
Policies and Guidelines



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Canadian Institute of Marine Engineering (CIMarE)

l'Institut Canadien des Ingénieurs en Génie Maritime (l'ICGMar)

Policies and Guidelines

Page 1 of 1



Table of Contents

DEFINITIONS	3
CIMARE FINANCIAL YEAR & BRANCH FINANCIALS	3
CIMARE BANKING ARRANGEMENTS & BRANCH BANKING	3
GENERAL MEMBERS’ MEETINGS.....	3
NATIONAL COUNCIL REGULAR OPERATIONAL MEETINGS	3
MEMBERSHIP DUES	4
NATIONAL COUNCIL NUMBER OF DIRECTORS AND TERM OF OFFICE	4
TRAVEL AND EXPENSE REIMBURSEMENT POLICY.....	5
PURPOSE.....	5
AUTHORIZATION	5
EXPENSE REPORT	5
AIR AND RAIL TRAVEL	6
LODGING.....	6
MEAL AND INCIDENTAL EXPENSES	6
GROUND TRANSPORTATION	7
PERSONAL CARS	7
PARKING/TOLLS	7
ENTERTAINMENT AND BUSINESS MEETINGS.....	7
SPOUSAL EXPENSES.....	8
CODE OF PROFESSIONAL CONDUCT.....	9
ANTI-HARASSMENT POLICY AND PROCEDURES	10
POLICY STATEMENT.....	10
APPLICATION	10
DEFINITIONS.....	10
CIMARE PRIVACY POLICY.....	14
THE INSTITUTE’S NEED FOR PERSONAL INFORMATION	14
COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION	14
SECURITY OF PERSONAL INFORMATION	15
REQUESTS FOR ACCESS TO PERSONAL INFORMATION	15
REQUESTS FOR CORRECTION OF PERSONAL INFORMATION	16
CONTACTING OR COMMUNICATING WITH THE CIMARE.....	16
CIMARE NATIONAL SCHOLARSHIP AWARDS.....	17
CIMARE MARITECH GUIDELINES.....	17

Definitions

These Policies and Guidelines do not amend nor delete any of the By-Laws, nor portions therein. They are solely explanatory information to enhance the required details needed to support the By-Laws which were amended and accepted by the CIMarE National Council (NC) in February 2020.

CIMarE Financial Year & Branch Financials

As per items #5, #8 & #46 of the By-Laws. In addition, each branch, on completion of its financials, is required to have two (2) of their branch non-committee CIMarE members go through their financials and sign off with a written letter of conformity before sending the said financials to NC.

CIMarE Banking Arrangements & Branch Banking

As per items #6 & #45 of the By-Laws. National Council is restructuring the banking of CIMarE in that all the branches along with a MariTech and the NC account will be unified with Royal Bank of Canada (RBC) to generate easier and faster year end financials and more control from a Securities and Revenue Canada perspective. The By-Laws will be amended accordingly once all transfer of accounts is completed and running according to the Financial Director plan.

General Members' Meetings

Where, when meetings are held; quorum required; participation of members either present or hybrid

As per By-Laws items #11, #12, #13, #18, #19, #20, #21, #22, #23, #24, #25, #48 & #49. The By-Laws are well articulated within the above-mentioned items reference General Members' meetings. However, it has been the practice of the CIMarE that there is a yearly General Members' meeting which is properly announced as the Annual General Meeting (AGM) and it occurs during the annual Mari-Tech proceedings. During this AGM, various reports may be presented, (i.e. special report from the various National Council Directors, financials, presentations of Awards such as the Medal of Excellence and the presentation of Honorary Membership, etc.) and voting acceptance of the various actions put forward by the National Council.

National Council Regular Operational Meetings

As per By-Laws items #28, #29, #30, #31 & #32. The By-Laws are well articulated within

the above- mentioned items reference National Council Regular operational meetings. Apart from the two-month summer break National Council holds, National Council will continue to hold regular monthly meetings (i.e. normally second Tuesday of every month, unless interrupted by some special event at which time meetings are move one or two days earlier or later).

Membership Dues

As per By-Laws items #14, #15 & #16. The By-Laws are well articulated within the above-mentioned items. In addition, in order for the NC to maintain up-to-date Active and Inactive lists of the general membership, each branch is well versed with their membership and will periodically follow-up with the collection of past dues and updating details of their members and thereby advising NC of the same. Additionally, NC should review the cost of membership dues every two (2) years to keep up with the increased operating.

National Council Number of Directors and Term of Office

As per By-Laws items #26, #27, #33, & #34. The By-Laws are well articulated and appointed Officers mentioned in Item #34 are the total number of officers of the present operating NC Committee which are subject to change depending on time served.

