member/General Manager is responsible for reporting to the Board of Director's monthly, handle directly all funds related to the event and with supporting documents given to the Treasurer/General Manager following the event.

Anyone representing the Rimbey Agriculture Society and the Rimbey Agrim must do so in a professional courteous manner.

AG. RUN EVENTS PROCEDURES

PROCEDURES

Directors responsible for Ag. Run events must meet with the General Manager of the Rimbey Agrim to sign a special event agreement to ensure supporting documentation is in place prior to the event. Working with and communication with the Agrim General Manager regarding the event is a high priority to ensure the success and safety and policies are adhered to. Directors, are responsible to ensure every participant in Ag. Run events has a current waiver on file. The director is to ensure every effort is made with Ag. Run events to cover the rental cost of the building rental and associated expenses with event. All income from Ag. Run events is utilized to enhance the Rimbey Agriculture Society and the Rimbey Agrim Centre.

APPENDIX E

Rimbey Agriculture Society

EVENT INCOME & EXPENSE STATEMENT

DATE: _____

EVENT: _____

Detailed Income: _____

Total: _____

Detailed Expenses: _____

Total: _____

Profit/Loss: _____

Signature: _____

EQUIPMENT OPERATION POLICY

INTRODUCTION

This Policy applies to all Rimbe Agricultural Society employees or contract workers, students, who use equipment in The Co-operators Agrim Centre and the Rimbe Agricultural Society grounds and facilities.

PURPOSE

The Rimbe Agricultural Society is committed to the health, safety and well-being of all staff and users.

Applicability

All Equipment owned, leased, rented by the Rimbe Agricultural Society will solely be operated by employees and or contract workers. When necessary qualified board members may operate equipment should it be required in the case of maintenance or emergency. All equipment operators are responsible to ensure safe operations of equipment at all times.

CORE POLICY

- Supervisors and employees shall ensure that tools and equipment are maintained and are safe for all conditions of intended use.
- Employees shall be trained in the safe and proper inspection and use of tools, machinery and equipment that he/she are authorized to use.
- Only those appropriately trained and authorized shall operate equipment. Records of the authorized users' names shall be maintained by the workplace supervisor.
- Supervisors shall provide personal protective equipment (PPE), as necessary, to protect authorized users from potential hazards encountered in their work area.
- Manufacturer's instructions for use shall be retained and made available to equipment users.
- Standard operating procedures (SOP's) shall be written by supervisors for work or use of equipment that has the potential to cause injury and/or occupational illness.
- Preventative maintenance programs shall be established for equipment as recommended by the manufacturer.
- Tools, machinery and equipment shall be inspected by authorized users before use to ensure there are no defects.
- Any moving machine part, function, or process that may cause injury shall be appropriately safeguarded.
- No person shall remove or render ineffective a machine guard or other safety device without the approval of the workplace supervisor.

EQUIPMENT OPERATION PROCEDURES

Personal protective equipment

- Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.
- Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.
- Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.
- Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

Inspection and repairs

- Machine or equipment will be inspected prior to use to ensure good mechanical condition. Special attention will be given to implements and their components.
- When working around equipment for inspections or repairs, the equipment must be locked and tagged out, and immobilized and secured against inadvertent movement.

Housekeeping

- No smoking in any equipment.
- Cabs, steps, windshields, windows and mirrors must be kept clean at all times. All debris should be removed from around the equipment.
- **Parking** – the machine or equipment must be parked on level ground, clear of hazards, to allow ease of access.
- **Travelling** – operators must ensure that all connections to a towing equipment are secured and attached properly.
- Place all implements in the travel position.
- Select a speed appropriate to ground conditions while maintaining control of machine.
- Travelling on hills should be conducted in the direction of the slope, avoiding side hill travel.
- Approach landing or roadway with caution taking into consideration limited visibility and blind spots.
- Equipment should be cleaned prior to traveling roadways.
- **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.
- **Fueling** – shut off the engine of the towing vehicle while it's being fueled. No smoking. Be aware of slip and trip hazards.
- Beware of spills and splash-back.

- **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.
- Use protective equipment and follow safe handling instructions as outlined on WHMIS label.
- If an incident occurs, follow first aid instructions.
- Use proper storage procedures.

