



Executive Directors and Special Works Managers

THE FIRST NATIONAL JOINT MEETING

2019-06-19



Topics

Welcome and introduction

Clean Sleep, Chris Homeniuk

Canadian Chapter of the Global Catholic Climate Movement (GCCM)

National Association for Charitable Textile Recycling (NACTR)

Third Markets – Graders, Rag Dealers and Other Vendors

Human Resources

Formation / Education

Clean Sleep, Chris Homeniuk

www.cleansleep.ca



Our Patented Cleaning Process



Ultra Violet Light



Dry Steam



Vacuum



Ozone Generation



Infrared Heat





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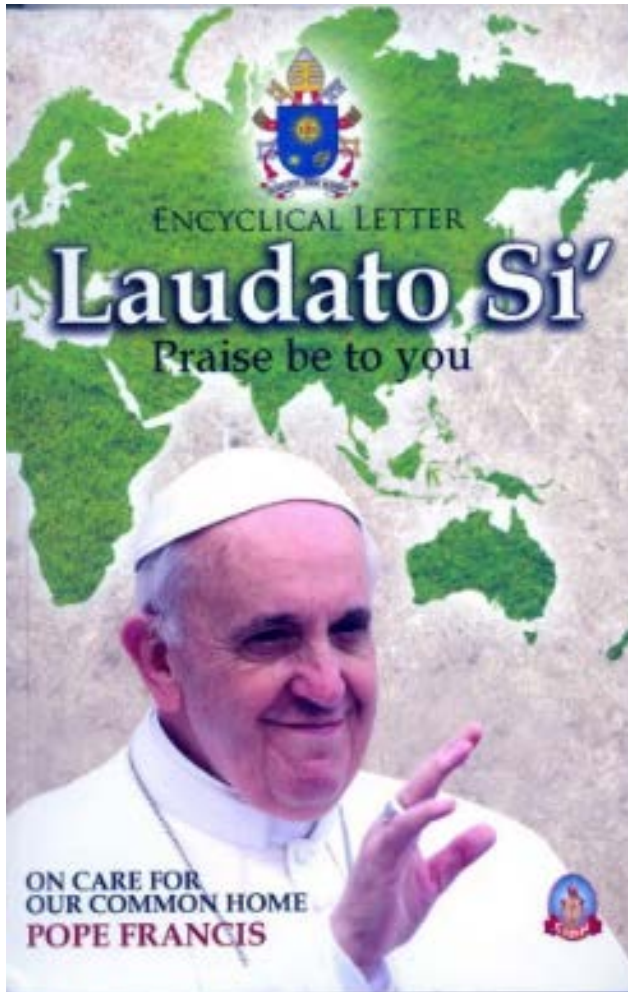
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OZANAM NETWORK №1/2019

COMMUNICATION / SPREADING



GLOBAL CATHOLIC CLIMATE MOVEMENT


SSVP joins the Global Catholic Climate Movement

SSVP HAS JOINED THE GLOBAL CATHOLIC CLIMATE MOVEMENT (GCCCM) IN RESPONSE TO POPE FRANCIS' CHALLENGE TO 1.2 BILLION CATHOLICS AROUND THE WORLD, AND TO ALL PEOPLE OF GOOD WILL, TO TAKE URGENT ACTION AGAINST THE INJUSTICE OF CLIMATE CHANGE AND THE ECOLOGY CRISIS, AND TO PROTECT THE MOST VULNERABLE PEOPLE AND FUTURE GENERATIONS.

In June 2015, Pope Francis released his encyclical called *Laudato Si'* on the "Care of Our Common Home". In this letter, he addresses "every person living on this planet" and urgently invites them to start a new dialogue to transform our hearts and communities to combat climate change and curb greenhouse gas emissions in order to combat the climate crisis.

Now is the time to act, and the Society of Saint Vincent de Paul is joining this large movement to be part of GCCCM's global campaign to raise awareness about the message contained in the encyclical and to encourage all Catholics to take the urgent action needed to fight climate change. All of us involved in this large movement want to take care of our common home, the Earth, based on a long history of Catholic teaching, by creating a strong movement to respond to Francis' appeal based on three principles:

- Pray for and with creation;
- Live simply;
- Advocate to protect our common home.