- Chair – Is a Director and representative of a Branch
- Vice-Chair - Is a Director and NC representative of Mari-Techs
- Treasurer - Is a Director and representative of a Branch
- Secretary - Is a Director and responsible of NC Secretary role
- National Administrator – Is a paid custodian of all books, meetings minutes, bookkeeping docs, papers, records, documents and any and all other matters belonging to the CIMarE
- Membership Director and representing a Branch
- Communication Director and representing a Branch
- Scholarship Director and representing a Branch
- One Representative for each of the remaining Branches
- One Member at Large - optional

Travel and Expense Reimbursement Policy

Purpose

The National Council of CIMarE recognizes that the Directors, officers, personnel, and regular members may be required to travel or incur other expenses from time to time to conduct its business and to further its mission.

The purpose of this policy is to ensure that:

- a. adequate cost controls are in place;
- b. travel and other expenditures are appropriate; and
- c. uniform and consistent approach is provided for the timely reimbursement of authorized expenses incurred by personnel.

When incurring business expenses, CIMarE expects people claiming for expenses to:

- a. exercise discretion and good business judgment with respect to incurring those expenses; and
- b. support their claim with required documentation.

Authorization

The National Council will authorize by resolution expenditures including the adoption of an operating budget.

The NC Director in charge approves expenses that are covered within that budget and valid expenses that are not pre-authorized, are brought to the NC committee for authorization.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report shall be submitted within a month of the completion of travel and should use the excel spreadsheet developed by the National Administrator. If travel expense reimbursement is requested, it must include:

- The individual's name;
- The date, origin, destination and purpose of the trip, including a description of each organization-related activity during the trip;
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (e.g., meals) in order to conduct CIMarE business);
- An itemized list of all expenses for which reimbursement is requested; and

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- The use of a CIMarE Standard expense form are to be used for expense reports (expense report form to be created & agreed upon).

Air and Rail Travel

Air and rail travel reservations should be made in such a way as to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Denied Boarding.

Personnel traveling on behalf of CIMarE may accept and retain frequent flyer miles and compensation for denied boarding for their personal use.

The traveler will choose the most appropriate ticket for their needs. If a traveler is a frequent traveler, they can opt to choose a non-refundable ticket. If this option is chosen, and the flight is cancelled or the traveler had to cancel their travel, the traveler will receive a travel credit. When a travel credit is received, CIMarE will NOT reimburse the cost of airfare until the travel credit is used or has expired.

If the traveler is not a frequent traveler, they may opt to purchase and be reimbursed for a refundable ticket if proof of flight was taken.

CIMarE will NOT reimburse the cost of airfare if the flight was purchased with airline or credit card reward points.

Lodging

Personnel traveling on behalf of CIMarE may be reimbursed at the single room rate for the reasonable cost of hotel accommodation. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary will be considered in determining reasonableness. Personnel shall make use of the available corporate and discount rates for hotels.

For amounts more than \$250.00 per night, not including taxes, approval by the NC is required.

Meal and Incidental Expenses

Personnel traveling on behalf of CIMarE are reimbursed for meals based on actual receipts not based on per diem rates. If the meal is shared with other members, their names should be listed on the receipt if reimbursement is expected.

Exceptions to the above limits may be made where available meal options require higher expenditure. Exceptions will require a receipt and must be approved by the NC director in charge.

Ground Transportation

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- **Courtesy Cars.** Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- **Rapid Transit.** Certain major airports (Toronto, Vancouver) have some form of train transit that at times is relatively cheap, direct, or quick.
- **Taxis / Ride Share.** When courtesy cars and airport shuttles are not available, a taxi / ride share is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
- **Rental Cars.** Car rentals are expensive so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Personnel are compensated for the use of their personal cars when used for CIMarE business. When individuals use their personal car for such travel, mileage will be reimbursed at \$0.60 / km.

In the case of personnel using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate of \$0.60 / km; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip economy airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, personnel should use off-airport facilities or make other travel arrangements to the airport.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditure is approved in advance by the NC director in charge. Detailed documentation for any such expense must be provided,

including:

- Date and place of entertainment.
- Nature of expense.
- Name, titles, and corporate affiliation of those entertained.
- A complete description of the business purpose for the activity including the specific business matter discussed.
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Spousal Expenses

Spousal expenses are not reimbursed by the institute and are the sole responsibility of the director / traveler.

Director spousal expenses, as part of the MariTech Partner Program, is an expense of MariTech and must be approved by the Chair of the MariTech Committee.

