

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made this 28th day of September, 2023

BETWEEN:

HEALTH SCIENCES NORTH

a corporation incorporated under the laws of the Province of Ontario

(hereinafter called the "Hospital" and/or "HSN")

- and -

DAVID McNEIL

(hereinafter called the "Executive")

[each a "Party", collectively the "Parties"]

WHEREAS the Executive will be employed as the President and Chief Executive Officer of the Hospital;

AND WHEREAS the Hospital has consented to the Executive also serving part time as the Chief Executive Officer of the Health Sciences North Research Institute (the "Institute"), and the Executive has accepted such a part time role, to be in addition to the Executive's full time employment with the Hospital;

NOW THEREFORE, in consideration of the terms and conditions set out below, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The Executive will be employed by the Hospital in the position of President and Chief Executive Officer and shall perform all the functions of that position in accordance with the job description, as set out in attached Schedule A, under the direction and supervision of the Board of Directors of the Hospital (the "Board"). Further:
 - (a) The Executive agrees to act in accordance with Board Policy Number II-3 "Executive Direction", as set out in attached Schedule B and as may be amended by the Board from time to time, and the By-Laws, policies, procedures, rules, and regulations of the Hospital, and including responsibility for certain related and associated organizations.
 - (b) In general, the Executive agrees to supervise, promote and direct the operations of the Hospital so as to further its objectives as set out in its purpose, commitments, and values statements and policies. The Executive shall regularly report to the Board on the affairs of the Hospital and shall perform other duties as from time to time may be conferred upon or assigned to the Executive by the Board.
 - (c) Without restricting the description of duties and responsibilities set out above, the

Executive may delegate any of the above duties to other members of the Hospital staff, save where specifically prohibited by law, Ministry directive or instruction of the Board.

- 1.1 Employment is conditional upon the Executive's clearance of the pre-placement health review (PPHR) by the Occupational Health and Safety Service (OHSS) **prior to the start date**. The Executive is responsible for meeting all of the requirements outlined in the PPHR Form (provided to the Executive during the Executive's interview or by OHSS) and submitting it and all required documents to the OHSS, Ramsey Lake Health Centre as soon as possible. Included within the PPHR Form is a requirement to **meet** and **maintain** immunization compliance in accordance with the Ontario Hospital Association (OHA)/Ontario Medical Association (OMA) Communicable Disease Surveillance Protocols, as well as applicable Hospital policies, as updated from time to time

Included as a condition of employment within the PPHR is the requirement to provide proof of full vaccination for COVID-19 prior to the start date. In addition, the Executive is required to **maintain** immunization compliance in accordance with the Hospital's COVID-19 Vaccination Surveillance Program policy as updated from time to time. In the event that the Executive is unable to be vaccinated for COVID-19 as a result of a protected ground(s) under the *Human Rights Code*, the Executive may submit a written explanation and supporting documentation directly to the OHSS department at occhealth@hsnsudbury.ca to determine if the Executive is exempt from this requirement. A member of the OHSS team may follow up for further information if necessary. **Please note employment is conditional upon submission and verification of proof of full COVID-19 vaccination and the start date as listed is subject to change.**

Should the Executive's ability to complete the remaining PPHR requirements be impacted by the date of the COVID-19 vaccine, OHSS will outline timelines for completion of the remaining components. If the timelines to fulfill the PPHR requirements go beyond the Executive's trial period, HSN will consider extending the trial period to align with the schedule as set by OHSS. Should the Executive fail to meet these requirements within the specified timelines, employment may be terminated for failing to meet HSN's conditional employment requirements.

Please note: The PPHR process can take two or more weeks to complete. If clearance is not received from the OHSS, please contact the Vice President, People Relations and Corporate Affairs to adjust the start date as outlined on the first page of this job offer. If not previously completed, **call Occupational Health at extension 1010** immediately for further direction on what is required.