The GCCCM developed very quickly and now has more than 400 member organizations and thousands of Catholics who are taking action through innovative campaigns to bring *Laudato Si'* to life, because, "Living our vocation to be protectors of God's handiwork is essential to a life of virtue; it is not optional or a secondary aspect of our Christian experience." Pope Francis, *Laudato Si'*, 217.

International General Council
www.ssvpglobal.org

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Agnes Richard

Head of the proposed Canadian Chapter of the Global Catholic Climate Movement.



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Collectively and individually we deliver social impact that has more clout for municipalities than the relatively small returns from “for profit” operators would provide municipalities.

Current Members:

- Diabetes Canada, The Salvation Army, Big Brother Big Sisters, Developmental Disabilities Association et Goodwill. **Joining, Society of Saint Vincent de Paul.**

NACTR Benefits

- **Advocacy** - NACTR will represent the sector's interests and benefits among key audiences - local, provincial and federal governments, solid waste industry associations, other key players and the public.
- **Statistics/Data** - collect and share data. Create much-needed databases
- **Education/Promotion** - create messages to increase donations of wanted items and promote availability of donation options.



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Human Resources

HR Policy Manual

Tool: First Reference- MyPolicyProPlus SSVP HR Framework Demo



First Reference - MyPolicyProPlus SSVP HR Framework Demo

RICHARD POMMAINVILLE

EXECUTIVE DIRECTOR

SOCIETY OF SAINT VINCENT DE PAUL – NATIONAL COUNCIL OF CANADA

2019-04-26

LEARN
THE
LATEST®ONTARIO EMPLOYMENT
LAW CONFERENCEJoin us on June 19 and meet the
challenges facing employers in 2019

LEARN MORE

For over 20 years, First Reference has helped businesses, non-profits and charities meet legal requirements and best practices for HR, payroll, accessibility, finance, accounting, governance, IT and more.

How can we make compliance easier for you?



Ready-to-Use HR Policies & Templates

Complete your human resources policy and procedure manual — choose from hundreds of samples

LEARN MORE



Human Resources Management

Easily find practical, up-to-date answers to your HR and payroll management questions

LEARN MORE



Risk Management, Internal Controls & Governance

Policy and procedure manuals for:

- Finance and Accounting
- Information Technology
- Not-for-Profit Organizations

LEARN MORE



Payroll Administration & Management

We offer Canada's complete online source for expert-level payroll compliance information and tools

LEARN MORE



Employment & Payroll News Updates

Get the latest news and analysis on HR law nationwide to know what's coming and be ready for it

LEARN MORE



Accessibility Compliance & Policies

Meet the requirements of current accessibility standards (e.g., AODA) with our step-by-step method

LEARN MORE

First Reference have a series of tools now going completely on-line instead of only desktop tool

<http://firstreference.com/>

At the National level, currently have access to the governance set of templates.

Investigating options around HR Policies and templates.

Different portals available,
such as the new
PolicyProPlus



PolicyProPlus



PaySource



HRA Atlantic



HRA Ontario



HRA Western

HOME

PolicyProPlus IS A CLOUD-BASED APPLICATION THAT LETS YOU

- PUBLISH YOUR COMPANY'S OFFICIAL POLICIES,
- MANAGE WHO HAS ACCESS TO THEM,
- AND MONITOR WHO HAS READ AND UNDERSTOOD THEM

— ALL ON THE WEB.

TO UNDERSTAND THE CONCEPTS, FEATURES, TOOLS AND TECHNIQUES OF **PolicyProPlus**, WE HAVE PUT TOGETHER A NUMBER OF USEFUL LEARNING TOOLS:

- BE SURE TO READ THE [QUICK START GUIDE](#) TO LEARN THE FOUR THINGS YOU NEED TO KNOW FIRST
- VIEW THE [OVERVIEW AND "How To" VIDEOS](#)
- TAKE THE [PRODUCT TOUR](#) COVERING EVERY TAB AND BUTTON IN THE SOFTWARE
- CONSULT THE [FAQS GUIDE](#) FOR MORE DETAILED ANSWERS

First Reference is introducing the MyPolicyProPlus capability where an organization can develop customized training modules or policies that employees must review and possibly even take a quiz.

Your Logo Here

SSVP - NATIONAL COUNCIL OF CANADA POLICIES & PROCEDURES
Welcome Richard Pommerville!