CODE OF PROFESSIONAL CONDUCT

Be Patient and Courteous

Be inclusive. We welcome and support people of all backgrounds and identities. This includes, but is not limited to, members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate. We all depend on each other to make CIMarE relevant to our industry and to us. Your decisions will affect colleagues and you should take those consequences into account when making decisions.

Be respectful. We won't all agree all the time, but disagreement is no excuse for disrespectful behaviour. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behaviour is not acceptable. This includes but is not limited to: - Threats of violence – Discriminatory jokes and language – Sharing sexually explicit or violent material via electronic devices or other means – Personal insults, especially those using racist or sexual terms – Unwelcome sexual attention – Advocating for, or encouraging, any of the above behaviour.

Repeated harassment of others. In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are generally unavoidable. What is important is that we resolve disagreements and differing views constructively for the benefit of members and CIMarE.

Our differences can be our strengths. We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being able to understand why someone holds a viewpoint doesn't mean they are wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, let's focus on resolving issues and learning from mistakes.

ANTI-HARASSMENT POLICY AND PROCEDURES

Policy Statement

The Canadian Institute of Marine Engineering (CIMarE) is committed to fostering a harassment-free environment where all members and guests are treated with respect and dignity.

The Canadian Human Rights Act protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction.

Harassment at any CIMarE meeting, function or gathering is not tolerated. Members who are found to have harassed another individual will be subject to disciplinary action, up to and including termination of membership, in accordance with the CIMarE By-laws. This includes any member who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

Application

This policy applies to all members of CIMarE, existing and joining. This policy applies to applicants as well. This policy applies to all events organized, sponsored, or hosted by CIMarE Council or any of its branches.

Definitions.

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex or gender;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's opportunities.

Responsibilities and Expectations

CIMarE is responsible for providing members and guests with a harassment-free environment.

National Council is responsible for:

- ensuring that this policy is applied in a timely, consistent, and confidential manner;
- the administration of this policy;
- reviewing this policy every two (2) years, or as required;
- making necessary adjustments to ensure this policy continues to meet the needs of CIMarE;
- determining whether allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

Branch Council is responsible for:

- fostering a harassment-free environment and setting an example about appropriate professional behaviour;
- communicating the process for investigating and resolving harassment complaints made by members or guests;
- dealing with harassment situations immediately upon becoming aware of them, whether a harassment complaint has been made;
- taking appropriate action during a harassment investigation to protect the integrity of the investigation and the individuals involved; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Members are responsible for:

- treating others with respect at meetings, events, and gatherings;
- ensuring their guests are aware of this policy;
- reporting harassment to a member of the Branch Council or the National Council; and
- cooperating with any harassment investigation and respecting the confidentiality related to the investigation process.

Members can expect:

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a

harassment investigation.

Procedures for Addressing a Harassment Complaint against a Member & Filing a Complaint

A member or guest may file a harassment complaint by contacting any member of the Branch Executive or National Council. The complaint may be verbal or in writing. If the complaint is made verbally, the Council Member will record the details provided by the complainant.

The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the latest incident of perceived harassment, unless there are circumstances that prevented the complainant from doing so.

The Council Member will ensure that the member against whom the harassment complaint has been made is notified in writing that a harassment complaint has been filed. The letter shall provide details of the allegations made against the member.

Every effort shall be made to resolve harassment complaints within 14 days. If this is not possible, the responsible Council Member will advise the parties as to why. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Chair of the National Council.

Mediation

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. National Council will appoint an investigator who has the necessary experience.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;

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- the response of the person the complaint was made against;
 - a summary of information learned from the witnesses (if applicable); and
 - a decision about whether, on a balance of probabilities, harassment did occur.

The report will be submitted to the Chair of the National Council. Both parties to the complaint will be given a copy.

Substantiated Complaint

If a harassment complaint is substantiated, the National Council will decide what action is appropriate.

Remedies for the member or guest who was harassed may include an oral or written apology.

Corrective action for the member found to have engaged in harassment may include: a reprimand; a suspension of membership; or a termination of membership. Both parties will be advised in writing of the decision.

Other Redress

A member or guest who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

CIMarE and all individuals involved in the harassment complaint process, will comply with all requirements of the *Privacy Act (Canada)* to protect personal information.

Review

The National Council will review this policy and procedures every two (2) years, or as required, and will make necessary adjustments to ensure it meets the needs of all members.

Enquiries

Enquiries about this policy and related procedures can be made to the Administrator or the Chair of the National Council.

CIMarE Privacy Policy

Canada's *Personal Information Protection and Electronic Documents Act* (the Act) governs how federally regulated organizations collect, use, keep, secure and disclose personal information. "Personal Information" is broadly defined as "information about an identifiable individual" excluding "the name, title or business address or telephone number of an employee of an organization."