HSN has an accommodation policy and process for providing accommodations for employees with disabilities. It is the responsibility of the Executive to communicate to the Vice President, People Relations and Corporate Affairs if an accommodation is required at any time during the Executive's employment relationship with HSN. For further information, please refer to the Accommodation Policy located on the HUB and/or speak directly to the Vice President, People Relations and Corporate Affairs.

- 1.2 The Executive's employment is conditional upon successful completion of the Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training. **The Executive will be required to present a copy of the training certificate to Human Resources as proof**

of completion prior to starting the position.

- 1.3 This position has been identified as meeting the definition of a “supervisor” under the *Occupational Health and Safety Act* (OHSA). The OHSA requires that incumbents in supervisory roles, as defined by the OHSA, receive adequate training in order to perform the duties of a competent supervisor. As such, the Executive is required to complete HSN’s Supervisor Training. This will include completing the online “Supervisor Health and Safety Awareness in 5 Steps” within one week of the hire date.
- 1.4 The Executive will sign and return an acknowledgement that the Executive has read and agree to be bound by HSN’s Code of Conduct and Confidentiality Agreement.
- 1.5 The Executive is responsible to ensure the Executive has completed all mandatory education identified in attached Schedule C. HSN’s Learning Management System (LMS) no later than two (2) months from the start date.
- 1.6 The Executive will promote and enhance internal and external collaborations that improve efficiencies, as well as the effectiveness and overall quality of patient care and the patient experience.
- 1.7 The Executive is encouraged to set an example by participating in the annual influenza immunization as per the HSN strategy on Influenza Control and Prevention.
2. This Agreement and the Executive's employment shall be for a term of five (5) years commencing on **October 16, 2023**, and ending on **October 15, 2028**, unless earlier terminated by either Party in accordance with the provisions below (the "Term").
3. The Parties may enter into a renewal or extension of this Agreement upon mutual agreement. If either Party wishes to do so, they should notify the other at least six (6) months prior to the end of the Term. If no renewal is agreed, the employment shall terminate at the end of the Term without further notice or payment of any kind other than such minimum entitlements as may be required pursuant to the *Employment Standards Act, 2000* (ESA).
- 4.1 In accordance with the *Broader Public Sector Executive Compensation Act* (BPSECA), the Executive shall receive an **annual base salary of \$320,824** from the Hospital, less any applicable statutory and other deductions, payable in accordance with the Hospital's payroll practices and other statutory obligations. Unless prohibited by the BPSECA or other applicable legislation, the Executive's base salary shall be subject to annual review and increase in accordance with performance outcomes and any relevant Executive Compensation Framework approved by the Board.
- 4.2 In accordance with the BPSECA, the Executive shall also be eligible to receive **performance-based pensionable compensation of up to 15% of the Executive’s base salary** from the Hospital, less any applicable statutory and other deductions, payable in accordance with the Hospital's payroll practices and other statutory obligations. The Executive’s ability to earn this performance-based compensation is linked to the Executive’s achievement of a defined number of mutually agreeable performance goals approved by the Board, including the performance improvement targets set out in the Hospital’s annual Quality Improvement Plan (QIP), in accordance with the *Excellent Care for All Act, 2010*.

