



Volunteer Dismissal

Purpose

To ensure that there is a fair process in the termination of any volunteer at the Japanese Canadian Cultural Centre (JCCC).

Policy Statement

The dismissal of any volunteer of the JCCC is a serious matter. Any dismissal requires the review and approval of both the Volunteer Coordinator and JCCC Management before any action may take place.

Staff Responsibilities

Volunteer supervisors are responsible for ensuring volunteers are aware of their expectations and responsibilities, and all possible consequences for failing to meet these expectations.

Volunteer Responsibilities

Incidents of an extremely serious nature may result in the dismissal of a volunteer for just cause. Conduct resulting in dismissal for just cause may include but is not limited to:

- wilful misconduct, disobedience, or insubordination
- wilful neglect of duty or gross violation of JCCC's rules and regulations
- damaging of the image of the JCCC or the Japanese and Japanese Canadian community
- falsification and/or unauthorized disclosure of the JCCC's records
- unethical or criminal behaviour targeting the JCCC, tenants, clients or employees
- violation of Ontario Human Rights Code

A volunteer who is dismissed will be terminated immediately and notified of their termination. No further volunteer participation in JCCC activities will be permitted. If warranted, JCCC reserves the right to pursue any criminal charges.

Any dismissal will be documented, including date of dismissal, reason for dismissal, and if possible an acknowledgement (in writing) from both volunteer and the Volunteer Coordinator of the dismissal.