

Research St. Joseph's – Hamilton (RSJ-H)		<b>Pages</b> 1 of 2	<b>Number</b> 001-RSJ-H
<b>Policy Title</b> Support & Follow St. Joseph's Healthcare Hamilton Policies		<b>Date</b> 25 October 2022	
<b>Supersedes</b> September 14, 2017	<b>Cross Reference</b>	<b>Issuing Authority</b> 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