Operating equipment

- Prior to starting heavy equipment, the operator shall ensure that all personnel are out of the danger zone and the transmission is in neutral.
- Maintain a safe operating distance between neighboring equipment.
- Understand the load limitation of the machine according to ground conditions. Apply the manufacturer's standards for machine capacity and limitations. The operator should always know the maximum lifting capacity of the equipment before lifting a load.
- No unauthorized personnel will be allowed on the machine during operation.
- In the event of leak of fuel or oil, switch the machine off immediately.
- If warning lights show or gauges register outside normal limits, switch off engine.
- Never lift, move or swing any attachments or load over any person or other equipment/vehicles.
- Be aware of overhead clearance. Watch for overhead power lines.

Updated November 2020

GENERAL MANAGER DUTIES POLICY

INTRODUCTION

This policy provides guidance to the General Manager and the Board of Directors with regards to operations for the Rimbey Agricultural Society & facilities.

PURPOSE

Guide and administer the affairs of the Rimbey Agricultural Society in keeping with sound business practices and the objectives of the organization as may be established from time to time by the Board of Directors to ensure profitable operations.

This document provides guidance to the General Manager with regards to the duties, pertaining to operations of the Co-operators Agrim Centre and facilities, which is overseen by the Rimbey Agricultural Society.

BOARD SUPPORT DUTIES

- Give advice, assistance and training to the Board of Directors, and members in managing board affairs.
- Develop and maintain the organizations positive position externally with municipal governments, business groups and the general public.
- Maintain good and regular communication with the Board of Directors, members, users and staff.
- Attend all meetings of the Board of Directors and to provide regular written and oral reports on the monthly operations, interpreting event financial reports, reporting on correspondence and activities and advising on policies and future planning.
- Refer to the Board of Directors those matters which require their attention and or approval.
- Prepare and present to the Board of Directors for approval the annual operating and financial plan (budget) of the Co-operators Agrim Centre & facilities.
- Recommend to the Board of Directors policies and procedures that may be necessary to improve the operations and control of the facilities.

Personnel Management

- Be responsible for all Human Resource matters, concerning hiring, training, promoting, demoting or firing of employees.
- Be responsible for establishing employee work schedules and plans.
- Manage any employee disciplinary issues.
- Responsible for employee retention.
- Manage volunteers.
- Inform the Board of Directors Executive of human resources issues.

Operational Duties

- Administer, control and supervise all policies, including policies and procedures relating to financial management, operations and human resources.
- Develop strong marketing plan to increase usership of facilities.
- Ensure a high level of member and user customer service is provided to all patrons at all times.
- Efficiently manage and control all fixed assets to ensure they are maintained in top quality condition and are protected from loss and obsolescence by developing, implementing and administering policies and procedures that control the use of assets and provide for regular and periodic maintenance or replacement. Record and report any damages and/or infractions to the board.
- Appraise continually the operating results of the organization and to take prompt corrective action as required to ensure all operations are viable.
- Under supervision of the Treasurer. Control custody of cash of the Rimbey Agricultural Society and strive for high levels of efficiency and maintain a careful and judicious control of expenses.
- Event profit and loss statements will be submitted to the treasurer for review in preparing records for the accountant and filing of the annual return through Alberta Agriculture and Forestry.
- Responsible for accounts payable/receivable.
- Help plan and co-ordinate Ag. run events.
- Prepare user contracts/rental agreements and collect monies associated with them.
- Assist in the develop and maintain social media communications and website updates and maintenance.
- Responsible for effective day to day operations of all facilities.
- In co-operation with board search out available grants, apply for grants and implement awarded dollars to allocated projects.
- Manage the business operations in keeping with the philosophies and integrity of the Rimbey Agricultural Society by utilizing its resources, participating in its programs and adopting standardized best practices and policies.
- Perform other duties as assigned for the proper management of the business operations of the facility.

External Duties

- Maintain a close and harmonious relationship with the Alberta Association of Agricultural Society's, municipal partners, users and community to utilize the services provided by us to the greatest extent possible.
- Prepare and present long-term strategic planning and goals to the board for approval.
- Keep informed of general business and economic conditions, legislation, new developments and problems that may affect the position of the organization.
- Continuously upgrade and maintain educational skills and abilities necessary to manage the various areas of operation and business units.

Updated January 12, 2021