



**“Home to Wushu  
in Ontario”**

WUSHUONTARIO

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## **WOP15- HUMAN RESOURCES POLICY**

*EFFECTIVE: May 1<sup>st</sup>, 2023*

### **PURPOSE**

**1. To detail the human resource management practices that WO will employ COMPENSATION WushuOntario recognizes that in order to attract and retain the human resource talent that is required to achieve its mission, WushuOntario must offer salaries to the industry of amateur sports but also reflective of the skills and individual possesses. The Board of Directors is responsible for establishing WO overall compensation philosophy and will review this policy annually to ensure that it remains competitive and realistic in the space that it operates.**

### **SALARIES**

**2. Salaries are set within the job salary range, based on their job performance and competency and the salary budget available. On hire into the job, salary is determined based on skills, knowledge and experience in relation to the job requirements and the anticipated level of performance. WushuOntario aims to move employees to the midpoint of salary ranges as they become fully functional in their role. Annual adjustments are assigned based on performance and competence relative to the position and assigned objectives, and as the budget allows.**

### **HIRING PROCEDURE**

**3. Should WushuOntario decide to hire an employee, the following process will be used. The hiring process is initiated should there be a need for additional staff. A staff requisition is presented to the Board, which includes the title, job descriptions, required skill set and compensation. A more informal process is taken if volunteers are required.**

### **Recruitment**

**4. Both external and internal recruitment efforts are taken to ensure a diverse applicant pool is available. Candidates interested in applying are to express their interest and submit a resume to WO’s posting.**

### **Screening**

**5. Screening criteria are established from the job qualifications relating to experience, education and occupational certification as**



**required in the job description. Screening criteria are consistently applied against each application, and the screening results are documented for each hiring process.**

#### **Assessment**

**6. An assessment will include an interview. The following qualifications may be assessed: skills, knowledge, ability, aptitude, experience, and equivalent experience and education as identified in the job description/job posting.**

#### **Offers**

**7. Employment offers are either in writing or verbal and communicated by the Secretary General.**

#### **Employment Equity**

**8. WO is committed to a policy of fairness and full equity in employment in recognition of its obligations and responsibilities as an employer.**

#### **WushuOntario will:**

**A) Hire and promote on basis on merit and potential;**

**B). Compensate fairly according to the value of the work performed.**

**C) Ensure equitable compensation practices consistent with pay equity requirements;**

**D) Create an environment based on the understanding and mutual respect for the dignity of each individual;**

**E) Provide equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment**

**with respect to an employees' or potential employees' race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex,**

**sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy; and**

**F) Commit to principles of potential and merit as key criteria for hiring and promotion; will make the best use of the talents of all available workers regardless of their gender, sexual orientation, disability, racial status or Aboriginal status.**