HomeAdministrationManage AccessMy PolicyProPlusAll PolicyProPlus ProductsHelp

My AccountLog Out

MANAGE ACCESS

Create ReadersAssign ProductsEmail ReadersWelcome EmailReset Reader StatusReader Reports?

☒ By Name☐ By Product

 All Readers

IN THIS TAB, YOU:

- CREATE AND MANAGE READERS (EMPLOYEES, CONTRACTORS, ETC.)
- ASSIGN THEM MANUALS (READERS HAVE ACCESS TO EVERY OFFICIAL POLICY IN THE MANUAL)
- COMMUNICATE WITH THEM BOTH BY EMAIL AND WITH WEBSITE MESSAGES
- CHECK THEIR PROGRESS IN READING AND ACKNOWLEDGING THEIR UNDERSTANDING OF YOUR POLICIES

WATCH THE VIDEO ON [HOW TO CREATE A READER](#).

OUR FAQs ALSO COVER THIS IN MORE DETAIL.

SEE THE TOPIC [WHAT ARE READERS AND HOW DO I MANAGE THEM FOR DIFFERENT MANUALS?](#).

Access to specific training modules or policies is customizable, with directed / targetted assignment to these modules

My PolicyProPlus

Overview

Create a Draft from this Model



SSVP - National Council of Canada>My_Manual - test April 2019>Chapter F: 6.00 Health and Safety Policies>6.09 Workplace Violence>Model Policy

- ▼ SSVP - National Council of Canada
- ▼ My_Manual - test April 2019 (Active)
- ▼ Chapter F: 6.00 Health and Safety Policies
- ▼ 6.09 Workplace Violence
- ▶ Model Policy
- ▶ Quiz(4)
- ▶ Official Apr 4 2019 10:30AM
- ▶ ONPP (Trial)

☒ All ☐ Official ☐ Draft

Here is an example of a
« Workplace Violence »
module.

Sample STATEMENT of POLICY and PROCEDURE

Chapter:	Human Resources	SPP No.	HR 6.09.ON
Section:	Health and Safety	Issued:	Aug. 1, 2016
Subject:	WORKPLACE VIOLENCE	Effective:	Sept. 8, 2016
Issue to:	All Manual Holders	Page:	1 of 5
		Replaces:	HR 6.09.ON
Issued by:		Issued:	May 1, 2010

1
1.01

POLICY





[Company] does not tolerate violence or unacceptable behaviour in the workplace perpetrated by or against employees, customers, clients, or other third parties. In the event of a violent incident or unacceptable behaviour perpetrated by an employee, [Company] will act to severely discipline the employee, up to and including discharge for cause.

1.02

[Company] shall establish programs and procedures to assess and reduce the risk of violence and unacceptable behaviour in the workplace. All employees are expected to be aware of and participate in such programs and procedures, as required.

My PolicyProPlus

SSVP - National Council of Canada>My_Manual - test April 2019>Chapter F: 6.00 Health and Safety Policies>6.09 Workplace Violence>Quiz

- ▼  SSVP - National Council of Canada
 - ▼ My_Manual - test April 2019 (Active)
 - ▼ Chapter F: 6.00 Health and Safety Policies
 - ▼ 6.09 Workplace Violence
 - ▷  Model Policy
 - ▷  Quiz(4)
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☒ All ☐ Official ☐ Draft

Here is an example of a quiz around the « Workplace Violence » module.

My Quiz

Question 1: Employees who experience violence in their non-work life should report it to their supervisor.

- ☒ True
☐ False

[Edit](#) [Remove](#)

Question 2: Supervisors are responsible for ensuring employees are trained to

- ☐ Recognize the potential for violence and follow the procedures and policies developed to minimize risk
☐ Respond to incidents appropriately
☐ Report and document such incidents
☒ All of the above

[Edit](#) [Remove](#)

Question 3: Unacceptable behaviours include

- ☐ Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
☐ Carrying or brandishing weapons of any sort
☐ Threats of violence
☒ All of the above

[Edit](#) [Remove](#)

Question 4: Newly hired employees will receive a copy of this policy and it will be reviewed during that employee's documentation process.

QUICK START TO USING POLICYPROPLUS



THIS QUICK START GUIDE EXPLAINS THE BASIC STEPS YOU TAKE TO SET UP AN OFFICIAL POLICY FOR AN EMPLOYEE.