The Canadian Institute of Marine Engineering (the CIMarE and the Institute) recognizes the importance of privacy and recognizes the sensitivity of personal information received by it in the course of its work, including its services to CIMarE members.

The CIMarE accepts the obligation to maintain the confidentiality of its members' information and recognizes its obligations concerning the personal information of all individuals that we collect, use or disclose in the work of the Institute. In general, the Institute will not disclose personal information to individuals and organizations outside the CIMarE and will carefully protect information available about members and other persons within the Institute. This policy has been developed with such obligations and goals in mind.

The Institute's need for personal information

To serve our members, the CIMarE will occasionally ask for and maintain information about our members and those conducting business with the Institute. This information will necessarily include personal information about our members and about individuals other than our members.

Collection, use and disclosure of personal information

Where practical, the CIMarE endeavors to collect personal information directly from the person to whom the information pertains. When necessary, the CIMarE will collect personal information from other sources.

In becoming a member or in applying to become a member of the CIMarE an individual consents to the necessary collection, use or disclosure of the individual's personal information to serve such person as a member or potential member of the Institute.

It is CIMarE policy to collect personal information about individuals other than its members in accordance with the provisions of the Act, for example, in the planning and registration of persons for the annual Mari-Tech conference and exhibition.

The Act deems that an individual has consented to the CIMarE collecting, using or disclosing of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person.

In such circumstances, the CIMarE will collect, use, or disclose personal information without obtaining a written or verbal consent to do so.

The Act also permits the CIMarE to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- it is reasonable to expect that the collection or use of personal information with the personal information is available to the public from a prescribed source; and
- the collection, use or disclosure of personal information is required or authorized by law.

When the CIMarE collects, uses or discloses personal information, it will make reasonable efforts to ensure that it is accurate and complete.

Security of personal information

The CIMarE recognizes its legal obligation to protect the confidential information of our members and those who do business with the Institute. The CIMarE also recognizes its legal obligations to protect the personal information we have gathered about our members and about other individuals in the administration and business of the Institute.

The CIMarE has therefore decided to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

Requests for access to personal information

The Act allows individuals to submit written requests to the CIMarE to provide them with:

- their personal information under Institute custody or control;
- information about how their personal information under Institute control has been and is being used by the CIMarE; and
- the names of the individuals and organizations to whom their personal information under our control has been disclosed by the CIMarE.

The CIMarE will respond to requests in the time allowed by the Act and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible.

An individual's ability to access his or her personal information under Institute control is not absolute. The Act provides that the CIMarE must not disclose personal information when:

- the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;

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- the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
 - the disclosure would reveal personal information about another individual; and
 - the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity

The Act further provides that the CIMarE is not required to disclose personal information when:

- the personal information is protected by solicitor-client privilege; and
- the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in the opinion of a reasonable person, harm the competitive position of an organization.

Requests for correction of personal information

The law permits individuals to submit written requests to the CIMarE to correct errors or omissions in their personal information that is within the custody or control of the Institute. The CIMarE will:

- correct the personal information and, if reasonable to do so, send correction notifications to any other persons or organizations to whom we disclosed the incorrect information; or
- decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

Contacting or communicating with the CIMarE

If you have any questions with respect to CIMarE's policies concerning the handling of your personal information, or if you wish to request access to, or correction of, your personal information under our care and control, please contact our Privacy Officer at:

Angela Franklin
National Administrator
CIMarE Headquarters
18 Cheviot Hill Porters
Halifax, NS, B3E1K1, Canada Phone 1-902-229-8245

If you are dissatisfied with our handling of your personal information, we invite you to contact our Privacy Officer in writing, setting out the reasons for your concern. If, after our Privacy Officer has reviewed and responded to your concern, you remain dissatisfied, you may wish to contact the

Privacy Commissioner of Canada

Toll-free: 1-800-282-1376 Phone: (613) 947-1698

Website: http://www.priv.gc.ca/cu-cn/index_e.asp 112 Kent Street

Place de Ville Tower B, 3rd Floor

Ottawa ON K1A 1H3

CIMarE NATIONAL SCHOLARSHIP AWARDS

Terms of Reference and Trust Administration document is mentioned as it also needs a review and to be added to our Policy and Guidelines once fully amended and accepted by NC.

CIMarE MARITECH GUIDELINES

Guidelines dated 23 June 2022 were accepted by NC and will be updated yearly post Mari-Techs. This will ensure that the information is current and follow-on Mari-Techs will have an excellent guide to assist them in planning the Mari-Tech with their event planners.