5. The Executive shall be entitled to **30 vacation days** per calendar year without loss of salary, prorated to the Executive's start date. Unused days will not be carried forward to the following year and are forfeited without any additional payment or accrual value, except to the extent required in order to comply with the minimum vacation requirements under the ESA. Absences of greater than three (3) consecutive weeks must be approved by the Board in advance. The Executive will inform the Board Chair if away on vacation or for any other reason for five (5) or more business days. It is understood and agreed that vacation days will be taken at the same time as those taken from the Institute.
6. The Executive shall be permitted time off to attend professional development opportunities from time to time, to be agreed in consultation with the Board Chair.
7. The Executive shall participate in the Hospital's group benefit plans as provided to all managers, including Group Life Insurance, Short and Long-Term Disability, Health and Dental Benefit Coverage and the Healthcare of Ontario Pension Plan (HOOPP), in accordance with the terms of the applicable plans. Benefit coverage and premium cost sharing will be in accordance with Hospital policy for the management group. The remittance of HOOPP contributions will be coordinated between the Hospital and the Institute. The Hospital reserves the right to amend its group benefit plans from time to time, including ending, adding, or changing the level of benefit coverage.
8. The Executive will be reimbursed for reasonable expenses incurred in the performance of duties in accordance with the Hospital's policies.
9. The Executive shall be eligible for an annual allowance of \$15,500 to cover professional fees and reasonable costs for individual development deemed appropriate to fulfil the Executive's role, subject to the approval of the Board Chair.
10. The Executive shall be eligible for a monthly vehicle allowance of \$1,000 as a taxable benefit. Flexibility in application will be subject to statutory obligations, and the Executive may not claim for reimbursement of mileage from HSN for travel by privately owned vehicle for business reasons.
11. The Executive will be provided with a smart phone with monthly airtime and data transmission, a laptop computer and other devices required to perform the Executive's duties and in accordance with Hospital policy. The devices and data remain the property of the Hospital.
12. This Agreement and the employment of the Executive may be terminated at any time in the following manner:
 - (a) By the Executive, by providing a minimum of four (4) months' advance notice in writing. An earlier departure may be mutually agreed by the Parties. The Hospital may unilaterally determine that it does not require the Executive to work for the entire resignation notice period, in which case the Executive shall cease working and the Hospital will provide the Executive with the Executive's compensation for the balance of the resignation notice period.
 - (b) By the Hospital at any time without cause by providing the Executive with advance working notice of termination, pay in lieu of notice of termination, or a combination of working notice and pay in lieu of notice for the lesser of:

- (i) 12 months, if the employment of the Executive is terminated within the first year of the Agreement, plus one month per completed year of service thereafter, to a maximum of 18 months; or
- (ii) the remainder of the Term (which in all cases shall be no less than the notice period required by the ESA ("ESA Notice Period")).

If the Hospital decides to provide pay in lieu of notice of termination or a combination of working notice and pay in lieu of notice ("Salary Continuance Period"), the Hospital will continue the Executive's benefits for the duration of the ESA Notice Period.

In addition, the Hospital may at its sole option provide continuation of the Executive's benefits, with the exception of Short and Long-Term Disability coverage, beyond the ESA Notice Period for the balance of the Salary Continuance Period.

If the Executive obtains new employment that commences during the Salary Continuance Period, the Executive shall immediately notify the Hospital of such employment and the date that it commences. The Salary Continuance Period shall cease on the date that the Executive commences the new employment and the Hospital shall have no further obligation to continue the Executive's salary or benefits or provide any other compensation to the Executive, except to the extent required under the ESA.

The Executive agrees that the notice of termination provisions in this Article 12 are in full satisfaction of all notice of termination and severance obligations, including benefit continuation, and that the Executive shall have no further entitlements at common law. For greater clarity, in no case shall the Executive receive less than the Executive's entitlements under the ESA.

- (c) By the Hospital at any time, without advance notice or payment in lieu of notice, for just cause at common law. If, notwithstanding the existence of just cause at common law for the termination of the Executive's employment, the Executive is entitled to notice of termination and/or severance pay under the ESA, then the Hospital shall provide the Executive with all of the Executive's entitlements under the ESA, including, but not limited to, notice of termination pay, benefit continuation for the ESA Notice Period, and severance pay, if any.
 - (d) Should the above provisions be less than the Executive's entitlements under the ESA, the Executive shall receive the Executive's entitlements under such legislation instead of the above, in full satisfaction of all notice and severance obligations.
13. Should the Executive's employment with the Institute end at any time for any reason, the Executive's employment with the Hospital may also terminate in the sole discretion of the Board in accordance with Article 12.
14. The Executive shall not engage in any activity or undertake other responsibilities or positions that conflict, potentially conflict, or create the appearance of a conflict with the Executive's duties and responsibilities hereunder, nor shall the Executive undertake employment with any other employer apart from the Institute without written permission of the Board.

