

PLATFORM Policy Handbook



PLATFORM
CENTRE FOR
PHOTOGRAPHIC
+ DIGITAL ARTS

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PLATFORM Centre operates on the traditional lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and the homeland of the Red River Métis nation. Our clean drinking water comes from Treaty 3 Territory Shoal Lake First Nation. We recognize the Treaty Territories that provide us access to electricity we use in our personal and professional lives.

True reconciliation does not end at acknowledgment. It is a continuous process that requires intentional action every step of the way. At PLATFORM, it is our mission to support Indigenous voices with all aspects of the work we do here at the Centre. PLATFORM commits to creating space for Indigenous artists, cultural workers, and community members that work and engage with the Centre. We do this by working directly with Indigenous artists on culturally-specific programming, lectures, or outreach initiatives.

PLATFORM acknowledges Canada's colonial history and recognizes that there is constant work to be done. We encourage visitors of the Centre to engage with Indigenous artists and photographers that work towards decolonizing the medium of photography.

Staff and board of PLATFORM will review this land acknowledgement annually. We prompt our staff and board to consider their place on the land, what reconciliation means to them personally, and how they can implement actions of reconciliation in their daily lives.

Who We Are

Mandate

Developing and maintaining a centre of education and facilitating involvement of the public in the appreciation and practice of the photography and photo-based digital arts.

Mission

PLATFORM Centre is an artist-run centre dedicated to considering the expanded role of photography in contemporary art. We are a multidisciplinary centre that supports and showcases local, national, and international artists, and are committed to supporting marginalized and BIPOC voices. Through exhibitions, lectures, workshops, production facilities, and publications, we aim to foster and sustain a critically engaged community of artists.

Guiding Principles

1. Innovative and Thought-Provoking

PLATFORM Centre wants to engage and inspire. PLATFORM Centre will take risks that innovate the Centre. These risks will provoke ideas, critical engagement, and meaningful dialogue in the Centre.

2. Artists and Their Experience Matter

PLATFORM Centre will support all levels of artists in a respectful, positive, professional, and inclusive manner.

3. Building Community

PLATFORM Centre will seek out opportunities for community building. This community will have the opportunity to gather in an engaged and supportive space; creating an environment of collaboration and respect.

ANTI HARASSMENT POLICY

PLATFORM is committed to providing a safe, respectful, and inclusive environment for everyone who engages with our organization — including artists, audiences, volunteers, staff, partners, and visitors. Harassment of any kind is not tolerated.

Harassment includes any unwanted behaviour that causes distress, intimidation, humiliation, or creates a hostile environment. This can be: verbal, written, or physical; sexual or gender-based; based on race, ethnicity, disability, age, religion, sexual orientation, or any protected characteristic; online or in person; one incident or repeated behaviour.

You can report concerns to us in any of the following ways: speak to a staff member or volunteer; email us at director@platformgallery.org; phone us at 204.982.8183.

We take all complaints seriously and handle them with respect, confidentiality, and expediency.

When a concern is raised, we will: listen and acknowledge the issue; assess safety and take any immediate protective steps; investigate fairly and promptly; and take appropriate action — which may include warnings, removal from events, ending partnerships, or reporting to external authorities when required. We will keep those involved informed of outcomes as appropriate.

Failure to follow this policy may result in removal from our events or programmes.

SAFER SPACES POLICY

All people have the right to feel safe in our space; everything from our exhibition openings to our workshops, we are responsible for the safety of our community therein.

For PLATFORM to truly represent any facet of the arts community adequately, it is required of our organization to commit to an on-going practice of antiracism and commitment to maintaining a safer space.

What is a “safer space”?

The terminology of safer space makes note that no space is completely devoid of harm. It acknowledges the responsibility of the staff and board of directors to actively foster a space that addresses harm responsibly and reflexively. It is a fact that racism, homophobia, transphobia, misogyny, fat-phobia, ableism, whorephobia and ageism happen everywhere, but in creating this policy, PLATFORM pledges to do what is necessary to keep people safer.

We recognize that our organization is imperfect, and we are committed to doing the work required to be safer, responsible, accountable to our community.

The creation of this document does not signify its completion; it is a living policy and can be amended at any time to reflect the needs of our community. Feedback and criticism is always welcome, and can be sent to outreach@platformgallery.org.

