



David Suzuki Foundation 2025 Union Proposals (UP Item)

(Canadian Office and Professional Employees
Union, Local 378)

Union			Version 3
Number	Affected Article/MOU	Date: September 23, 2025	Time:
UP#1	Article 0	<i>New</i>	

ARTICLE 0 - TERRITORIAL ACKNOWLEDGEMENT

The Parties of the Collective Agreement are located on the homelands of more than 600 First Nations, and Indigenous, Metis and Inuit Councils and Bands in Canada; with over 70 different languages and numerous unique dialects across the country.

As Parties to the Collective Agreement, we are committed to reconciliation and justice for Indigenous People. We recognize and deeply appreciate their historic connection to this place. We recognize the rights and title of Indigenous Peoples, guided by the Final Report of the Truth and Reconciliation Commission of Canada. We recognize the contributions they have made both in shaping and strengthening our communities, our province, and Canada as a country.

We commit to respectfully engage with Indigenous People when our work concerns their interests and strive to balance our respect for Indigenous decision-making regarding their traditional territories with our core value of ecological sustainability.

E&OE

Signed off this 23rd day of SEP 2025

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date:	Time:
UP#2	Article 1	New	

ARTICLE 1 - PURPOSE OF AGREEMENT

1.01 The purpose of this Agreement is to establish and maintain an orderly collective bargaining relationship between the Employer and the employees represented by the Union; to provide mutually satisfactory working conditions for the employees subject to this Agreement; and to establish the procedures for the settlement of differences which may arise.

E&OE

Signed off this 1st day of July 2025

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #3	Article 2	<i>New</i>	

ARTICLE 2 – UNION RECOGNITION AND BARGAINING UNIT DESCRIPTION

The Employer recognizes the Union as the exclusive bargaining agent for all employees of David Suzuki Foundation in British Columbia, save and except people managers, Directors, persons above the rank of Directors, and all other employees excluded by the *Labour Relations Code*.

2.01 Employee Categories

- (a) A full-time permanent employee is defined as an employee who is hired for an indefinite period and who holds a full-time position. The regular hours of work of a full-time employee are thirty-four (34) hours per week.

A full-time permanent employee will be eligible to receive all the benefits of this Agreement after three (3) months of continuous employment and the successful completion of their probationary period.

- (b) A part-time permanent employee is defined as an employee who is hired on the basis of a regular work schedule for an indefinite period, whose regular hours of work are less than thirty-four (34) hours per week.

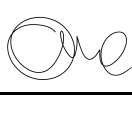
A part-time permanent employee who works at least twenty (20) hours per week will be eligible to receive all the benefits of this Agreement after three (3) months of continuous employment and the successful completion of their probationary period.

- (c) A fixed-term employee is defined as an employee hired for a predetermined period. Such period shall not exceed fifteen (15) months, except when replacing for temporary periods such as extended leave, maternity, parental, long term illness/injury, or when extended by mutual agreement between the Union and the Employer. After three (3) months of continuous employment and the successful completion of their probationary period, fixed-term employees are treated as eligible for benefits under **Article 27** of this Agreement (with the exception of the Employer’s Group RRSP Plan) and seniority accrual.

When the employee that a fixed-term employee is replacing returns to work, the fixed-term employee will be provided with two (2) weeks’ notice of termination. All other fixed-term employees will be eligible for working notice or severance pay in lieu of notice in accordance with the *Employment Standards Act*. Fixed-term employees will

E&OE
Signed off this March 13, 2026 day of _____ 20____

For the Union 

For the Employer 

not be eligible for severance under **Article 26** of this Agreement. If the employee that a fixed-term employee is replacing does not return to work, the position will be posted both internally and externally in accordance with **Article 18** of this Agreement.

Fixed-term employees will not be considered as internal applicants on job postings until after six (6) months of continuous employment. In the case that a fixed-term employee is hired directly into either a full-time or part-time permanent position with no longer than thirty (30) working day break in service, the employee shall be credited with seniority back to the start of their fixed-term employment.

This **Article 2.01(c)** does not apply to current fixed-term employees who have been employed as a fixed-term employee for more than fifteen (15) months as of the time of ratification.

- (d) A temporary agency worker is defined as an individual supplied by a third-party staffing vendor to perform work for the Employer on a short-term basis of less than six (6) months in duration in urgent situations where it is not practical for the Employer to proceed through the regular job posting process. Temporary agency workers are not considered to be employees and are not included in this Agreement.
- (e) An independent contractor is defined as a self-employed individual or incorporated entity performing work for the Employer. Independent contractors may be granted email access with the Employer solely for operational reasons. Independent contractors are not considered to be employees and are not included in this Agreement.
- (f) A vendor is defined as a third-party service provider engaged to deliver project-based or as-needed technical services. Vendors are not employees and are not included in this Agreement.
- (g) An intern is defined as a paid or unpaid intern, co-op student, summer student or summer grant program student. The provisions of this Agreement do not apply to interns. The use of any intern shall not result in loss of pay, displacement or downgrading to any regular employees.
- (h) The probationary period is defined as an employee's first three (3) months of continuous employment with the Employer in a bargaining unit position, subject to any extensions mutually agreed upon by the parties in specific instances. The parties agree that the Employer has the right to discharge a probationary employee if, in the opinion of the Employer, the probationary employee is deemed not suitable for continued employment and/or does not meet the job expectations as required by the Employer and such discharge shall be deemed to be just cause.

E&OE

Signed off this March 13, 2026 day of _____ 20____

For the Union



For the Employer



2.02 Exclusivity of Bargaining Unit Work

- (a) Work normally done by bargaining unit employees shall not be performed by people outside of the bargaining unit if such would result in the reduction of hours or a layoff.
- (b) The Employer shall not reassign any work usually performed by members of the bargaining unit if, as a direct result of such reassignment, a layoff of any full-time or part-time permanent employee results from such reassignment.

E&OE

Signed off this March 13, 2026 day of _____ 20____

For the Union



For the Employer



Employer			
Number	Affected Article/MOU	For signature on November 27, 2025	Time:
UP#4	Article 3		

ARTICLE 3 - RELATIONSHIP

3.01 Both the Union and the Employer agree that all employees have the right to equal treatment with respect to employment without discrimination based on race, ancestry, place of origin, colour, ethnic or national origin, citizenship, creed, sex, sexual orientation or gender identity, age, political belief, language, marital status, family status physical or mental disability, age or because the person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person. The anti-discrimination policy is attached as Appendix A - Workplace Bullying, Harassment and Discrimination Policy, which includes the procedure to follow if an employee feels they are being discriminated against, or if an employee has been accused of discrimination.

The Parties recognize that maintaining a safe workplace is a shared priority that will be taken into consideration in making any hiring decisions.

3.02 The Employer will ensure it is a harassment-free work environment and not accept any discriminating actions.

3.03 Duty to Accommodate

Accommodation shall be governed by the *Human Rights Code* or other applicable legislation.