THE STEPS ARE LAID OUT IN THE ORDER YOU WOULD TAKE TO ACHIEVE THIS.

SET UP THE BASICS (UNDER ADMINISTRATION TAB)

1. SET UP YOUR NAME AND COMPANY NAME

- COMPANY CONTACT DETAILS **BUTTON**

- [] CHECK UNDER THE ADMINISTRATION **TAB** THAT THESE HAVE ALREADY BEEN ENTERED (MOST LIKELY THEY HAVE BEEN).
- [] IF THEY ARE NOT THERE, OR IF YOU NEED TO MODIFY THEM, ENTER OR UPDATE THEM NOW.
- [] YOU SHOULD ALSO ADD YOUR WEB ADDRESS AT THIS TIME IN THE WEBSITE INPUT FIELD.

2. SET UP YOUR READER GREETINGS

- NOTICE TO ALL READERS **BUTTON**

- [] CLICK ON THE NOTICE TO ALL READERS **BUTTON** AND THEN ENTER A MESSAGE, LIKE "HELLO EVERYONE", AND THEN POST IT.

YOU WILL SEE LATER WHERE THIS MESSAGE IS DISPLAYED.

CREATE AN OFFICIAL POLICY (UNDER MY POLICYPROPLUS TAB)

3. CREATE AN OFFICIAL POLICY

- [] YOUR COMPANY NAME APPEARS AT THE LEFT, WITH A ► IN FRONT. CLICK THE TRIANGLE TO EXPAND THE CONTENTS.



Your
Logo
Here

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Welcome Richard Pommerville!

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HOME

OVERVIEW AND "How To" VIDEOS

POLICYPROPLUS OVERVIEW

[HOW TO SET UP ADMINISTRATIVE DETAILS](#)[HOW TO SET UP READER MESSAGES](#)[HOW TO BATCH UPLOAD READERS](#)[HOW TO CREATE A READER](#)[GIVE READERS ACCESS TO AN OFFICIAL POLICY](#)[HOW TO CREATE YOUR OWN MANUAL](#)[HOW TO MOVE AND COPY FILES/CHAPTERS](#)[HOW TO BATCH UPLOAD POLICIES](#)[HOW TO CREATE AN OFFICIAL POLICY](#)[HOW TO EDIT POLICIES](#)[◀◀ HOME](#) [◀ PRODUCT TOUR](#)

POLICYPROPLUS OVERVIEW



FREQUENTLY ASKED QUESTIONS FOR POLICYPROPLUS

THIS GUIDE SHOULD ANSWER ALL OF YOUR QUESTIONS ABOUT USING THE SOFTWARE AND MANAGING YOUR ACCOUNT.
IF YOU FIND SOMETHING IS MISSING, PLEASE LET US KNOW THROUGH THE ['CONTACT US'](#) TAB.

Questions about my Account Information and Subscription

Questions about Managing Who Can Read my Policies

WHAT ARE READERS AND HOW DO I MANAGE THEM FOR DIFFERENT MANUALS? [ANSWER](#)

HOW DO I IMPORT A LIST OF MY READERS? [ANSWER](#)

WHAT IS THE READER WELCOME EMAIL AND HOW DO I MODIFY IT? [ANSWER](#)

HOW DO I CONNECT MY READERS TO MY POLICIES? [ANSWER](#)

MY READERS NEED TO REVIEW A POLICY THEY HAVE ALREADY READ. WHAT DO I DO? [ANSWER](#)

CAN I DELETE A READER? [ANSWER](#)

IS THERE A LIMIT TO THE NUMBER OF READERS I CAN HAVE? [ANSWER](#)

HOW MANY GROUPS OF READERS DO I NEED? [ANSWER](#)

Questions about Creating and Managing Manuals





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Formation / Education

Preparedness for Leadership / Préparation au leadership

2019

SSVP Training Curriculum / Curriculum Formation SSVP



Four Focus Areas

- Vincentian Life
- Leadership
- Spiritual
- Special Works / Stores

Quatre zones d'emphasis

- Vie vincentienne
- Leadership
- Spirituel
- Œuvres spéciales / magasins

From the Four Pillars / Des Quatre Piliers



Leadership



Leaders are not born; leaders are created.

Les leaders ne sont pas nés; les leaders sont créés.