15. In the event that a conflict of interest or perceived conflict of interest arises as a result of the Executive's role with the Hospital, or where a conflict of interest arises as between the Hospital and the Institute, the Executive shall promptly disclose such conflict to the Board Chair.
16. The Hospital agrees that it shall defend, hold harmless and indemnify the Executive during the Term and following the termination of employment from any and all demands, claims, suits, actions and legal proceedings brought against the Executive in the Executive's capacity as agent and employee of the Hospital, including payment of judgment or damage and legal costs, charges and expenses of a civil or administrative action or proceeding, to the extent permitted by law, where:
 - (a) The subject incident arose while the Executive was acting in the scope of the Executive's employment and in good faith; or
 - (b) An administrative proceeding seeks a monetary penalty against the Executive, and the Executive reasonably and in good faith believed that the action to which the penalty relates was lawful.

The Executive acknowledges that the Hospital is not liable to indemnify the Executive for any actions undertaken or omissions made by the Executive outside of the Executive's duties as Executive, or in any circumstances where the law prohibits the indemnification of an executive, officer or director.

17. In the course of the Executive's employment with the Hospital, the Executive shall acquire and have access to sensitive and confidential information belonging to the Hospital, the Institute, and patients, including personal health information, research plans, research results, inventions, technologies, operations and other confidential materials and information. The Executive agrees that the Executive shall not (either during the period of employment or any time thereafter) use such information for any purpose other than on behalf of the Hospital or the Institute in furtherance of the Executive's duties, and shall not disclose any such information to any person other than for the purposes of the Hospital, Institute, or as ordered under the authority of any statute.
18. In the course of the Executive's employment with the Hospital, the Executive may create or contribute to work product, including all information, materials, inventions, ideas, treatments, formulae, works, drawings, designs, specifications, plans, documentation, reports, research, material, algorithms, solutions, requirements, architecture, techniques, know-how, methods, methodologies, tools, processes, templates, test cases and plans, test scripts, tapes, discs, code, notes, memoranda, data, prototypes, improvements, enhancements, innovations, modifications, corrections, updates, upgrades, derivatives, revisions, translations, abridgements, condensations, expansions, transformations or adaptations to or regarding any of the foregoing, and other original works of authorship, whether in tangible or intangible form (the "Work Product"). The Executive agrees that all such Work Product is exclusively owned by the Hospital, and hereby irrevocably assigns all right, title and interest in and to the Work Product to the Hospital, and irrevocably waives all moral rights thereto. The Executive agrees to provide to the Hospital all assistance reasonably required to protect or register its intellectual property in the Work Product, including, without limitation, assistance in the preparation of any applications for registration or other protection, execution and delivery of any and all assignments, instruments and documents required to evidence the Hospital's ownership of such Work Product

throughout the world, and cooperation with the Hospital in obtaining, defending and enforcing its rights therein. If the Hospital requires such assistance following the termination of the employment relationship, the Hospital shall pay the Executive reasonable per diem compensation for such assistance.

19. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario. In the event that any term is found to be contrary to law, that term will be amended to conform to the law or deleted and the other terms of the Agreement shall remain binding on the Parties.
20. This Agreement represents the complete agreement between the Parties and any other agreement, written or oral, explicit or implicit is hereby revoked and of no further force or effect. Further, any modifications to this Agreement must be in writing and signed by the Parties hereto.
21. The Executive acknowledges that the Executive has read and understands this Agreement and acknowledges that the Executive has had the opportunity to obtain independent legal advice with respect to this Agreement.