E&OE
Signed off this 27th day of NOVEMBER 2025

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union		Version 5	
Number	Affected Article/MOU	Date:	Time:
UP#5	Article 4	New	

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 The Union recognizes and acknowledges that the management of the operations and direction of the working force are fixed exclusively in the Employer and, without restricting the generality of the foregoing, the Union acknowledges that except as expressly modified by this collective agreement it is the exclusive function of the Employer to:

- (a) maintain order and efficiency;
- (b) hire, promote, demote, classify, transfer, layoff and recall employees;
- (c) discharge, suspend, or otherwise discipline employees for just cause provided that a claim by an employee that they have been discharged or disciplined without just cause may be the subject of a grievance, and dealt with as hereinafter provided.
- (d) make, enforce, and alter, from time to time, reasonable rules and policies to be observed by the employees;
- (e) determine the nature and kinds of operations to be conducted by the Employer, the location of operations, equipment and materials to be used, the methods and techniques of work to be used, the standards of performance for all employees, the work schedules and the number of employees to be employed;
- (f) extend, limit, curtail or cease operations of any part thereof; and
- (g) Allocate and assign work, determine content of jobs, introduce new jobs or contract term, determine the qualifications required by an employee to perform any job, determine the number of employees required to perform any job or function, assign employees to a job or shift and rearrange jobs, functions and shift schedule for any business purpose.

E&OE
Signed off this 11 day of Dec 2025

For the Union [Signature]

For the Employer [Signature]

4.02 The Employer agrees that it will not exercise these rights in a manner inconsistent with any other article contained in this Agreement.

4.03 No special agreement on working conditions that differ from those provided in this Agreement or that are not covered by this Agreement between an employee or group of employees and the Employer is valid unless it has been approved in writing by the Union.

E&OE
Signed off this 11 day of DECEMBER 2005

For the Union 

For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union		Version 2 (ER)	
Number	Affected Article/MOU	Date:	Time:
UP#6	Article 5	New	

ARTICLE 5 - UNION SECURITY

- 5.01** All employees covered by the certification shall pay Union dues as determined by the Union as a condition of employment. Union dues will be remitted to the applicable local of the Union.
- 5.02** Union dues shall be deducted every pay period, the appropriate amount of which shall be as certified by the Union. The Employer shall remit the sum deducted to the Union before the 15th day of the following month, along with the names for whom the dues were deducted. At the time dues are first deducted, addresses, date of hire, and social insurance numbers for employees will also be provided.
- 5.03** The Union will save the Employer harmless from any and all claims, which may be made by employees for amounts deducted from pay as herein provided.
- 5.04** T4 slips issued by the Employer shall indicate the amount deducted for Union dues per annum. It is understood that the Employer shall issue T4s and T2200s in a timely manner.
- 5.05** On commencing employment, the employee's manager shall introduce the new employee via email to a representative of the Union, who shall then meet with the employee. This meeting shall take place within regular working hours during the first two (2) weeks of employment. The meeting will be for a maximum of thirty (30) minutes and shall be without loss of pay. The purpose of the meeting is to acquaint the new employee with the Union and the terms and conditions set out in this Agreement.

E&OE
Signed off this 25th day of SEP 2025

For the Union 

For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP #7	Article 6		

ARTICLE 6 - UNION REPRESENTATION

6.01 It is mutually agreed that the Union has the right to elect or otherwise select a Negotiation Committee consisting of up to three (3) employee representatives of the bargaining unit. The Negotiation Committee shall have the right to have assistance at negotiations with the Employer of a representative of the Union who is not employed by the Employer and such technical advisors as required.

6.02 Each member of the Negotiation Committee will request approval from the Employer for unpaid days to prepare for and participate in the negotiation of the Collective Agreement. Such approval shall not be unreasonably withheld, provided the number of days does not interfere with the employee's ability to carry out their duties, and does not impact the Employer's operations. Employees on such unpaid leave of absence will be paid by the Employer; the Employer will be reimbursed by the Union within the pay period following the amount paid to the employee.

6.03

(a) The Employer recognizes up to three (3) permanent employees of the bargaining unit designated by the Union to be stewards. A steward shall be an employee who has completed their probationary period. In the event the steward is absent, the Union shall appoint an alternative steward for such absence who shall also be an employee who has completed their probationary period.

(b) The Employer recognizes the right of the steward to, within reason, leave their work without loss of regular pay for the purpose of doing any Union business, specifically, any investigation or discussion of any grievance or complaint which requires the steward to leave their work. Before carrying out their duties, during regular working hours, the steward will first seek permission from their manager or their designate. If any exceptional or highly urgent circumstances require a steward to carry out their duties for more than one (1) hour in a given working day, the steward will first seek permission from their manager or their designate. Such permission will not be unreasonably withheld, provided the employee's extended absence will not impact the employee's ability to carry out their duties, or the Employer's operations. It is understood that the steward will carry out their duties in a manner as to cause a minimum of interference to normal job duties and business operations. In no circumstances will overtime be paid by the Employer when the employee is or has been working on Union business.


E&OE
Signed off this March 11, 2026 day of _____ 20____


For the Union

For the Employer

- 6.04** The Union will inform the Employer in writing of the names of the steward, alternative steward and members of the Negotiation Committee and of any subsequent changes thereto. The Employer shall not be asked to recognize any steward or Negotiation Committee member until such notification from the Union has been received. The Employer will notify the Union in writing when any new manager for the bargaining unit is hired or appointed.
- 6.05** The Employer agrees to grant representatives of the Union five (5) unpaid leaves of absence per year to attend conventions or to perform other functions on behalf of the Union. Such leave shall not adversely affect the Employee's work. The employee on such leave of absence will be paid by the Employer; the Employer will be reimbursed by the Union within the pay period following the amount paid to the employee. The Union agrees to give at least three weeks' advance notice of the intention to take such leave(s).
- 6.06** The Employer shall provide the Union with the following information on a current basis:
- (a) a list of employees, showing their names, addresses and classifications;
 - (b) job postings, job awards including hiring, promotions, demotions, transfers terminations and headquarters.
- Such information shall be supplied by the Employer and in an electronic format supplied by the applicable local of the Union.
- 6.07** The Parties agree that no Employee shall be discriminated against or subject to harassment by virtue of being a Union member or exercising their rights under this Agreement.
- 6.08** The Employer shall facilitate an annual town hall meeting between the Chair of the Board of Directors or its designate and all employees to provide organizational updates.

E&OE
 Signed off this March 11, 2026 day of _____ 20____

For the Union 

For the Employer 



Employer			
Number	Affected Article/MOU	Tabled by the Employer on November 27, 2025	Time:
UP#8	Article 7		

ARTICLE 7 – EMPLOYEE/EMPLOYER LABOUR RELATIONS COMMITTEE

7.01 The Parties agree that a joint consultation committee shall be known as the Employee/Employer Labour Relations Committee composed of not more than two (2) employee representatives from the bargaining unit of the Union and two (2) representatives from the Employer. It is understood that the Union’s Servicing Representative(s) may attend and participate.

The Committees shall be used as a forum for consultation about issues relating to the workplace which affect the parties, or any employee bound by this Agreement. Time spent by the employee representatives from the Union at the Employee/Employer Labour Relations Committees during regular working hours shall be without loss of regular pay.

7.02 The Committees shall meet once annually or at the request of either party via telephone conference or in person. The Committees agree to make reasonable effort to exchange agenda items ten (10) working days in advance of the meeting. However, this does not preclude the discussion of any issue which either party may view as requiring immediate review. The role of the Chair shall alternate each meeting between a Union representative and an Employer representative.

7.03 While the Committees shall consider and attempt to resolve all problems of mutual concern, it is understood that the Committees shall function in an advisory capacity only and shall have no power to alter, amend, add to or modify the terms of this Agreement. The Employer shall make its best effort to consider all recommendations, but this shall in no way impact the Employer’s right to manage its business in accordance with Article 4.