The following behaviour from patrons, exhibiting artists, staff and board members are not welcome at PLATFORM:

- Racism
- Transphobia
- Homophobia
- Whorephobia
- Misogyny in all of its forms: misogynoir, transmisogyny, et al.
- Fat-phobia
- Ableism
- Ageism

These behaviours present themselves in both overt and covert ways, and we believe people when they say they have had harmful experiences. As an organization, it is our responsibility to centre the harmed person(s) feelings and experiences in dealing with damaging or violent behaviour.

PLATFORM is invested in transformative justice. We are interested in assisting those who cause harm in their education and accountability. We may do so through one-on-one conversations, inviting individuals in our bi-annual anti-oppression training sessions, or hiring counsellors or mediators to aid in addressing issues. There is not one single solution that fits every scenario that may arise, and we will address each situation with consideration of this.

How does PLATFORM define harmful behaviour?

We define harmful behaviour as anything that causes a person(s) distress, crosses personal boundaries, and disrupts the organization's efforts to maintain a safer environment for all. This includes but is not limited to:

- Non-consensual touching of any kind
- Sexual harassment or catcalling of any kind
- Physical violence of any kind
- Racist, homophobic, transphobic, ableist, whorephobic, fat-phobic, ageist, xenophobic, or misogynistic comments or artwork of any kind, whether in person or on our online platforms
- Offensive attire, including but not limited to hate symbols or culturally appropriative attire

Who is protected by this policy?

This policy extends to:

- All people employed or volunteering with PLATFORM, including but not limited to staff, board, exhibiting artists, curators, and workshop facilitators

- Members and nonmembers of PLATFORM who are attending a PLATFORM event or workshop
- All visitors during gallery hours

We accept that we are not above our own policies, and the above applies to all staff and board members in equal measure. The above also applies to event partners, our social media platforms, communication, and promotional artwork distributed by the gallery. If an incident occurs online via our social media platforms, it is taken just as seriously as an in-person incident.

How do I make a report and what happens when I make one?

If an incident occurs where staff are present, anyone who experiences said behaviour and feels comfortable notifying us is encouraged to do so. If someone is not comfortable, they may designate someone else to notify us. Alternatively, there will be a labeled box located at our door, where reports and other comments about a patron's experience can be deposited. This box will be checked and responded to weekly.

At events such as exhibition openings, there will be a designated staff member wearing a button that indicates that they are the Safer Spaces point-of-contact for the event. Upon communicating with said staff member, the harmed person(s) will be guided to a private area to discuss what they need in the moment to feel safer, and what PLATFORM can do to help beyond the initial incident.

Each individual and situation are different, and how incidents are handled is determined on a case-by-case basis. Staff will respond to the individual needs of community members, which could include connecting with other resources if desired.

If necessary, we may cancel exhibitions, curatorships or workshops if an individual working with us causes harm. All people working with PLATFORM are supplied with a contract detailing the expectation to comply with our Safer Spaces policy. Failure to meet this expectation or participate in education/accountability processes may result in ending a working contract with PLATFORM.

If getting in touch via phone or emailing us suits an individual better than approaching staff in public, they are encouraged to do so.

Meganelizabeth Diamond | Executive & Artistic Director, she/her
director@platformgallery.org

Zoë LeBrun | Membership & Education Coordinator, she/they
outreach@platformgallery.org PH: (204) 942-8183

Code of Ethics

Integrity and Accountability

We act honestly, transparently, and responsibly in all decisions related to programming, governance, and operations. We steward PLATFORM's resources with care and use them solely to advance our mission in support of artists and contemporary photographic and lens-based practices. We remain accountable to our members, artists, audiences, partners, funders, and the broader community.

Respect and Inclusion

As an artist-run centre, we are committed to fostering a respectful, equitable, and inclusive environment. We treat all individuals with dignity and fairness and actively support diverse artistic voices, perspectives, and cultural experiences. We strive to create welcoming spaces for artists, audiences, volunteers, staff, and community members.

Artistic Freedom and Critical Engagement

We support artistic experimentation, critical discourse, and the open exchange of ideas. While championing artistic freedom, we also recognize our responsibility to consider the social and cultural contexts in which art is presented. We uphold high standards of artistic integrity, ethical practice, and cultural sensitivity in our programming and collaborations.

Conflicts of Interest

As a member-driven, artist-run organization, we recognize that our community is closely interconnected. Board members, staff, and volunteers must disclose any potential conflicts of interest and recuse themselves from decision-making when appropriate to ensure transparency and fairness in governance and programming.

Safeguarding and Well-being

We are committed to the safety and well-being of everyone who engages with our programs, exhibitions, and spaces. We promote respectful conduct and follow appropriate safeguarding practices, particularly when working with youth, vulnerable individuals, or community groups.

