

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 001-RSJ-H
Policy Title Support & Follow St. Joseph's Healthcare Hamilton Policies		Date 25 October 2022	
Supersedes September 14, 2017	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: Scientific Director, RSJ-H

1.0 PURPOSE AND GOALS DESCRIPTION

St. Joseph's Healthcare Hamilton (SJHH) an affiliated organization and the physical location of the Research Institute of St. Joe's Hamilton (RSJ-H), and provides services to RSJH including but not limited to Human Resource, Occupational Health and Safety, Finance, Procurement, Privacy and Risk Management. RSJ-H, it's Staff, Affiliates, Learners, and Volunteers will abide by all applicable SJHH policies. Policies relating specifically to research-related matters shall be developed, updated, and managed directly by RSJ-H.

2.0 DEFINITIONS

- 2.1 Staff.** Staff means those individuals employed by RSJ-H.
- 2.2 Affiliates.** Affiliates means those individuals performing research at SJHH with an active affiliation to RSJ-H.
- 2.3 Learners.** Learners means those individuals who are registered in a post-secondary institution and engaged with RSJ-H for educational credit purposes.
- 2.4 Volunteers.** Volunteers means those individuals who are engaged with RSJ-H to perform some sort of activity, whether it be research, administration or an alternative, but who do not receive financial remuneration or educational credit.

3.0 POLICY

This policy is intended to apply all applicable policies of SJHH to Staff, Affiliates, Learners, and Volunteers of RSJ-H. All Staff, Affiliates, Learners and Volunteers shall abide by the policies of RSJ-H and where applicable, policies of SJHH. Applicable policies include but are not limited to:

- 001 – HR Recruitment, Selection and Employment
- 014 – HR Pension Plan
- 015 – HR Employment Policies – Temporary Staff
- 017 – HR Bereavement
- 026 – HR Termination of Employment
- 028 – HR Performance Appraisal
- 029 – HR Harassment & Discrimination Prevention

These policies are for internal use only at **SJHH** and are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use

035 – HR Hiring Former Employee

041 – HR Request for Job Evaluation

100 – ADM Prevention of Violence in the Workplace

143 – ADM Purchasing, Shipping and Receiving of Personal Products and Equipment