

# MCMASTER UNIVERSITY POLICIES, DIRECTIVES & PROCEDURES

McMaster University has published and periodically amends and updates Policies, Directives and Procedures that are applicable to the terms and conditions of employment of all McMaster University staff and faculty. As an employee of McMaster University you are responsible for observing, and acting in accordance with, all such Policies, Directives and Procedures. Some of these have more specific application to the duties of certain jobs, or to certain situations. The University reserves the right to alter, amend, revise, revoke, or introduce new policies, directives and procedures as it deems appropriate from time to time.

Please review these Policies, Directives and Procedures, as a breach of any of them could result in discipline. The following list highlights the most commonly referenced Policies, Directives and Procedures. Please consult with your supervisor should you have any question as to their applicability. Contact Human Resources Services should you encounter any difficulty in accessing them on our Website, or should you wish to obtain a paper copy.

**General Web link:** [www.mcmaster.ca/policy](http://www.mcmaster.ca/policy)

## 1. Health, Safety, & Security

<http://www.mcmaster.ca/policy/hlthsafe.htm>

- < Environmental Health & Safety Policy
- < Eye Protection Policy
- < Generic Fire Safety Plan
- < Injury/Accidents/Occupational Disease, Reporting & Investigating
- < Smoking in the Workplace and Public Areas
- < Storm Emergency Policy and Procedures

## 2. Human Resources General

<http://www.workingatmcmaster.ca/policy/index.php>

- < Conflict of Interest Policy for Non-Academic Staff and Academic Administrators
- < Consulting and Freelancing
- < Employment Accommodation Policy and Procedures
- < Employment of Relatives

## 3. Financial

[http://www.mcmaster.ca/bms/BMS\\_Policies\\_Procedures.htm](http://www.mcmaster.ca/bms/BMS_Policies_Procedures.htm)

- < Travel Policy and Procedures
- < Policy on Relocation Expenses
- < Dishonest or Fraudulent Activities Related to Funds or Property Owned by or in the Care of McMaster University
- < Statement of Policy Pertaining to Administration of Petty Cash Funds

## 4. Loss Prevention

<http://www.workingatmcmaster.ca/link.php?link=elr%3Aelr-employment-policies>

- < University Equipment and Moveable Assets, Loss Prevention and Compensation Policy

## 5. Miscellaneous

<http://www.mcmaster.ca/policy/miscell.htm>

- < Anti-Discrimination Policy
- < Inclusive Communications
- < Sexual Harassment Policy and Procedures

## 6. Research

<http://www.mcmaster.ca/policy/research.htm>

- < Intellectual Property Policy
- < Research Ethics at McMaster University
- < University Space and/or Equipment

## 7. Services and Facilities (University Technology Services)

<http://www.mcmaster.ca/policy/services.htm>

- < UTS Managed E-Mail Terms and Conditions
- < Code of Conduct for Computer & Network Users
- < Software, Ethical and Legal Use Policy
- < Web pages at McMaster University Terms and Conditions of Use For

## 8. Students

<http://www.mcmaster.ca/policy/student.htm>