Confidentiality and Data Protection

We respect the privacy of artists, members, and community participants. Personal and sensitive information is handled responsibly and in accordance with applicable privacy and data protection regulations.

Environmental and Community Responsibility

We strive to operate responsibly within our local community and minimize our environmental impact where possible. Through our programming and operations, we aim to contribute positively to Winnipeg's artistic and cultural ecosystem.

Commitment to Community-Based Learning

As an artist-run centre, we value collaboration, knowledge-sharing, and ongoing learning. We seek continuous improvement in governance, programming, and community engagement, and we welcome feedback from artists, members, and audiences to strengthen our work.

Implementation

PLATFORM's Code of Ethics is included in all board, staff, and volunteer orientation materials and is posted in the organization's office. This code of ethics applies to all board members, staff, and volunteers. They are expected to familiarize themselves with the Code and uphold its principles in their involvement with the organization.

DECLARATION OF SUPPORT

We confirm that the Board of Directors and the Executive Director of PLATFORM Centre for Photographic + Digital Arts support the submission of this application for Imagine Canada Accreditation.

The Board of Directors has reviewed the materials included in this application and confirms that, to the best of its knowledge, the information provided accurately reflects the organization's governance practices, policies, and operations. The Board supports the organization's commitment to maintaining strong governance, ethical fundraising practices, transparency, and accountability.

The Executive Director confirms that the documentation submitted represents the organization's current policies and procedures and that these policies are implemented in the day-to-day operations of the organization.

Both the Board of Directors and the Executive Director recognize the importance of the Imagine Canada Standards Program in strengthening governance and organizational effectiveness within the charitable sector. We are committed to upholding these standards and to continuously improving the policies and practices of the organization.

DONOR ANONYMITY POLICY

PLATFORM respects and honours the wishes of donors who request anonymity.

Donors may choose to have their name withheld from any public recognition, publications, donor lists, or communications related to their gift. When a donor requests anonymity, the organization will ensure that their identity is kept confidential and that their name is not disclosed publicly.

Information about anonymous donors will be known only to authorized staff and, where necessary, designated members of the Board of Directors responsible for financial oversight. This information will be handled with care and in accordance with the organization's privacy practices.

All staff and board members involved in fundraising or donor stewardship are responsible for respecting donor requests for anonymity and ensuring that such requests are recorded and followed in all relevant records and communications.

This policy ensures that donors can support PLATFORM with confidence that their preferences regarding recognition and privacy will be respected.

DONOR REQUEST POLICY

PLATFORM honours donors' and prospective donors' requests by:

1. Limiting the frequency of direct contact to a maximum of four times per year;
2. Not contacting by telephone or other technology when requested;
3. Sending or not sending printed material when requested; and
4. Discontinue contact when requested by providing self-unsubscribe options on all email lists as well as the ability to manually unsubscribe anyone who communicates their wish to be unsubscribed.

"Donors" excludes members, prospective members, and individuals and organizations with existing relationships or recent relationships in the past two years.

EMERGENCY SUCCESSION PLAN

This Emergency Succession Plan ensures continuity of leadership and operations if the Executive Director becomes suddenly unavailable due to illness, resignation, or other unforeseen circumstances.

If the Executive Director is unable to perform their duties, the Board Chair will be notified and will convene the Executive Committee or Board of Directors to determine interim leadership arrangements.

The Board will appoint an Acting Director to oversee essential organizational functions until the Executive Director returns or a permanent replacement is appointed.

The Acting Director may be:

- A senior staff member (if applicable)
- A board member (excluding the Board Chair where possible)
- A temporary external contractor with relevant experience

The Acting Director will maintain essential operations, including:

- Day-to-day administration
- Oversight of exhibitions and public programming
- Communication with artists, members, partners, and funders
- Financial oversight in collaboration with the Treasurer and Board Chair
- Ensuring grant reporting and contractual obligations are met

Major strategic or financial decisions will remain the responsibility of the Board of Directors.

The Treasurer and Board Chair will work closely with the Acting Director to monitor finances, approve expenditures where necessary, and ensure compliance with funding and reporting requirements.

The Executive Director maintains organized access to essential organizational information, including financial records, grant documentation, operational files, and key account access. In the event of an emergency, the Board Chair and Treasurer will be provided access to these materials to ensure operational continuity.

The Board Chair will coordinate communication with staff, artists, funders, and community partners regarding any leadership transition while maintaining appropriate confidentiality.

If the Executive Director position becomes vacant, the Board will establish a Hiring Committee to oversee recruitment and bring a recommendation to the full Board for approval.