DATED AT Sudbury, Ontario, this 28th day of September, 2023.

SIGNED, SEALED AND DELIVERED

in the presence of

Witness

David McNeil

Health Sciences North

Per: Stéphan Plante, Board Chair

SCHEDULE A

Job Description

JOB TITLE:	President and Chief Executive Officer	DATE PREPARED:	April 24, 2015
DEPARTMENT:	President and CEO Office	DATE REVISED	May 2023
PROGRAM:	Senior Leadership	LOCATION:	RLHC
AFFILIATION:	Management	PAYBAND:	(Final Draft)

KEY FUNCTION:

Oversee the overall operational and financial management of HSN.

REPORTING:

Under the general direction of the Board of Directors.

DUTIES:

1. Act as HSN's chief ambassador and chief spokesperson.
2. Formulate HSN's purpose and commitments in collaboration with the Board, and ensure they are entrenched in HSN.
3. Work collaboratively with the Board and the Senior Leadership team to develop and implement both short and long-term tactical and strategic plans in accordance with business goals and objectives.
4. Provide leadership to the Board in the discharge of its responsibilities and ensure the Board is informed and supported in its work; keep the Board informed about business activities, potential threats, opportunities, and recommended actions.
5. Ensure the Board's priorities are reflected in the allocation of resources.
6. Forge and sustain relationships at the political and bureaucratic levels (e.g. provincial, regional, and municipal) and ensure HSN's role is understood and supported.
7. Work collaboratively with other acute care organizations in the North East and the rest of Ontario as appropriate to ensure the collective clinical profile is strong in the areas of clinical focus upheld by each organization; ensure the communities served have access to care in a timely and accessible basis.
8. Develop and strengthen the partnership with Laurentian University, NOSM University and other post-secondary academic institutions to further the academic and research goals of HSN and the partner institutions; continue to foster HSN's mission as an academic health sciences centre based on the unique health care needs in Northeastern Ontario.
9. Champion system integration and linkages with the community and other health care partners (e.g. locally and provincially) to improve the health status of populations affected by the work of HSN.
10. Establish a strong community presence through regular and open communication and participation in community events.
11. Develop and maintain a positive perception of HSN within the Hospital, the City of Greater Sudbury, Ontario Health, and the Ministry of Health by building positive relationships and partnerships.
12. Develop, promote, and enhance HSN's values, culture, and philosophy.
13. Lead in the development and implementation of a comprehensive continuous improvement culture that fosters an organizational commitment to lean methodology and systems.
14. Provide leadership in strategic business development and key corporate planning issues on major business decisions.
15. Provide support to the Foundations through participation in capital campaigns, annual giving, major gifts, and special event programming.
16. Promote and encourage the vital role of volunteers within HSN.
17. Oversee the work of others in compliance with the *Occupational Health and Safety Act* (OHSA), its regulations, and HSN policies.
18. Determine and align improvement projects with HSN's Strategic Plan; monitor and adjust to achieve goal outcomes.
19. Promote and enhance internal and external collaborations that improve efficiencies, as well as the effectiveness and overall quality of patient care and the patient experience.
20. Participate in the accreditation process and work to ensure that the program and HSN achieve, maintain and continually improve upon their accredited status.

21. Teach, coach and lead staff in the development and monitoring of quality indicators and improvement initiatives.
22. Engage in, and foster professional development of all staff and provide opportunities for learning within budgeted resources.
23. Ensure a safe environment for patients, staff and visitors; investigate report, debrief and take or direct corrective action as required on incidents.
24. Collaborate with internal and external stakeholders / organizations/community groups to achieve program objectives, integrate and link services and foster partnerships across the continuum of service delivery.
25. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
26. Represent the department or program on various committees and in meetings as required.
27. Perform other duties as required, including those referred to in Section 6.5 and Schedule 6.5 of HSN's Administrative By-Law No. 2023-1, as amended from time to time.