7.04 The Employer shall circulate the minutes of each Employee/Employer Labour Relations Committee meeting within ~~ten (10) days~~ of the meeting to all employees.

FOURTEEN (14) WORKING DAYS

E&OE

Signed off this 27TH day of NOVEMBER 2025

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			Ver. 5
Number	Affected Article/MOU	Date:	Time:
UP#9	Article 8	New	

ARTICLE 8 – GRIEVANCE PROCEDURE

- 8.01 The Parties to this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances as quickly as possible.
- 8.02 Grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.
- 8.03 The discipline of any employee must be done by the Employer within thirty (30) working days of the date that the Employer knew or ought reasonably to have known about the circumstance(s) involved or within a reasonable timeframe for an investigation to conclude. The Employer shall advise the employee and the Union in writing within three (3) working days following the discharge of an employee of the grounds for that discharge. Failure to adhere to this time limit shall not void the discharge.
- 8.04 The Employer shall have the right to refuse to consider any grievance which is not filed within thirty (30) working days of the knowledge of the circumstances, giving rise to the grievance becoming known to the aggrieved or when said occurrence reasonably ought to have become known to the aggrieved. The time limits set out in the grievance and arbitration procedure are mandatory and failure to comply, except with the written agreement of the parties, shall result in the grievance being deemed abandoned. Notwithstanding, an arbitrator or Board of Arbitration shall have the power to extend the time limits unless by so doing in the arbitrator's or board's judgment it would prejudice the other party.
- 8.05 Grievances must be submitted in writing. Within ten (10) working days of receipt of the grievance, the Parties shall meet and attempt to resolve the grievance. Failing settlement, the matter may be referred by either party at its option to arbitration as set out in **Article 9 Arbitration**. An extension to the timeline, described above, may be mutually agreed between the Parties.

E&OE

Signed off this 11 day of Dec 2025

For the Union 

For the Employer 

- 8.06 No permanent employee shall be disciplined or discharged without just cause. The employee may appeal any discipline or discharge through **Article 8 Grievance Procedure**. The Employer recognizes the principles of progressive discipline.
- 8.07 The Employer agrees that an employee shall have the right to have a steward of their choice at any disciplinary meeting called by the Employer. The steward shall be advised in advance of the time and place of the meeting. The Employer shall notify the steward in writing of the discipline issued. The employee or the Employer representative shall have the right to suspend the meeting until a representative(s) of the Union is present. This Article shall not apply to meetings and discussions that are of an operational nature and do not involve potential disciplinary action.
- 8.08 The parties agree that the Employer has the right to discharge a probationary employee if, in the opinion of the Employer, the probationary employee is deemed not suitable for continued employment and/or does not meet the job expectations as required by the Employer and such discharge shall be deemed to be just cause.

E&OE

Signed off this 11 day of DEC 2015

For the Union 

For the Employer 

Union			
Number	Affected Article/MOU	Date:	Time:
UP#10	Article 9	New	

ARTICLE 9 - ARBITRATION

9.01 Where a difference arises between the Parties relating to the interpretation, application or administration of this Collective Agreement, including any question as to whether the matter is arbitrable or where an allegation is made that the Collective Agreement has been violated, either Party may request that the grievances be submitted to arbitration.

Except as otherwise agreed between the Parties, the Parties agree to have a sole arbitrator hear disputes between them. The Party referring the matter to arbitration shall at the same time advise the other party of its proposed names of Arbitrators. The recipient of the notice shall thereafter notify the other Party in writing of their agreement to the proposed names or provide the referring Party with its proposed names of Arbitrators.

If the Parties fail to agree upon an Arbitrator, either Party may request the Minister of Labour (~~or whichever designate or process is outlined in the jurisdiction's~~ in accordance with the Labour Relations Code) to appoint the Arbitrator.

9.02 The decision of the Arbitrator shall be final and binding.

9.03 No person shall be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance without the consent of the parties in writing.

9.04 No matter may be submitted to Arbitration which has not been properly carried through all previous steps of **Article 8** Grievance Procedure.

9.05 The fees and expenses of the Arbitrator shall be shared equally between the Parties.

9.06 The Arbitrator shall not be empowered to make any decision inconsistent with the provisions of the Agreement nor shall they alter, modify, or amend any part of this Agreement.

9.07 For the purposes of this Article, working day means Monday to Friday, inclusive, excluding holidays as provided by **Article 15**.

9.08 The Arbitrator shall, so long as they provide reasonable notice to the Employer, have access to the Employer's premises to view working conditions or operations which may be relevant to the resolution of the grievance which is the subject of the arbitration.

9.09 The Arbitrator shall have the power to modify the penalty which is the subject of the grievance as the Arbitrator considers just and reasonable in all the circumstances.

E&OE

Signed off this 10TH day of NOVEMBER 2015

For the Union



For the Employer



- 9.10 The time limits fixed in both the grievance and arbitration procedure may be extended by consent of the Parties in writing.
- 9.11 The Arbitrator shall determine the procedure but shall give full opportunity to all Parties to present evidence and make representations.

E&OE

Signed off this 10th day of NOVEMBER 2015

For the Union



For the Employer

Employer			
Number	Affected Article/MOU	For signature on November 27, 2025	Time:
UP#11	Article 10		

ARTICLE 10 – NO STRIKES, NO LOCKOUTS

10.01 The Parties hereto agree that there shall be no strike or lockout while this Agreement continues to operate in accordance with the applicable laws.

10.02 All employees covered by this Agreement shall have the right to refuse to cross a legal picket line arising out of a strike or lockout as defined in the applicable laws. Any employee thus failing to report for duty on the premises of the Employer shall be considered on leave of absence without pay and shall not be subject to any disciplinary action, discharge, termination or any other penalty or prejudice.

E&OE

Signed off this 27TH day of NOVEMBER 2025

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Employer			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP#12	Article 11	<i>New</i>	

ARTICLE 11 – CLASSIFICATION AND WAGE RATES

11.01 Salary scales for existing classifications will be paid in accordance with the Salary Schedule set out in Appendix “B” – Salary Scale. All employees shall receive increases according to Appendix “B” - Salary Scale.

11.02 The Employer agrees that wages shall be paid semi-monthly either by direct deposit or by pay cheque. Employees shall be paid wages for each pay period no later than the fifteenth (15th) of each month or the last day of the month after each pay period ends.

The Employer shall provide employees with pay statements on every semi-monthly pay period.

11.03 On termination of employment, the employee will be paid their final pay and vacation pay owing, by direct deposit or by pay cheque on the regular pay day for that pay period within which the employment was terminated provided the Employer had at least five (5) working days' notice of the termination or, failing such notice, on the next regular payday following.

