

## OST Fair Hiring Policy 11/11/9



### Policy Statement

Ottawa Storytellers is committed to fair hiring practices. Hiring activities are based on the principles of merit and guided by our values that include respect, integrity, diversity and accountability.

### Policy Objectives

The objectives of the policy are to:

- Ensure that fair hiring practices are followed at OST
- Ensure that hiring practices are aligned with our mission
- Promote fairness, transparency, consistency, and accountability in the hiring process

**Application:** This policy applies to all positions to be filled by OST other than those excepted below:

### Exceptions:

- Board of Directors – elected by the membership
- Committee Chairs – Appointed by Board of Directors
- Hiring of work in specialized fields done by the Artistic Manager, the Publicity Chair, or the Board

### Recruitment and planning:

All eligible remunerated and non-remunerated positions will be circulated to members of OST and posted on a members-only page of our website to inform members of the pending selection process.

Telling opportunities outside the organization will be managed through the Gig group. Hiring for OST-sponsored telling opportunities will be determined by the directors of the various programs.

**Appointment:** Ultimate authority for hiring rests with the Board of Directors, except where the Board delegates authority.

**Screening Activities:** OST reserves the right to conduct background and Police records checks as required.

### Conflict of Interest

OST is committed to preventing any situation in which anyone occupying an OST position attempts to promote a private or personal interest which results in the following:

- An interference with the objective exercise of his or her duties with OST;
- An unfair gain or advantage by virtue of his or her position at OST.

### Oversight of positions

Positions will be subject to periodic review to assess the incumbent's approach relative to OST objectives and procedures.