

# **INFORMATION AND PARTICIPATION**

## **Information**

Management and employees shall exchange all necessary documents concerning the functioning of the ECC.

## **Participation**

The policy favors:

- a. Staff participation in the elaboration of the ECC policies
- b. Retrospectives and follow-ups
- c. Harmonious relationships between the staff and management.
- d. Exchanges between the staff, management and Board of Directors.

The director is the immediate superior of the ECC staff at the Shawville daycare facility. The assistant director is the immediate superior of the ECC staff of the Luskville daycare facility. In the event the general director is absent, the assistant director becomes the immediate superior of the entire ECC staff.

## **Tasks and responsibilities**

The staff must adequately exercise all the functions, responsibilities and mandates that are assigned to them by the ECC and perform the job description that has been assigned to them. (Job descriptions are provided by the MFA)