The Board will aim to review interim leadership arrangements within three to six months and determine whether the Acting Director role should continue or if a permanent recruitment process should proceed.

This Emergency Succession Plan will be reviewed annually by the Board of Directors to ensure it remains current and effective.

EQUITY AND INCLUSION POLICY

As an artist-run centre, PLATFORM believes that creativity and critical artistic dialogue thrive when individuals have equitable access to artistic opportunities, resources, and spaces for participation. We are committed to fostering an environment where artists, audiences, members, staff, volunteers, and partners from diverse backgrounds feel respected, supported, and able to participate fully in the organization's activities.

PLATFORM strives to:

Advance Equity

Identify and reduce structural barriers to participation, particularly for communities that have been historically underrepresented or excluded within the arts sector.

Champion Inclusion

Foster welcoming, accessible, and culturally responsive spaces through exhibitions, public programming, and community engagement.

Respect Diversity

Value diversity in all its forms, including race, ethnicity, Indigeneity, disability, gender identity and expression, sexuality, age, religion, language, socioeconomic background, and lived experience.

Support Fair Governance and Decision-Making

Ensure transparency, accountability, and fairness in programming decisions, artist selection processes, partnerships, and communications.

PLATFORM recognizes that systemic barriers continue to affect access to cultural institutions and artistic opportunities. As part of our mandate, we strive to identify and reduce these barriers while supporting a broad range of artistic voices within contemporary photographic and lens-based practices.

To support equity and inclusion, PLATFORM will:

- Work to reduce physical, financial, cultural, and procedural barriers to participation.
- Maintain clear and transparent processes for exhibitions, residencies, awards, and other artist opportunities.
- Review programming, calls for submissions, and outreach strategies to encourage broad participation.
- Foster respectful and inclusive environments within governance, staff workplaces, and volunteer engagement.
- Support ongoing learning for board members, staff, and volunteers around equity, accessibility, and anti-discriminatory practices.
- Welcome feedback from artists, members, and communities to help strengthen our practices.

Concerns related to discrimination, harassment, or exclusion may be directed to the Executive Director or Board Chair and will be addressed seriously and respectfully.

Responsibility for upholding this policy is shared by the Board of Directors, staff, volunteers, and members. The organization reviews its equity commitments periodically to ensure they remain responsive to the community it serves.

EXECUTIVE & ARTISTIC DIRECTOR PERFORMANCE OBJECTIVES

Organizational Leadership

Provide effective leadership and management of PLATFORM to ensure the organization operates in alignment with its mission, strategic priorities, and governance policies.

Measures of success

- Ensure organizational policies and procedures are implemented and maintained.
- Maintain effective administrative and operational systems.
- Support a positive and professional work environment for staff and volunteers.

Artistic Programming

Oversee the development and successful delivery of PLATFORM's exhibition and public programming schedule.

Measures of success

- Deliver the annual exhibition and public program schedule as approved by the board.
- Maintain strong working relationships with artists, curators, and collaborators.
- Ensure programming reflects the organization's mandate and commitment to artistic excellence.

Financial Management

Ensure responsible financial management and transparency.

Measures of success

- Prepare and implement the annual organizational budget.
- Provide regular financial reports to the board.
- Ensure compliance with financial reporting requirements and grant obligations.

Fundraising and Grant Development

Secure funding to support the organization's operations and programming.

Measures of success

- Prepare and submit grant applications and reports.
- Maintain relationships with public funders and supporters.
- Identify opportunities to diversify revenue where possible.

Governance Support

Support the Board of Directors in fulfilling its governance responsibilities.

Measures of success

- Prepare board meeting materials and reports.
- Support board policy development and compliance requirements.
- Assist with governance initiatives such as accreditation processes and strategic planning.

Community and Sector Engagement

Strengthen PLATFORM's presence within the arts community.

Measures of success

- Build partnerships with artists and organizations.
- Represent PLATFORM in the local and national arts sector.
- Support opportunities for artist development and public engagement.

FUNDRAISING ACTIVITIES POLICY

PLATFORM is committed to conducting fundraising activities in an ethical, transparent, and accountable manner that reflects the organization's mission and values as an artist-run centre.

All fundraising activities carried out by or on behalf of PLATFORM must be truthful and must accurately represent the organization, its programs, and the purpose for which funds are being requested. Communications with donors and the public will clearly identify PLATFORM Centre for Photographic + Digital Arts as the organization seeking support.

Fundraising materials and communications will clearly state the purpose of the fundraising activity, including how donated funds will support the organization's programs, operations, or special initiatives.