E&OE

Signed off this March 27, 2026 day of _____ 20____

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Employer			
Number	Affected Article/MOU	Date: March 20, 2026	Time:
UP#13	Article 12	New	

ARTICLE 12 - EXPENSES

- 12.01** Employees may claim expenses approved by the Employer. The claims shall only be for reasonable expenses incurred by employees in the course of their duties. Employees shall present receipts for all expenses. The Employer reserves the right to request additional documentation if necessary.
- 12.02** It is understood and agreed that every effort will be made by the employee to minimize expenses for the Employer. When an employee is required by the Employer to travel for work (not including travel to the office), travel expenses shall be administered as follows:
- (a) For meals, the employee will receive a per diem of \$18.00 for breakfast, \$25.00 for lunch and \$40.00 for dinner, exclusive of taxes and gratuities.
 - (b) For hotel or other accommodation, the employee will be reimbursed for up to a maximum amount of \$250 per night plus applicable taxes. The Employer may request the employee to pre-approve accommodation expenses at its election.
 - (c) Employees shall be reimbursed for all mileage incurred in the performance of their duties, but does not include mileage driving from and to the employee’s home daily, at the per-kilometre rates prescribed by the Canada Revenue Agency. Mileage claimed must be calculated by using the shortest distance between the starting and ending points of the employee’s trip. However, the most cost-effective method of travel must be utilized.
 - (d) Travel expenses must be received no later than sixty (60) days after the expense dates for reimbursement. Expenses incurred near to the Employer’s fiscal year-end must be submitted within one month after the fiscal year-end. Absent exceptional circumstances, expenses which are not submitted within this timeframe shall be forfeited for reimbursement.
- 12.03** Any expenses made on behalf of the Employer on an employee’s personal credit card will be reconciled by the pay cycle immediately following the submission of receipts by the employee. The Employer will make every reasonable effort to reconcile these expenses as soon as possible to ensure that employees do not pay interest on a balance owing due to a purchase made on behalf of the Employer.

E&OE



Signed off this 12th day of May 2026

For the Union

For the Employer

- 12.04** All employees shall be reimbursed up to a maximum of twenty dollars (\$20.00) per month for their mobile phone plans. Employees who currently receive mobile phone reimbursement or the use of work phones provided by the Employer shall have such arrangements continued on their current terms.
- 12.05** The Employer's Travel and Entertainment Expense Policy, as amended from time to time by the Employer, is incorporated into this Agreement. In the event of a conflict between this Article and the Travel and Entertainment Expense Policy, the employee shall receive the greater entitlement.
- 12.06** Employees must submit all expenses, including travel expenses, within one (1) month after the fiscal year-end. Absent exceptional circumstances, expenses which are not submitted within this timeframe shall be forfeited for reimbursement.

E&OE
Signed off this 12th day of May 2026

For the Union  For the Employer 



**David Suzuki Foundation 2025
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(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #14	Article 13	<i>New For Signature</i>	

ARTICLE 13 – HOURS OF WORK AND OVERTIME

13.01 The regular work week for full-time employees shall consist of thirty-four (34) hours, from Monday to Thursday in a four (4) day work week. The Employer’s core business hours are 8:30 a.m. to 5:30 p.m. with a 30-minute unpaid lunch break, unless the Employer has advised otherwise.

The weekly day off is scheduled to be Friday. Employees may submit a request to their supervisor to schedule their regular day off on another day of the week, provided said request is made at least two weeks in advance. If approval is granted, said day off will be treated as a scheduled day off for the employee for a temporary period of two months, unless the employee requests an extension of the arrangement, which shall be subject to approval by the Employer.

Employees may submit a request to their supervisor to schedule a different day of the week as the day off for a particular week, provided said request is made at least two weeks in advance.

The Employer reserves the right to decline requests for alternate scheduling arrangements and retains the authority to require an employee to return to a regular schedule.

For clarity, this **Article 13.01** does not apply to employees who have pre-existing, approved alternative scheduling arrangements in place with the Employer, and such arrangements shall be continued on their current terms.

13.02 Where exceptional circumstances require an employee to work more hours than the regular work day, the employee will obtain approval from their supervisor to work overtime. The employee shall record and notify their supervisor of the number of overtime hours worked. The overtime worked shall accumulate in an overtime leave bank and shall be taken as time off in lieu of wages, provided the total number of hours transferred to the overtime leave bank in any calendar year shall not exceed thirty- four (34) hours, unless mutually agreed upon.

13.03 One times (1x) the overtime worked is accumulated in the overtime leave bank for all hours worked in excess of thirty-seven (37) hours in a week or nine (9) hours in any one day. Overtime worked in excess of forty (40) hours in a week or twelve (12) hours in any one day is accumulated on a one-time and half times (1.5x) basis in the overtime leave bank.

E&OE

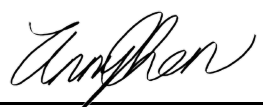
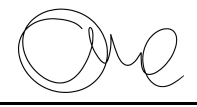
Signed off this March 13, 2026 day of _____ 20_____

For the Union

For the Employer

- 13.04** All accrued overtime must be booked within a week in the HRIS system and used within two (2) months of earning the time with approval from the employee's supervisor. Upon termination of employment, the employee will be paid out for all unused overtime at the prevailing hourly rate.
- 13.05** Full time employees called into work on their scheduled days of rest will be treated as if they had worked no less than three (3) hours.
- 13.06** The Employer shall maintain detailed and accurate payroll records for each employee as required by section 28(1) of the *Employment Standards Act*. Employees shall be required to report their start time and their end time to the Employer in accordance with the Employer's policy.
- 13.07** Return-to-office expectations and remote working arrangements shall be governed by the Letter of Agreement 2 In-Office Presence and Remote Work.

E&OE March 13, 2026
Signed off this _____ day of _____ 20____

For the Union  For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #15	Article 14	<i>New For Signature</i>	

ARTICLE 14 – VACATION

14.01 Full-time employees shall be entitled to annual vacation time based on their length of service as follows:

Length of Service	Annual Vacation Entitlement
First partial year	1 day per month (pro-rated)
1-4 years	3 weeks per year (12 days)
5-9 years	4 weeks per year (16 days)
10 years	5 weeks per year (20 days)
15+ years	6 weeks per year (24 days)

Employees shall only be entitled for an increase in vacation according to the schedule set out above as of the anniversary of their start date with the Employer.

14.02 Part-time employees shall receive vacation days prorated to the number of hours worked per week relative to a thirty-four (34) hour work week.

14.03 Hourly employees shall receive vacation pay according to the ESA or prorated to the number of hours worked per week relative to a thirty-four (34) hour work week, whichever is greater.

14.04 Vacation shall be earned and taken during the calendar year from January 1 to December 31. Full-time and part-time employees shall accrue vacation days on a monthly basis. Employees must take their minimum ESA vacation entitlement every calendar year. To the extent possible, employees are encouraged to use all accrued vacation by the end of the calendar year in which it was accrued. Employees may carry over a maximum of two weeks of vacation days to the following year. Any vacation days carried over in this manner must be used by August 31 of the following year. Minimum ESA vacation entitlements cannot be carried forward.


In the event that an employee has not submitted any vacation selection by June 30 of each year, the employee’s supervisor and the employee shall discuss how the vacation day entitlement shall be scheduled.

14.05 Vacation requests must be submitted in writing to the Employer and to the employee’s supervisor at least one (1) month prior to the period for which the request is made. Vacation requests shall be reviewed by an employee’s direct supervisor (or designate) in a

E&OE

Signed off this March 13, 2026 day of _____ 20_____

For the Union 

For the Employer 

timely manner, and a supervisor's approval shall be based on the Employer's operational requirements.

14.06 Vacation requests submitted less than one (1) month in advance shall be reviewed on a case-by-case basis. A supervisor's approval shall be based on the Employer's operational requirements. When reviewing such exceptional, short-notice requests, the additional factors to be considered by the Employer shall include:

- (1) The length of the requested vacation;
- (2) How far in advance the short-notice vacation request was submitted relative to its proposed length; and
- (3) Staff coverage during the proposed vacation window, including whether vacation requests submitted greater than one (1) month in advance by other employees have already been approved for the same time period.

