



Health, Safety and Well-Being Policy

1. Purpose

Quad NB (“the Federation”) is committed to providing and maintaining a safe, healthy, respectful, and professional environment for all persons engaged in its operations and events. This unified policy promotes physical, psychological, and social well-being across all Federation activities, programs, and sponsored initiatives.

2. Scope

This policy applies to all Federation activities, whether conducted directly by Quad NB or under its sponsorship or partnership. It covers all:

- a) Employees (full-time, part-time, casual)
- b) Contractors, consultants, and service providers
- c) Directors and Officers
- d) Volunteers and member club delegates
- e) Event participants and trail users
- f) Individuals attending or participating in Quad NB-sponsored programs, meetings, or public events

All persons subject to this policy are collectively referred to as **“Representatives.”**

3. Definitions

Term	Definition
Representative	Any person covered under the Scope section who interacts with or participates in Federation activities.
Harassment	Objectionable conduct verbal, physical, or digital based on personal characteristics, that demeans, humiliates, or intimidates and is known or ought reasonably to be known as unwelcome.

Term	Definition
Violence	The attempted, threatened, or actual exercise of physical force against a person that causes or could cause physical injury.
Bullying	Unwanted, repeated, or aggressive behaviour intended to intimidate, offend, degrade, or harm another person.
Psychological Safety	A work environment where individuals feel safe to express themselves, voice concerns, and engage without fear of negative consequences.
Unsafe Behaviour	Actions that put oneself or others at risk of physical or psychological harm, including willful disregard of safety protocols.

4. Principles

- (a) Every person has the right to work and participate in an environment free from harassment, violence, discrimination, bullying, or intimidation.
- (b) Respect, inclusion, open communication, and professionalism are essential expectations.
- (c) The Federation promotes physical safety, psychological wellness, and a culture of mutual respect.
- (d) All individuals share responsibility for contributing to a healthy and positive atmosphere at every Federation-related function.
- (e) All reasonable precautions shall be taken to prevent workplace injuries, illnesses, and incidents, in compliance with the *Occupational Health and Safety Act of New Brunswick* and applicable regulations.

5. Commitments of the Federation

The Federation shall:

- (a) Establish and communicate clear standards of respectful behaviour across all Quad NB-related activities and sponsored events.
- (b) Identify and control workplace hazards through preventive measures.
- (c) Provide confidential and accessible reporting mechanisms for concerns or complaints.
- (d) Investigate reported incidents promptly, fairly, and without reprisal.
- (e) Offer support, mediation, or accommodations when appropriate.
- (f) Provide education and awareness programs to foster a culture of safety,

inclusion, and well-being.

- (g) Provide appropriate training, equipment, and supervision to support safe work practices.
- (h) Promptly investigate accidents, incidents, or near-misses and take corrective action.
- (i) Maintain written safety procedures and communicate them to all workers and volunteers.
- (j) Promote a culture of shared responsibility where every individual actively contributes to safety compliance and awareness.
- (k) Periodically review this policy for relevance and alignment with applicable laws and organizational needs.

6. Responsibilities of Individuals

All employees, volunteers, Directors, and participants in Quad NB activities shall:

- (a) Demonstrate professionalism, empathy, and courtesy in all interactions.
- (b) Refrain from any form of harassment, unsafe behaviour, or breach of safety policies.
- (c) Comply with safety expectations, report hazards or unsafe conditions, and participate in safety and wellness programs.
- (d) Cooperate in investigations and respect confidentiality.
- (e) Report incidents or concerns to a supervisor, Director, or designated official as soon as possible.

7. Incident Reporting and Workflow

1. All Representatives are required to report incidents, including near-misses, injuries, safety concerns, or breaches of policy.
2. Incidents shall be reported to the General Manager, a Director, or designated safety official at the earliest opportunity.
3. All reporting, investigation, and follow-up procedures shall be carried out in accordance with the external document titled:
“Incident Procedure & Reporting Guidelines”
4. Confidentiality and non-retaliation protections apply for all good-faith reports.

8. Accountability

Violations of this policy may result in corrective or disciplinary action, including verbal or written warning, suspension, dismissal, or removal from a position or event, in accordance with the Federation's bylaws and policies.

9. Relationship to Other Policies

This policy complements and reinforces the Equity, Diversity, and Inclusion Policy and the Code of Conduct Policy, and applies equally to all Quad NB work, activities, meetings, and sponsored events.

10. Relationship to Privacy

Protection of personal information is governed by Privacy and Data Protection Policy.

11. Policy Review & Organizational Notice

- a) This policy will be reviewed every two (2) years or as required by law or organizational need.
- b) This policy is approved by the Board of Directors and is published on the Federation's official website as the authoritative standard applicable to all Representatives.
- c) Notice of this policy shall be provided through Board communication, staff communication, club leadership communication, and public posting in accordance with the Federation's Policy Rollout & Implementation Procedure.
- d) All Representatives are deemed to be aware of and subject to this policy through their participation in Federation activities.

12. Acknowledgment

Participation in Federation activities, governance, employment, volunteering, contracting, or representation constitutes acknowledgment of and agreement to abide by this policy.

No individual signature is required for this policy to be in effect.

Approved by the Quad NB Board of Directors on [DATE].

Published in accordance with the Federation's Policy Rollout & Implementation Procedure.