

Management - Standards

To what extent is the museum translating strategic goals and plans into action, and providing care and support for its human resources?

Email:

Name of museum:

Human Resources Policies and Procedures include the following elements. Select one element of your policies and/or procedures that you would like feedback on, and leave any specific requests in the comments section.

- ☐ Recruitment and fair hiring (including equity, diversity, inclusion and accessibility goals)
- ☐ Contracts for all staff (including hours of work, compensation, benefits, intellectual property, vacation and leave, etc.) - **submit template only**
- ☐ Code of Conduct (including conflict of interest)
- ☐ Job descriptions for staff and key volunteer positions
- ☐ Work plan documents (including professional development)
- ☐ Health, Safety and Security (discrimination, harassment, grievances, injury on duty, right to refuse, security procedures, work alone procedures, accommodations for accessibility, public health, states of emergency, criminal record and/or vulnerable sector checks, secure file storage, etc.)
- ☐ Training and professional development
- ☐ Probation and performance management (staff and volunteers)
- ☐ Succession planning
- ☐ Dismissal and exit interviews (staff and volunteers) - **submit template only**

Comments: