

Mayne Island Improvement District Parties, Events and Social Gatherings Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) understands that parties and events are a component of any organization. Events sponsored and funded by MIID are used to celebrate recognized holidays and retirements, express appreciation for employees and volunteers, engage with the community and help to build and maintain camaraderie within the workplace.

This policy provides the necessary guidance to ensure that all parties, events and social gatherings associated with and paid for by MIID are inclusive, safe, responsible, and respectful.

DEFINITIONS

Employee: Anyone employed by MIID including administration and fire department staff, and paid on-call (POC) firefighters. Note: Contractors are not considered employees.

Volunteers: MIID Trustees, and volunteers other than volunteer firefighters.

External Guests: Additional guests may be invited with prior approval of the Trustees; spouses and partners, contractors, former employees and trustees, community representatives.

Party/Event/Social Gathering: any party, hospitality, social activity, or organized event outside of regular work or organized training, that is financed by the MIID including Mayne Island Volunteer Fire Department (MIVFD). Similar events may be held outside this policy but will not be funded by MIID.

GUIDELINES

Inclusive: The MIID believes in fostering an environment of equity and inclusion within the workplace. To be eligible for MIID funding, the event must be inclusive; invitations and the opportunity to participate must be:

- Provided to all MIID employees, unless exceptions are approved by the Trustees in advance; and
- Consistent with the *BC Human Rights Code*, which prohibits discrimination and harassment based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, and criminal conviction (in employment contexts).

Reviewed and adopted April 14th. 2024
Amended May 15th, 2025

Mayne Island Improvement District Parties, Events and Social Gatherings Policy

Exclusions related to any prohibited ground will be deemed to be discrimination and may result in disciplinary action. Complaints will be investigated.

Safe, Responsible and Respectful:

Work-related functions and events arranged by the organization are an extension of the workplace. MIID has a legal obligation to ensure the health and safety of its employees and guests, including during and after a work-related social event.

Improper conduct also has the impact of bringing the organization into disrepute.

It is therefore imperative that employees conduct themselves in a safe and proper manner. All attendees are expected to behave responsibly. The MIID organizers are responsible for monitoring conduct.

MIID will not pay for or reimburse costs related to any alcohol, cannabis or prohibited substances. Nor will any of these be consumed within the MIID grounds.

Adherence to relevant MIID policies and Mayne Island Volunteer Fire Department (MIVFD) standard operating guidelines is also required, including but not limited to:

- Drug and Alcohol Policy and Agreement
- Staff & Volunteer Confidentiality Agreement
- Fire Fighter Code of Ethics
- Workplace Bullying and Harassment Policy
- Grounds Usage Policy

Financial Accountability:

Only expenses that adhere to the following policies will be approved and/or reimbursed:

- Parties, Events and Social Gatherings
- Expense Reimbursement Policy
- Credit Card Policy
- Purchasing Policy

Reviewed and adopted April 14th. 2024
Amended May 15th, 2025

Mayne Island Improvement District Parties, Events and Social Gatherings Policy

Expenses that have been accrued contrary to this policy may be denied, and if necessary recovered through adjustments to future expense claims. In exceptional cases the MIID may deduct wages for recovery of unauthorized expenses using appropriate processes.

Exceptions:

With prior approval by the Trustees, MIID will fund events that do not fully adhere to this policy. Examples of reasons to consider exceptions include:

- To spend more than the allocated budget in a fiscal year
- To limit invitations to a specific group, with reasons
- To include the costs associated with inviting external guests