PLATFORM will issue official donation receipts for income tax purposes in accordance with Canada Revenue Agency (CRA) regulations. Receipts will be issued for eligible donations, and the organization may establish a minimum donation amount for receipting purposes in accordance with CRA guidelines.

Individuals or organizations conducting fundraising on behalf of PLATFORM must clearly disclose their relationship to the organization. Upon request, they will identify whether they are acting as a volunteer, employee, or contracted third-party representative.

PLATFORM ensures that all fundraising practices are consistent with applicable legal and regulatory requirements and reflect the organization's commitment to transparency, integrity, and responsible stewardship of donated funds.

GIFT ACCEPTANCE POLICY

PLATFORM is committed to ethical and transparent fundraising practices.

Individuals who solicit donations or who manage the solicitation of donations on behalf of PLATFORM are not paid commission, finder's fees, or percentage-based compensation based on the value of donations or transactions. Fundraising activities may be carried out by staff, board members, volunteers, or contracted service providers, but compensation for these roles will not be tied to the amount of funds raised.

Staff members whose responsibilities include fundraising may receive regular salary or contractual compensation for their work; however, such compensation is not calculated as a commission or percentage of donations.

This policy does not apply to transaction-based fees charged by third-party service providers such as online fundraising platforms, social media fundraising tools, or payment card processors that charge fees based on the value of transactions.

Through this policy, PLATFORM ensures that fundraising activities are conducted in a manner that maintains the trust and confidence of donors and reflects the organization's commitment to ethical fundraising practices.

PLATFORM does not accept gifts that contravene PLATFORM's mission or values as determined by the Executive Director. Given the small number of staff, all gifts are to be accepted by the Executive Director.

Restricted or designated gifts are only to be used for the purposes gifted. The Executive Director must manage all activities according to any relevant restrictions or designations.

Naming and endowments have not existed in organizational memory, therefore any naming or endowment opportunities must be individually reviewed by the Executive Director and the Fundraising Committee, and recommended for approval by the Board.

HUMAN RESOURCES MANAGEMENT POLICIES

1. Purpose and Scope

These Human Resources (HR) Management Policies establish minimum standards for employment practices at PLATFORM. The purpose is to:

- a. Ensure compliance with applicable Manitoba and federal legislation;
- b. Promote a respectful, safe, inclusive, and fair workplace; and
- c. Provide clear expectations for employees and management

These policies apply to all paid employees of PLATFORM. Volunteers, contractors, and board members are expected to follow relevant sections where applicable.

2. Governing Legislation

These policies are guided by, and will be interpreted in accordance with applicable laws, including but not limited to:

- a. Manitoba Employment Standards Code
- b. Manitoba Human Rights Code
- c. Workplace Safety and Health Act and Regulations
- d. Accessibility for Manitobans Act (Accessible Employment Standard)
- e. Workers Compensation Act
- f. Any other applicable legislation

Where legislation changes, the law takes precedence over these policies.

3. Employment Relationship

3.1 Employment Status

Employees may be hired on a full-time, part-time, casual, or term basis. Employment is not guaranteed beyond the terms outlined in the employment agreement, except as required by law.

3.2 Employment Agreements

All employees of PLATFORM will receive a written employment agreement outlining:

- a. Job title and duties
- b. Rate of pay and pay schedule
- c. Hours of work
- d. Employment status
- e. Vacation and statutory entitlements
- f. Start date and, if applicable, end date

4. Hours of Work, Wages, and Overtime

4.1 Hours of Work

Standard hours are up to 8 hours per day and 40 hours per week, unless otherwise agreed. Employees are entitled to an unpaid 30-minute break after working 5 consecutive hours.

4.2 Wages

Employees will be paid at least the Manitoba minimum wage. Wages are paid on a regular pay schedule and accompanied by a pay statement.

4.3 Overtime

Overtime will be paid in accordance with the Employment Standards Code, generally at 1.5 times the regular rate, unless an averaging agreement is in place.

5. Vacation and Leaves

5.1 Vacation

Employees earn vacation time and vacation pay in accordance with legislation:

- a. Minimum 2 weeks after 1 year of employment
- b. Minimum 3 weeks after 5 years of employment

Vacation scheduling will consider both employee preferences and PLATFORM's operational needs.

5.2 Statutory Holidays

Employees of PLATFORM are entitled to statutory holidays and holiday pay as required by Manitoba law.