QUALIFICATIONS

EDUCATION AND TRAINING:

1. Minimum of a Master's Degree or an advanced certificate in Health Services Administration or Business, from an accredited university.
2. Current Certificate as a Certified Health Executive (CHE) through the Canadian College of Health Service Executives (CCHSE).
3. Additional specialized training in leadership and lean methodology.
4. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate.

EXPERIENCE:

1. Minimum of ten (10) years' progressive experience working in a senior management role within a large multi-specialty clinic, acute health care facility, or in a related health care environment.
2. Experience working in an academic hospital.
3. Experience in building strong teams and fostering interdependence, good morale, and collaboration.
4. Experience in leading transformational and organizational cultural change.
5. Experience providing innovative solutions to challenges.

KNOWLEDGE/SKILLS/ABILITIES:

1. Demonstrated ability to develop, communicate, and lead effective and relevant strategic directions.
2. Demonstrated financial skills with knowledge of performance operating metrics and the mechanics of the operations animating the metrics.
3. Demonstrated ability to advocate and negotiate favourable outcomes for the organization.
4. Demonstrated ability to create a vision and inspire an organization and its community partners.
5. Demonstrated ability to articulate a clear vision, engage diverse audiences, handle intense media focus, and actively listen to stakeholders.
6. Demonstrated ability to create and foster an environment that inspires innovation and new ideas.
7. Demonstrated ability to engage people and to collaborate with the Board members, senior government officials, community leaders, and the public.
8. Demonstrated leadership skills with the ability to manage in a manner that is proactive, sincere, collaborative, accountable, honest, engaging, participatory, respectful, and empowering.
9. Demonstrated ability to coach, advise and teach others using the principles of adult learning.
10. Demonstrated training, experience or utilization of lean methodology for process improvement.
11. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
12. Knowledge of relevant legislation and principles of management, hospital committee structure, conflict management and resolution, system needs analysis and organizational assessment.
13. Ability to use tact and discretion in dealing with health care providers and employees.
14. Demonstrated excellent computer skills with proficiency in Microsoft Office software, e.g. Word, Excel, Power Point and Outlook and patient information systems.
15. Demonstrated superior interpersonal and communication skills, both written and verbal.
16. Knowledge of the challenges and realities of the Francophone and Indigenous communities in the North East.
17. Knowledge of equity, diversity and inclusion principles and trends.

PERSONAL SUITABILITY:

1. Demonstrated ability to inspire, engage, and motivate physicians and staff at all levels.
2. Demonstrated passion and energy in leading change and success in motivating others to participate in change.
3. Demonstrated commitment to ongoing professional development and continuous learning.
4. Demonstrated professionalism in dealing with confidential and sensitive issues.
5. Demonstrated positive work record and excellent attendance record.
6. Ability to meet the physical and sensory demands of the job.
7. Ability to travel between local sites.

OTHER:

1. Bilingualism is an asset.

SCHEDULE B

BOARD OF DIRECTORS

Health Sciences North / Horizon Santé-Nord

ISSUED BY:	Board of Directors	NUMBER:	II-3
AUTHORIZED BY:	Board of Directors	REVISION DATE:	March 28, 2023
ISSUE DATE:	July 8, 2003	REVIEW DATE:	
CATEGORY:	Part II – Provides for Excellent Management	PAGE:	11 of 2
SUBJECT:	EXECUTIVE DIRECTION		

The Chief Executive Officer (CEO) is accountable to the Board of Directors (Board). The Board's sole official connection to the operational organization, its achievements and conduct will be through the CEO. The Board provides direction to the President and CEO in accordance with policies established by the Board and subject to direction of the Board. The Board delegates responsibility and concomitant authority to the CEO for the administrative and clinical operations of the Hospital.