14.07 Accrued vacation time shall be paid out as part of an employee's final pay cheque upon the termination of their employment.

14.08 The scheduling and approval of vacation shall be based on the Employer's operational requirements. Employees may indicate their preferences for the scheduling of vacation time, but such scheduling shall be finally determined by the Employer, at its discretion, having concern for the proper operation of the organization. In the event that one or more employees request the same period for their vacation and the employer determines that the granting of all requests would adversely impact its operations, the final determination will be made on a first-come, first-approve basis. The Employer reserves the right to deny vacation requests based on its operational requirements.

E&OE
Signed off this March 13, 2026 day of _____ 20____

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Employer			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP#16	Article 15	<i>New</i>	

ARTICLE 15 – PAID HOLIDAYS

15.01 The Employer recognizes the following as paid holidays for employees who qualify for such holidays under the provisions of this Article:

- New Year's Day [Non-bankable]
- Family Day
- Good Friday OR Easter Monday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- National Day for Truth and Reconciliation [Non-bankable]
- Thanksgiving Day
- Remembrance Day
- Christmas Day [Non-bankable]
- Boxing Day [Non-bankable]

Any other day declared a statutory holiday by the British Columbia Provincial Government.

At the exception of New Year's Day, the National Day for Truth and Reconciliation, Christmas Day and Boxing Day, the employee can decide to work on the holiday and bank the paid holiday to be used on a different date to be determined with the Employer's agreement. The banked holidays must be used before March 31 of the following year.

Easter Monday shall be provided as a day off in lieu of Good Friday to employees who do not ordinarily work on Fridays.

15.02 When any of the holidays listed in **Article 15.01** fall on the employee's day off, or on a non-scheduled day of work, the employee shall take the statutory holiday and work three (3) days that week or work four (4) days that week in any configuration and bank the statutory holiday.

When an employee is required by the Employer to work on any of the holidays listed in **Article 15.01** the Employer and the employee may mutually agree to substitute another

E&OE
Signed off this March 27, 2026 day of _____ 20____

For the Union

For the Employer

working day for the holiday and the substituted day shall become the holiday for the purposes of this Article.

- 15.03** Payment for a paid holiday shall be based on the employee's regular wages for the number of hours the employee would normally have been scheduled to work on that day.
- 15.04** An employee who works on a scheduled paid holiday (or day in lieu thereof) shall be paid their base hourly rate for the hours worked on that day, for a minimum of four (4) hours.
- 15.05** All employees will be granted paid leave during the office closure between December 24 and January 1st. This period will cover three (3) or four (4) working days, depending on the year. The office closure set out in this **Article 15.05** satisfies any and all obligations of the Employer to provide paid non-bankable holidays for Christmas Day, Boxing Day and New Year's Day.
- 15.06** **Article 15.05** does not apply to employees who may be required to work during the office closure, in departments including Development, IT and Finance, in which case those employees would receive three (3) or four (4) bankable working days, depending on the year, which must be used by March 31 of the following year.

E&OE
Signed off this March 27, 2026 day of _____ 20____

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP #17	Article 16	<i>New</i>	

ARTICLE 16 - SENIORITY

16.01 Seniority shall be defined as length of continuous service with the Employer as a permanent employee. Seniority for a fixed-term employee shall be governed by Article 2.02.

16.02 A new employee entering service in a job covered by this Agreement shall be considered probationary for a period of three (3) months of employment. Probationary periods as described above may be extended by mutual agreement of the parties.

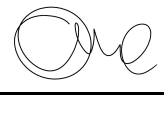
16.03 Seniority and employment shall terminate when an employee:

- (a) quits for any reason;
- (b) is discharged and is not reinstated through the Grievance Procedure or Arbitration;
- (c) has been absent due to layoff for more than nine (9) months;
- (d) fails to report for work within five (5) working days after being notified by email and registered mail (or courier) by the Employer following a layoff, or fails to inform the Employer within three (3) working days of notice of recall that they will report for work;
- (e) fails to return to work on the employee's first scheduled day, following an authorized leave of absence unless there is a reasonable explanation for not doing so, or utilizes a leave of absence for purposes other than those for which the leave of absence was granted;
- (f) has been absent from work for more than three (3) consecutive scheduled working days without providing a reasonable explanation for the absence.

16.04 The seniority list will be maintained on a current basis and emailed to the stewards when revisions are made. Publication of the seniority lists shall not prejudice the right of any employee, or the Union to allege at any time, improper seniority calculation or credit and to seek correction.

E&OE
Signed off this March 11, 2026 day of _____ 20____

For the Union 

For the Employer 

16.05 In the event that an employee covered by this Agreement should be promoted to a supervisory or confidential position beyond the scope of this Agreement, the employee shall retain the seniority previously acquired for six (6) calendar months or the duration of a temporary excluded position assignment.

E&OE
Signed off this March 11, 2026 day of _____ 20____

For the Union



For the Employer





**David Suzuki Foundation 2025-2026
Employer Counterproposals as of February 11, 2026**

Employer			
Number	Affected Article/MOU	Date: February 11, 2026	Time:
UP#18	Article 17		

ARTICLE 17 – LAYOFF AND RECALL

- 17.01** In the event of a proposed lay-off of over two weeks, the Employer shall give at least fourteen (14) calendar days’ notice to the affected employees and the Union, and if the proposed lay-off is two weeks or less, then seven (7) calendar days’ notice shall be given. The notice to the Union must specify the reasons for the layoffs. In the event that a significant change is introduced to affect the terms, conditions or security of employment for a significant number of employees, the Employer and the Union will meet prior to the layoffs to discuss the situation and determine whether there are alternatives to the layoffs.
- 17.02** In the event of a lay-off, the Employer shall lay-off employees in the reverse order of their seniority, provided that the remaining employees have the qualifications and the ability to perform the work that is available. For greater clarity, the most junior employees will be the first to be laid off, provided that the remaining employees have the qualifications and ability to perform the work that is available.
- 17.03** Employees shall be recalled in reverse order of seniority, provided that the employees have the qualifications and ability to perform the work that is available.
- 17.04** New employees shall not be hired until those laid-off have been given an opportunity of recall, provided that the laid-off employees have the qualifications and ability to perform the work in question.
- 17.05** A laid off employee shall maintain their recall rights and accumulate seniority for a period of six (6) months following the date of lay-off, or once they decline a recall under this Agreement, whichever first occurs, at which point their seniority and employment shall terminate.
- 17.06** The Employer will notify the Union of the names of any employee laid-off and the date of lay-off.
- 17.07** Notice of recall shall be made by email and either registered mail or courier to the last known address on file with the Employer. It shall be the responsibility of the employee to provide the Employer with their current mailing address. The Employer may advise the employee by telephone or email in advance of sending a registered letter or courier.
- 17.08** Any employee who is laid off and not recalled, or who elects not to be placed on the recall list at the time they are laid off, will receive severance pay as determined in **Article 26** Severance.

