

ARBOUR VILLAGE CO-OPERATIVE HOMES INC.

Training Plan for Staff and Volunteers Policy

Arbour Village Co-operative Homes (the 'Co-op') recognises the value and importance of providing opportunities to all its staff and volunteers to develop their job-related knowledge and skills, and expects that with development and training, individual effectiveness will increase and they will make a richer contribution to the work of their community in support of the Co-op.

The Co-op also recognises that, as an organization concerned with the community, it has a special responsibility to encourage and support learning for all employees and volunteers. Sufficient development and training will be provided to ensure the implementation of the co-op's policies designed to meet its obligations as an employer.

It is the Co-op's policy to provide induction training for all staff new to the Co-op, to help them understand how the function of their job relates to the Co-op's role within the housing sector and how it relates to the Co-op. Induction training must also ensure an understanding of individual responsibilities in the workplace.

It is the Co-op's policy to make sure that each Board of Director receives an orientation and attends educational workshops and education offered throughout their term of service on the Board.

It is the Co-op's policy to provide and support further development and training on a yearly basis to maintain and enhance the standards of performance.

CO-OP RESPONSIBILITIES

The Co-op will contribute to the cost of and will allow time off for external workshops undertaken by staff, Board Members and volunteers. Funds will be allocated to allow education and training to be undertaken by staff and volunteers in the budget. Other training funds will be considered alongside other demands on the Co-op's budget.

The Co-op will seek to foster staff and volunteers' development and training by seeking the following resources: CHF Canada, The institute of Housing Management, ONPHA, and workshops offered by Niagara Regional Housing, Annual AGM's and job related on line courses.

No individual will be excluded from training on the grounds of disability, gender, marital status, sexual orientation, religious belief, political opinion, race or cultural origin, age or any other criteria which could be deemed to be discriminatory or divisive.

PASSED by the Board of Directors on the 20th day of February, 2014.

CONFIRMED at a general meeting of the Members on the 19 day of June, 2014.

W. Holden

President
Karen Weiss

Secretary