The CEO shall:

1. Ensure that the HSN staff, programs and services meet our commitments to carry out our patient care, teaching and research responsibilities with integrity, ensuring that patients and families remain the focus of all we do. This commitment will be carried out in alignment with our values of respect, quality, transparency, accountability and compassion, guided by the organization's ethics framework.
2. Ensure that the organization's practices, activities and decisions are undertaken prudently, legally, and in an equitable and reasonable manner congruent with commonly accepted business practices, professional ethics, and social accountability imperatives to address population health needs. The CEO shall ensure that employees, medical staff, students and volunteers are able to function in a safe and healthy environment with appropriate mechanisms in place to manage risk.
3. Ensure that assets are protected, adequately maintained and not unnecessarily risked.
4. Ensure Board-stated priorities are reflected in the allocation of resources.
5. Ensure budgeting is evidence-based, transparent, and based on generally accepted financial planning practices that balance expenditures in any fiscal year against expected revenues, and identifies social returns on investments.
6. Ensure to take the steps required for an active offer of French language services and an environment reflecting Indigenous perspectives, equity, diversity, inclusion and anti-racism.

7. Provide a physically, psychologically and culturally safe environment that is inclusive and equitable, promoting a positive care, working and learning experience.
8. Represent the Hospital externally to the community, government and media and other organizations and agencies in ways that shall not endanger the public image or credibility of HSN and/or in ways that would hinder its ability to accomplish its mission.
9. Provide leadership support to the Board in the discharge of its responsibilities and ensure that the Board is informed and supported in its work.
10. Establish the strategic planning process, for approval by the Board. The Board as a whole will engage with the CEO and senior leadership team in developing the strategic plan and monitoring it on an on-going basis.

Policy Review Log

Date	Activity
July 8, 2003	Issued
June 9, 2009	Revised
January 17, 2013	Revised
November 11, 2014	Revised
January 12, 2016	Revised
November 17, 2016	Reviewed
November 24, 2020	Revised
March 28, 2023	Revised

SCHEDULE C

HSN Employee Mandatory Education Sessions

The following education sessions are mandatory for all employees no matter what level of contribution they are making to HSN. In accordance with **Article 1.5**, the following are to be completed within the first 60 days of your first day of work. You will be responsible to participate in mandatory health and safety educational offerings going forward. All noted education sessions can be accessed through HSN's MyLearning (Learning Management System) onsite and offsite. (If you are new to HSN, some of these are provided at General Orientation)

Title	Frequency	Access Options
Corporate Initiatives		
Accessibility for Ontarians with Disabilities (15 minutes)	No current expiry	Onsite Access Go to HSN – The HUB 1. Select MyHSN 2. Scroll to the right and select MyLearning 3. Under “Find Learning” search bar enter the title of the Learning Module you wish to access (e.g., (Accessibility for Ontarians...))
Falls Prevention & Universal Precautions (20 min)	36 months	Same as above
Emergency Preparedness		
Code White (15 minutes)	24 months	Same as above
Health & Safety		
Employee Reporting of Hazards, Incidents and Accidents (10 minutes)	No expiry	Same as above
Supervisor Health and Safety Awareness in 5 Steps (45-60min)	No expiry	Same as above MUST BE COMPLETED WITHIN 5 DAYS OF STARTING ROLE AS SUPERVISOR
Worker Health and Safety Awareness in 4 Steps (45-60 min)	No expiry	Same as above
Internal Responsibility System (20 min)	No expiry	Same as above
The Common Three of MSDs (20 min)	2 years	Same as above
A WHMIS hero (25 min)	3 years	Same as above
Workplace Violence and Harassment Prevention (12 min)	3 years	Same as above
Infection Control		
Four Moments of Hand Hygiene and Routine Practices and Additional Precautions (20 minutes)	24 months	Same as above
Privacy & Security		
Privacy & Information Security: Clinical User Training / Admin User Training / Support Service User Training (15 min)	12 months	Same as above
Cyber Security and Awareness (20 min)	12 months	Same as above