E&OE
Signed off this March 9, 2026 day of _____ 20____

For the Union 

For the Employer 



David Suzuki Foundation 2025
Union Proposals (UP Item)

(Canadian Office and Professional Employees
Union, Local 378)

Union Number		Date:	Ver. 5
Affected Article/MOU			Time:
UP#19	Article 18	New	

ARTICLE 18 – JOB POSTINGS

18.01

(a) When any of the classifications in the bargaining unit become vacant on a permanent basis and the Employer intends to fill such a position, the Employer will send an email to the employees posting the position for a period of seven (7) calendar days. During this period, an employee wishing to be considered for the classification so posted shall signify this desire by submitting an application in writing to People & Culture. In filling the vacancy, the Employer shall consider the following factors:

- i) Skills, abilities, experience, and qualifications;
- ii) Performance, which includes relevant discipline during the employee’s time with the Employer; and
- iii) Seniority with the Employer.

Where (i) and (ii) are relatively equal, seniority shall govern.

The Employer may simultaneously post internally and externally.

Where an internal applicant meets the requirements of (i) and (ii) as stated in the posting, the Employer shall make reasonable efforts to fill the position internally.

The Employer reserves the right to select an external applicant over an internal applicant if, in the Employer’s view, the external applicant is demonstrably more qualified and better suited for the position than the internal applicant. In determining the most appropriate candidate between an external applicant and an internal applicant, the Employer will consider factors (i) and (ii) above.

(b) A bargaining unit member may apply for a management position and if successful shall maintain their seniority for six (6) calendar months from the date of transfer or for the duration of their temporary excluded position assignment. If the employee is not successful in the management position, the employee will not be allowed to bump

E&OE
Signed off this 11TH day of DECEMBER 2025


For the Union


For the Employer

junior bargaining unit employees, but will be allowed to apply as an internal candidate for bargaining unit positions which become available. The employee shall be considered probationary for the first ninety (90) days actually worked in the new bargaining unit position.

- 18.02 Upon request, the Employer shall provide the Union with copies of all current job descriptions. Job descriptions are written with the intent to set forth the general duties and requirements of the job and to indicate the level of skill required and shall not be construed as imposing any restrictions on the right of the Employer to create a new job or to assign duties to employees other than those specifically mentioned in job descriptions.
- 18.03 The Employer will announce the name of the successful applicant of the job posting to the organization at large, via email, within a reasonable timeframe.
- 18.04 Without limiting the generality of the foregoing, any job which is vacant for a temporary period because of illness, accident, vacation, or leave of absence, for a period of less than six months, or for pregnancy or parental leave, shall not be deemed to be vacant for the purposes of this Article and the Employer may fill such position at its discretion. If the temporary period because of illness, accident, vacation or leave of absence is greater than six months, it shall be posted and filled as a temporary vacancy according to **Article 18.01**.
- 18.06 Hiring notices will include the following: David Suzuki Foundation embraces equity and diversity and is committed to a workplace that is enriched by the people, needs and desires of Canada's diverse community.

E&OE
Signed off this 11TH day of DECEMBER 20

For the Union 

For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Employer			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP#20	Article 19	<i>New For Signature</i>	

ARTICLE 19 – LEAVE OF ABSENCE

19.01 Leave of Absence Without Pay

In limited circumstances and subject to the Employer’s approval, employees with five (5) years of seniority may request unpaid personal leaves of absence.

Any employee requesting a personal leave of absence must provide their supervisor with at least three (3) months’ notice of the requested start date, along with the reasons for the request and the end date of the leave. For approved personal leave requests, all available vacation and lieu days must be taken prior to commencing the leave.

Any personal leave of absence requests must be approved by the employee’s supervisor and the Employer. Decisions to approve a leave of absence will be subject to operational needs. While the Employer strives to support employees’ needs, the Employer reserves the right to consider operational efficiency and organizational needs when reviewing any leave of absence requests.

Employees who take personal leaves of absence of no more than six (6) months in duration under this Article shall be entitled to return to their previous position upon the end of their leave. Employees who take personal leaves in excess of six (6) months shall not be guaranteed a return to their previous position. The Employer shall make reasonable effort to place the employee in a comparable position. If the employee cannot be placed in their previous position or a comparable position, **Article 17** shall apply.

19.02 For an employee on an authorized personal leave of absence as set out in **Article 19.01** without pay of more than thirty (30) days under this Article:

- If the leave starts in the middle of a month, benefits will continue until the end of that month, at which point they will terminate;
- If the leave starts at the end of the month, benefits will terminate effective as of the final day of the month; and
- If the leave starts on the first day of the month, benefits will terminate as of the last day of the previous month.

E&OE
Signed off this March 25, 2026 day of _____ 20____

For the Union 

For the Employer 

If an employee returns from a personal leave of absence within six (6) months, benefits will be reinstated immediately with no waiting period. If the leave extends beyond six (6) months, a three (3) month waiting period is required before benefits can recommence.

- 19.03** In the event of a planned personal leave of absence without pay, employees must return all Employer devices and other Employer property prior to the commencement of the leave, and in the event of an unplanned personal leave of absence, the Employer may also require that all Employer devices be temporarily returned for the purposes of ensuring the continuity of its operations.
- 19.04** During an approved personal leave of absence of less than three (3) months under this Article, the Employee maintains their employment status and accumulates seniority.
- 19.05** An Employee shall be granted four (4) working days, without loss of pay, for bereavement leave and one (1) working day, without loss of pay, to attend a funeral or memorial service in the event of the death of an immediate family member. For the purposes of this **Article 19.05**, an immediate family member shall be defined as a spouse, child (and their partner/spouse), foster child, parent, stepparent, foster parent, sibling, half-sibling, step-sibling, grandchild or grandparent, the child or parent of an employee's spouse, and any person who lives with an employee as a member of the employee's family or who is dependent on the employee for care or assistance.

In addition, employees shall be granted three (3) days of bereavement leave, without loss of pay, and one (1) working day, without loss of pay, to attend a funeral or memorial service in the event of the death a member of their extended family or a close friend.

The Employer may, at its discretion, request that an employee provide reasonably sufficient records to support a request for bereavement leave. An extension to bereavement may be approved on a case-by-case basis at the discretion of the Employer.

- 19.06** All employees shall be entitled to five (5) unpaid days of family responsibility leave each year to fulfill obligations related to the care, health, or education of their child or their spouse's child, or the health of a relative or a person for whom they act as an informal caregiver. Employees must provide their supervisor as much advance notice as possible of an intention to take family responsibility leave. The Employer may request that the employee may provide reasonably sufficient proof to support the employee's family responsibility leave.


All employees shall be entitled to compassionate care leave each year in accordance with the ESA.

All benefits, including RRSP contributions, continue throughout an approved family responsibility or compassionate care leave, provided the employee continues to make their contributions.

- 19.07** The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work. An employee who is experiencing domestic violence will be granted ten (10) days unpaid Domestic Leave for attendance to medical appointments, legal proceedings and any other

E&OE
Signed off this March 25, 2026 day of _____ 20____

For the Union 

For the Employer 

necessary activities with no minimum notice required. Additional unpaid Domestic Violence Leave will not be unreasonably denied.

19.08 The Union and the Employer agree that making a visible and meaningful difference in building healthier communities is in the general interest. In keeping with the Employer's core values and experience, the Parties encourage employees to actively participate in community programs and events that demonstrate the Employer's care for the communities in which employees live and work. Full-time permanent employees shall be eligible for one (1) work day, without loss of pay, per calendar year for their community giving efforts undertaken during working hours. Any requests for volunteer leave will be reviewed and approved in advance at the Employer's discretion based on operational requirements.