5.3 Leaves of Absence

PLATFORM recognizes all job-protected leaves under the Employment Standards Code, including but not limited to:

- a. Sick leave
- b. Family responsibility leave
- c. Compassionate care leave
- d. Maternity and parental leave

Employees must provide notice and documentation as required by law.

6. Human Rights, Respect, and Inclusion

6.1 Non-Discrimination

PLATFORM is committed to a workplace free from discrimination. Discrimination on any protected ground under the Manitoba Human Rights Code is prohibited.

6.2 Duty to Accommodate

PLATFORM will accommodate employees' needs related to protected characteristics, including disability and religion, up to the point of undue hardship.

7. Harassment and Violence Prevention

7.1 Policy Statement

PLATFORM is committed to providing a workplace free from harassment and violence. Harassment and violence will not be tolerated under any circumstances.

7.2 Definition

Workplace harassment includes objectionable conduct or comments that:

- a. Are known or reasonably ought to be known to be unwelcome
- b. Create a hostile or intimidating work environment

7.3 Reporting

Employees may report harassment or violence to:

- a. Their supervisor, or
- b. The Executive Director or Board Chair (if the supervisor is involved)

Reports will be handled confidentially and promptly.

7.4 Investigation

All complaints will be investigated fairly and without retaliation. Corrective action will be taken where warranted.

8. Workplace Safety and Health

PLATFORM is committed to maintaining a safe and healthy workplace for staff, artists, volunteers, and visitors. The organization follows the requirements of Manitoba's Workplace Safety and Health Act and works to ensure that all activities are conducted in a manner that protects the well-being of everyone involved in its programs and operations. PLATFORM strives to provide a workplace free from preventable hazards by maintaining safe facilities, equipment, and working conditions, while informing staff and volunteers of potential risks and encouraging the reporting of hazards so they can be addressed promptly. As a small artist-run centre, safety practices are integrated into daily operations, including maintaining clear emergency procedures, safe exhibition installation practices, and providing

orientation for staff and volunteers working in gallery and production spaces. All individuals involved with PLATFORM share responsibility for maintaining a safe, respectful, and supportive working environment.

8.1 Employer Responsibilities

PLATFORM will:

- a. Take reasonable steps to ensure a safe and healthy workplace
- b. Identify and control workplace hazards
- c. Provide necessary training and supervision

8.2 Employee Responsibilities

Employees are responsible for:

- a. Following safety rules and procedures
- b. Reporting hazards, incidents, and injuries promptly
- c. Using equipment safely

8.3 Right to Refuse Unsafe Work

Employees of PLATFORM have the right to refuse work they reasonably believe is unsafe, in accordance with Manitoba law.

9. Workers Compensation and Injury Reporting

Workplace injuries or illnesses must be reported immediately to management. PLATFORM will report incidents to the Workers Compensation Board (WCB) as required. Employees are entitled to WCB benefits where applicable.

10. Accessibility and Accommodation

10.1 Commitment to Accessibility

PLATFORM is committed to accessible employment practices in compliance with the Accessibility for Manitobans Act.

10.2 Recruitment and Employment

Accommodations will be provided during recruitment and employment upon request. Individualized accommodation plans will be developed where required.

10.3 Emergency Response

Emergency procedures will consider the needs of employees who require assistance.

11. Privacy and Confidentiality

Employee personal information will be collected, used, and stored only as necessary for employment purposes. Personnel files are confidential and accessible only to authorized individuals.

12. Discipline and Termination

12.1 Discipline

Discipline will be applied fairly and may include verbal warnings, written warnings, or other corrective measures.

12.2 Termination

Employment with PLATFORM may be terminated in accordance with the employment agreement and applicable legislation, including notice or pay in lieu as required.

13. Policy Administration

- a. Employees are responsible for understanding and complying with these policies.
- b. PLATFORM will review HR policies periodically and update them as required by law.
- c. Questions about these policies should be directed to the Executive Director or the Chair of the Board.

14. Employee Acknowledgement

All employees must acknowledge receipt and understanding of these HR Management Policies.

INDEPENDENT ADVICE POLICY

PLATFORM encourages donors to seek independent professional advice when considering a significant or complex gift to the organization. This is particularly important when a proposed donation involves a planned gift (such as bequests, securities, or other assets), or when the organization has reason to believe that the donation may significantly impact the donor's financial position, taxable income, or relationships with family members.

PLATFORM does not provide legal, financial, or tax advice to donors. Donors are encouraged to consult with qualified legal, financial, or tax professionals to ensure that their charitable contribution aligns with their personal financial circumstances and intentions.

