

PROCEDURE NO. 4-10-21

ISSUED: 07-25-86

REVISED: 12-24-24

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SUBJECT: Employee Relations

PURPOSE: To establish a system which assures Woodhaven obtains and maintains competent, qualified staff and to carry out the mandate of Human Resources Policy No. 4.

The Employee Relations Committee is designed as an advisory team to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Development Officer, Chief Mission Officer and Leadership Team and employees to assure Woodhaven obtains and maintains competent, ethical and qualified staff to provide the services essential to the achievement of its stated goals, enhance the employability of persons with disabilities and assure non-discrimination policy, procedures and rules with regard to race, color, creed, religion, sex (except where gender is a bonafide occupational qualification), age, national origin, disability, marital status, sexual orientation, cultural, language and socio-economics status.

- I. The committee will meet at a minimum on a quarterly basis to maintain employee solidarity.
- II. Duties and Responsibilities
 - a. Based on the meeting discussions, the committee will make recommendations to the CEO and respective C-Suite team members on methods to provide a working environment that promotes growth, career stability, fairness, inclusion, diversity career development, job satisfaction and recognition for all Woodhaven employees.
 - b. The committee will share with the C-Suite team any employee concerns requiring resolution in the form of recommendations to be acted upon at the discretion of the CEO. The committee will maintain written documentation of the recommendations and the response or follow-up by the CEO and/or C-Suite team.
 - c. Planning of employee engagement events
 - d. Conduct Annual Work Culture Survey.
- III. Meeting minutes, will be presented to the C-Suite team for review and action.
- IV. The Recruitment Committee is a sub-committee of the Employee Relations Committee.
- V. The DEIB Committee is a sub-committee of the Employee Relations Committee.

Approved by: _____ Date: _____

Human Resource Director