19.09 Employees who are qualified electors are entitled to four (4) consecutive hours free from work for municipal, provincial or federal elections during advance voting and on voting day.


Employees requiring time off to vote must coordinate with their supervisor in advance and their work hours may be adjusted to accommodate departmental needs.

19.10 The leave entitlements enumerated in this Article cannot be carried over from one year to the next and shall not be paid out upon the termination of employment. An employee who is absent from work on leave covered by Section 6 of the *Employment Standards Act* or applicable legislation shall not have the terms or conditions of their employment changed as a result of such leave.

19.11 Indigenous employees shall be eligible for up to two (2) working days, without loss of pay, per calendar year to observe or participate in traditional Indigenous activities that connect these employees to their culture and language.

E&OE
Signed off this March 25, 2026 day of _____ 20____

For the Union 

For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #21	Article 20	<i>For Signature</i>	

ARTICLE 20 – SICK LEAVE

20.01 Pay for sick days will be granted to all full-time permanent employees on the following basis:

(a) Upon completion of probation, permanent employees shall be credited with ten (10) paid sick days every year, prorated for their first partial year; part-time permanent employees shall be credited on a prorated basis.

The use of sick days can be broken into half days.

(b) Once an employee has exhausted their annual paid sick day entitlements, the employee shall be entitled to three (3) unpaid sick days. The Employer reserves the right to ask for reasonably sufficient proof of illness when approving requests for sick leaves, which can include a sick note after the employee’s first two health-related absences of five (5) consecutive days or fewer in a calendar year.

(c) Should a pattern of absenteeism emerge, a return to work interview may be necessary to ensure the employee’s ability to return to work and discuss any potential accommodations needed.

(d) Absence for injury compensable under the provisions of the *Worker's Compensation Act* shall not be charged against sick leave credits.

(e) An employee may use the sick leave entitlements provided for under this **Article 20** to take dependent leave in order to care for a sick parent, child or partner.

E&OE

Signed off this March 13, 2026 day of _____ 20____

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			Ver. 2
Number	Affected Article/MOU	Date:	Time:
UP#22	Article 21	<i>New</i>	

ARTICLE 21 – MATERNITY AND PARENTAL LEAVE

21.01 The Employer shall provide maternity/paternity/parental leaves of absence without pay to eligible employees according the Employment Standards Act.

Benefit coverage will continue without interruption for the duration of the leave. The employee is responsible for submitting post-dated cheques for each month of their leave for the employee portion of the benefit contribution.

21.02 Employees desiring to return to regular employment following maternity or parental leave prior to the established expiry date shall notify the Employer at least thirty (30) days prior to the desired date of return.

E&OE
Signed off this 12th day of May 2026

For the Union

For the Employer

Employer			
Number	Affected Article/MOU	Tabled by the Employer on November 27, 2025	Time:
UP#23	Article 22		

ARTICLE 22 – JURY AND WITNESS DUTY

22.01 The Employer supports employees in fulfilling their civic duty by providing time to report for jury duty when called upon. Employees who receive a summons to serve as a juror must notify their supervisor promptly to allow their supervisor to arrange for the transfer of duties during the employee’s absence. Employees serving on a jury are expected to report to work during regular work hours in instances where the jury is dismissed early on any of the days served. After completion of jury duty, the employee must furnish the supervisor with evidence of having served on a jury for the time claimed.

Employees who are reporting for jury duty on days on which they would have worked will receive pay for up to two weeks less the per diem (jury member fee). Any days spent on jury duty in excess of two weeks shall be unpaid by the Employer. Health benefits, vacation and sick leave entitlements, and RRSP contributions shall continue throughout an approved jury duty, provided the employee continues to make their contributions.

↓
 MATCHING RRSP
 RRSP CONTRIBUTION. ARTICLE 27.02.
 10% FROM RSP ONLY

E&OE
 Signed off this 27TH day of NOVEMBER 2025

For the Union [Signature] For the Employer [Signature]

Union			
Number	Affected Article/MOU	Date:	Time:
UP#24	Article 23	<i>New</i>	

ARTICLE 23 – PERSONNEL FILES AND MONITORING

- 23.01** An Employee shall have reasonable access to their personnel file for the purpose of reviewing its contents in the presence of their supervisor and their Union representative, if requested. An employee who disagrees with the content of any part of the file may have added to the file a letter(s) stating their objection.
- 23.02** The Employer agrees to advise employees of the monitoring and measuring capabilities of all job-related equipment prior to its application.


E&OE

Signed off this 10TH day of NOVEMBER 2015

For the Union



For the Employer



Employer			
Number	Affected Article/MOU	For signature on November 27, 2025	Time:
UP#25	Article 24		

ARTICLE 24 – HEALTH AND SAFETY

- 24.01** The Union and Employer shall cooperate in promoting and improving rules and practices which promote an occupational environment, which improve conditions and provide protection from factors adverse to employee health and safety.
- 24.02** In accordance with the provisions of the Workers Compensation Act, there shall be a Joint Health & Safety Committee as required by provincial legislation. The Committee shall be composed of two members. One of the members shall be appointed by the Union.
- 24.03** The Committee shall meet once every two months or more often as may be mutually agreed. The Committee shall determine its procedures.
- 24.04**
- (a) An employee who is a member of the Committee shall suffer no loss of pay while performing any duty required by the Act related to their participation on the Committee or while attending to any meeting of the Committee pursuant to **Article 24.03**.
 - (b) Union appointed employee representatives on the Health and Safety Committee shall be entitled to attend seminars, courses, workshops, and/or training sessions mandated by law and offered by a government agency or department for instruction in order to fulfill their legal obligations with respect to health and safety matters. All costs associated with attending the above training opportunities shall be reimbursed by the Employer. Any elective training opportunities not required by law shall be unpaid by the Employer, and the employee must obtain permission from the Employer in order to attend during the employee's normal hours of work.
- 24.05** An employee may refuse to work or do particular work where they have reason to believe that:
- (a) Any equipment, machine, device, or thing that the employee is to use or operate is likely to endanger themselves, or another worker, or member of the public;
 - (b) The physical condition of the workplace or the part thereof in which they work or is to work is likely to endanger themselves; or
 - (c) Any equipment, machine, device or thing they are use or operate or the physical condition of the workplace or the part thereof in which they work or is to work is in

E&OE
Signed off this 27TH day of NOVEMBER 2025

For the Union

For the Employer





contravention of the Workers Compensation Act or the regulation thereunder and such contravention is likely to endanger them self or another worker.

24.06 In the event that an employee refuses to work pursuant to **Article 24.06**, the investigation and decision-making procedures set out in the Act will be followed.

24.07 No employee shall incur any loss of pay during an investigation which results from an employee having exercised their rights under Article 24.06. An employee shall be paid at all stages of the work refusal up until a final decision is rendered by a Ministry of Labour inspector or until a resolution of the parties is reached, whichever first occurs. Notwithstanding the above and subject to the Act, the Employer has the right to assign alternative work or give alternative directions to an employee who has refused work.

24.08 The Employer shall not discharge or threaten to discharge, discipline, or threaten to discipline, coerce, or intimidate any employee because they have exercised any rights under this Article or under the Act.