Staff and board members involved in fundraising will ensure that donors understand the nature of their gift and will encourage independent advice whenever appropriate. The organization's role is limited to providing accurate information about PLATFORM, its programs, and the intended use of donated funds.

This policy helps ensure that donations are made voluntarily, transparently, and with a clear understanding of the potential implications for the donor.

PAYMENT OF FUNDRAISERS POLICY

PLATFORM is committed to ethical and transparent fundraising practices.

Individuals who solicit donations or who manage the solicitation of donations on behalf of PLATFORM are not paid commission, finder's fees, or percentage-based compensation based on the value of donations or transactions. Fundraising activities may be carried out by staff, board members, volunteers, or contracted service providers, but compensation for these roles will not be tied to the amount of funds raised.

Staff members whose responsibilities include fundraising may receive regular salary or contractual compensation for their work; however, such compensation is not calculated as a commission or percentage of donations.

This policy does not apply to transaction-based fees charged by third-party service providers such as online fundraising platforms, social media fundraising tools, or payment card processors that charge fees based on the value of transactions.

Through this policy, PLATFORM ensures that fundraising activities are conducted in a manner that maintains the trust and confidence of donors and reflects the organization's commitment to ethical fundraising practices.

RECRUITMENT AND SELECTION POLICY

PLATFORM's recruitment and selection process is guided by the following principles:

1. Equal Opportunity and Human Rights Compliance

PLATFORM provides equal employment opportunity to all applicants. Decisions are based solely on job-related qualifications, skills, and experience, in accordance with applicable federal and provincial/territorial human rights legislation.

2. Objectivity and Consistency

All candidates for the same position are assessed using the same job-related criteria, interview questions, and evaluation methods to ensure consistency and fairness.

3. Transparency

Job postings clearly describe the role, essential duties, required qualifications, and any bona fide occupational requirements. Information about the recruitment process and expectations is communicated clearly to candidates.

4. Accessibility and Accommodation

PLATFORM is committed to providing reasonable accommodation throughout the recruitment and selection process for applicants who require it, up to the point of undue hardship.

5. Proportionality

Recruitment practices are appropriate to the size and capacity of a small charity while still meeting legal and ethical standards.

4. Recruitment and Selection Process

4.1 Job Definition and Posting

- Positions are based on a clear job description outlining essential duties, skills, and qualifications.
- Job postings use inclusive, non-discriminatory language and include a statement encouraging applicants to request accommodations if needed.

4.2 Application Screening

- Applications are reviewed against the essential qualifications and requirements of the role.
- Screening decisions are based on objective, job-related criteria only.

4.3 Interviews and Assessments

- Interviews are structured and use consistent questions aligned with the job requirements.
- Where practical, simple scoring or rating tools are used to support objective decision-making.
- Reasonable accommodations are provided upon request.

4.4 Selection and Hiring Decision

- Hiring decisions are based on an overall assessment of how well candidates meet the essential requirements of the position.
- Decisions are documented to demonstrate fairness and consistency.

4.5 Documentation

- Basic recruitment records (e.g., job postings, interview notes, and selection rationale) are retained for a reasonable period to support transparency and accountability.

5. Roles and Responsibilities

Executive Director: Ensures recruitment and selection follow this policy and that decisions are fair, objective, and job-related.

Governance & HR Committee (where applicable): Provides oversight for senior staff recruitment and ensures alignment with PLATFORM's values and legal obligations.

TERMS OF REFERENCE - BOARD CHAIR

The PLATFORM board chair is required to:

1. Lead the board to ensure the organization is well-governed, effective in its mission, and compliant with every single legal and contractual obligation.
2. Ensure the perpetuance of the board and the organization, unless the board chooses to dissolve or transfer its operations to another charitable organization.
3. Demonstrate and promote a culture of integrity, accountability, transparency, and open communication.
4. Lead the development and execution of multi-year strategic plans.
5. Ensure organizational bylaws and policies remain relevant.
6. Support and maintain a positive relationship with the Executive Director.
7. Maintain, update, and follow the board calendar.
8. Ensure effective board meeting logistics, including chairing meetings if necessary.
9. Be knowledgeable of the state of PLATFORM's corporate recordkeeping.
10. Be knowledgeable of the state of PLATFORM's past, present, and forecasted execution of its strategic plan.
11. Be knowledgeable of the state of PLATFORM's past, present, and forecasted financial position.
12. Be knowledgeable of the state of PLATFORM's past, present, and forecasted programming.
13. Clearly understand and communicate the boundaries between governance and the operational support provided by a working board.
14. Be a member of the Governance & HR Committee.
15. Be a spokesperson and ambassador for PLATFORM when appropriate.
16. Represent PLATFORM to senior stakeholders, funders, sponsors, and donors, as appropriate.
17. Be flexible with their time to ensure critical board functions and organizational needs are satisfied.
18. Memorize PLATFORM's mission statement.

