



The **CO-OPERATIVE HOUSING FEDERATION** of Canada

*Insert your co-op's name here*

## QUALITY CO-OP EMPLOYER CHARTER

### Preamble

We depend on the staff we employ to manage our co-op's affairs. We expect them to carry out this work to a high professional standard. In order to attract and retain the best staff, and because it is in keeping with our co-operative values, we are committed to being a quality co-op employer. Being an employer is an important responsibility. Our staff depends on us to offer a professional work environment and stable employment conditions that support the sound management of our co-op.

### Our undertaking

**As a quality employer, our co-op undertakes to**

- learn about being a good employer
- follow all laws and regulations that govern employment in our co-op
- offer fair and competitive salary and benefits to our staff
- provide working conditions that are healthy, safe and meet professional standards
- provide training opportunities to help staff improve their skills and better serve our co-op
- supervise and evaluate our staff according to objective criteria based on the job description we have provided
- make sure that the workload we give to our staff is manageable.
- foster positive and open communications between the co-op and our staff.
- treat our staff with respect and offer them a way to address any concerns they may have related to their work.

**Adopted by the board of directors on**

\_\_\_\_\_   
Date