TERMS OF REFERENCE - BOARD MEMBERS

PLATFORM Board members will:

1. Support, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
2. Monitor all organizational and committee policies.
3. Review the organizational structure, approve changes, and prepare necessary amendments to articles of incorporation (i.e. articles of amendment), bylaws, and organizational policies.
4. Actively and meaningfully participate in strategic planning.
5. Understand and support the Platform annual budget.
6. Support the hiring and release of the Executive Director (Co-Directors) including the Executive Director's (Co-Director's) employment contract(s).
7. Support and participate in evaluating the Executive Director (Co-Directors).
8. Support and participate in fundraising activities.
9. Assist in developing and maintaining positive relations among PLATFORM's Board committees, staff members, stakeholders, and community.
10. It is recommended that board members serve on sub-committees.
11. Attend and participate in scheduled monthly board meetings.
12. Accept fiduciary responsibility for the organization and assure the integrity of its financial records and reports.
13. To act with loyalty and honesty, to act in good faith, to guarantee confidentiality, to act in a 'trusteeship' role.

Please see by-laws for explicit requirements

VOLUNTEER ASSIGNMENTS

Darkroom Drop-In Facilitator

Darkroom Drop-In Facilitators support PLATFORM's public darkroom sessions by assisting participants with basic equipment use, maintaining a safe and organized workspace, and helping create a welcoming learning environment. Facilitators may also provide guidance to artists and community members who are developing analog photographic skills. This role directly supports PLATFORM's mission by increasing access to photographic tools, knowledge-sharing, and hands-on artistic production within the community.

Gallery and Program Support Volunteers

Volunteers assist with general gallery activities such as monitoring exhibitions during public hours, supporting workshop or lecture setup, and helping with light administrative or promotional tasks when needed. This role helps maintain an accessible and welcoming space for artists and audiences while supporting the organization's ability to deliver exhibitions and public programs. Through this work, volunteers contribute to PLATFORM's purpose as an artist-run centre dedicated to supporting artists and expanding public engagement with contemporary art.

VOLUNTEER POLICIES AND PROCEDURES

1. Purpose: To provide a clear framework that defines and supports the involvement of volunteers (board and non-board) in achieving PLATFORM's mission and values. Policies apply equitably and comply with applicable laws (e.g., human rights, privacy).

2. Scope: This policy covers all volunteer roles at PLATFORM, including board directors and non-board volunteers.

3. Definitions:

- a) Board Volunteers: Elected or appointed directors who serve on PLATFORM's Board of Directors.
- b) Non-Board Volunteers: Unpaid individuals who support PLATFORM's activities, events, or programs outside of board governance.

4. Roles & Responsibilities

- a) Board Volunteers
 - i) Govern PLATFORM and champion volunteer involvement.
 - ii) Participate in recruitment, recognition, and strategic planning for volunteer engagement.
 - iii) As a working board, directors are encouraged to support the operations of the organization.
- b) Non-Board Volunteers
 - i) Contribute skills and time to specific programs, events, or operational tasks.
 - ii) Follow PLATFORM's policies, procedures, and supervision protocols.

5. Recruitment & Screening

- a) Volunteers are screened by the Executive Director or a Director (including reference checks or background checks if needed).
- b) Positions are advertised openly and equitably for any significant or formal role.

6. Orientation & Training

- a) PLATFORM provides orientation on mission, policies, and expectations.
- b) Relevant training is given for specific volunteer roles.

7. Supervision & Support

- a) Volunteers receive guidance and oversight from the Executive Director or board directors.
- b) Regular feedback and check-ins are provided.

8. Code of Conduct & Confidentiality

- a) All volunteers agree to uphold PLATFORM's code of conduct, including respect, professionalism, and confidentiality of information.

9. Health, Safety & Risk

- a) PLATFORM ensures a safe environment and reasonable precautions in volunteer roles.
- b) Volunteers must adhere to health and safety guidelines as applicable for the volunteer activity.

10. Recognition

- a) Contributions by volunteers are acknowledged publicly and/or privately in meaningful ways.

11. Evaluation

- a) Volunteer involvement and satisfaction are periodically reviewed by the Executive Director.

12. Policy Review

- a) This policy is reviewed every 5 years and updated as needed to align with best practices and legal requirements.