E&OE

Signed off this 27TH day of NOVEMBER 2025

For the Union



For the Employer



Union			Ver. 3
Number	Affected Article/MOU	Date:	Time:
UP#26	Article 25	<i>New</i>	

ARTICLE 25 – BULLETIN BOARD/USE OF EQUIPMENT AND MEETING SPACE

25.01 The Union shall have access to a physical or virtual bulletin board for the exclusive use of the Union at the workplace. The board shall be used by the Union or job stewards to post official Union communications.

25.02

(a) The Union shall, from time to time and with prior permission from the Employer, be granted limited access to the Employer's photocopier, fax machine (local), telephone (local), and a printer for the purpose of conducting Union business. Representatives of the Union, including job stewards, can use their regular work computer and communication tools for Union purposes. Approval of such requests shall not be unreasonably withheld by the Employer. The Union shall not make unreasonable or excessive use of the authorized equipment.

(b) The Union shall be permitted to send e-mails to members' David Suzuki Foundation e-mail addresses.

(c) The Union shall, from time to time and with prior permission from the Employer, have limited access to the Employer's meeting room(s) outside of regular working hours, provided at least a week's prior notice is given to the Employer. Approval of such requests shall not be unreasonably withheld by the Employer. Notwithstanding, it is agreed that the Employer may, on occasion, deem it necessary to withdraw permission with little or no prior notice. In the event that the Employer is unable to provide the Union with access to the previously booked meeting room, the Employer will notify the Union as soon as possible. The Union agrees that its members and representatives will not engage in Union activities outside of the agreed meeting time.

(d) The Employer takes no responsibility for loss or damage to Union property.

E&OE

Signed off this 20th day of NOVEMBER 2015

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #27	Article 26	<i>New For Signature</i>	

ARTICLE 26 - SEVERANCE

26.01

- (a) A laid-off employee who is not recalled, or who elects not to be placed on the recall list at the time they are laid off, is entitled to receive a severance payment equal to two (2) weeks' regular wages for each completed year of service, up to a maximum of forty (40) weeks. The minimum severance payment shall be two (2) weeks.
- (b) This **Article 26** only applies to permanent employees. This **Article 26** does not apply to fixed-term employees, who shall receive notice or pay in lieu according to **Article 2.01(c)**. For clarity, this **Article 26** does not apply to an employee:
 - (i) who has refused to return after they have been recalled to work in their previous or similar position;
 - (ii) who has refused reasonable alternative employment;
 - (iii) who has voluntarily resigned;
 - (iv) who has been terminated for just cause;
 - (v) for whom the performance of their duties has become impossible as a result of an unforeseeable event or circumstance;
 - (vi) who has, as a result of losing their seniority, been deemed terminated in accordance with the provisions of this Agreement.
- (c) Severance pay for part-time or hourly regular employees is prorated on the basis of a thirty-four (34) hour work week.

E&OE

Signed off this March 13, 2026 day of _____ 20____

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional
Employees Union, Local 378)

Employer			
Number	Affected Article/MOU	Date: March 20, 2026	Time:
UP#28	Article 27	<i>New For Signature</i>	

ARTICLE 27 - BENEFITS

27.01 The Employer agrees to pay one hundred (100%) percent of the premiums for:

- Employee Life Insurance
- Dependent Life Insurance
- Accidental Death and Dismemberment Insurance (AD&D)
- Short-Term Disability Insurance
- Extended Health Benefits
- Employee Assistance Program
- Dentalcare

or their equivalents in place at the time of ratification, for permanent employees who have completed at least three (3) months of continuous employment and who work twenty (20) hours per week or more. Eligible employees shall pay one hundred (100%) percent of the premium for the Long-Term Disability Insurance plan. The payment of benefits shall be subject to the terms and conditions and rules and regulations of the plans. It is clearly understood that the Employer's obligation is to contribute toward the premiums for these benefit plans and is not obligated itself to pay benefits. Plan coverage and eligibility is subject to carrier requirements. For clarity, this **Article 27.01** does not apply to probationary employees.

27.02 After six (6) months of continuous employment, eligible permanent employees may participate in the Employer's Registered Retirement Savings Plan (RRSP) matching program.

The Employer agrees to match employee RRSP contributions at the following rates:

Employee Contribution	Employer Matching
1%	2%
2%	4%
3% or more	6%

Following ratification, the Employer and the Union shall establish a group RRSP program according to the process set out in the Letter of Agreement on Group RRSP Program.

E&OE

Signed off this 05 day of May 2026

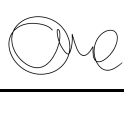
For the Union

For the Employer

27.03 Employees who are absent because of a labour dispute, including a legal strike or a legal lockout involving the parties to this Agreement, will have their coverage under this Article continued but the Union will reimburse the Employer for the full cost of premiums for the period upon submission of the bill to the Union.

E&OE
Signed off this 05 day of May 2026

For the Union 

For the Employer 



**David Suzuki Foundation 2025-2026
Employer Counterproposals as of February 11, 2026**

Employer			
Number	Affected Article/MOU	Date: February 11, 2026	Time:
UP#29	Article 28	<i>New</i>	

ARTICLE 28 - TRAINING

28.01 The Employer recognizes the importance and value of employees upgrading their education, knowledge and skills by private study and will assist, where deemed appropriate, in paying the costs of certain courses and educational programs.

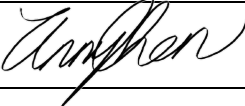

28.02

(a) Each employee shall be provided a budget of up to six hundred (\$600) dollars each calendar year to use on approved training, seminar, workshop, class, conference or other similar learning/skills development opportunities (collectively, "training") which are of benefit to the employee's work with the Employer. Training must be approved at least one month in advance by the employee's supervisor. Employees may carry over up to six hundred (\$600) dollars of the annual training budget provided for in this **Article 28.02(a)** to the following year, such that they may have a maximum of twelve hundred (\$1200) dollars in training funds. Carried-over amounts expire on December 31st of the calendar year after the year in which the employee became entitled to them.

(b) If an employee has demonstrated significant interest towards a specific training which costs more than six hundred dollars (\$600) and, in the view of their supervisor, would enhance the employee's ability to perform their duties and advance the Employer's organizational objectives, the employee may submit a request to Human Resources, which shall be reviewed on a case-by-case basis and approved at the Employer's discretion. For clarity, the maximum additional amount that can be approved under this **Article 28.02(b)** is two thousand (\$2000) dollars. Any amounts exceptionally approved under this **Article 28.02(b)** expire on December 31st of the calendar year in which they were approved and cannot be carried over from year-to-year.

28.03 In addition to the \$600 training budget provided for in **Article 28.02**, each employee shall also be provided a budget of up to four hundred (\$400) dollars each calendar year to use on approved French or English language courses, to be completed outside of working hours. This budget expires on December 31st of each calendar year and cannot be carried over from year-to-year.

E&OE
Signed off this March 9, 2026 day of _____ 20____

For the Union  For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date:	Time:
UP#30	Article 29	<i>New</i>	

ARTICLE 29 – NO DISCRIMINATION/HARASSMENT

29.01 The David Suzuki Foundation Respectful Workplace Policy, attached as Appendix A – Workplace Bullying, Harassment and Discrimination Policy to the Agreement, forms part of the Collective Agreement and is therefore subject to the grievance and arbitration provisions of the Agreement." The parties agree that this policy will be reviewed and, if necessary updated, annually and any amended policy will take the place of Appendix A– Workplace Bullying, Harassment and Discrimination Policy.

E&OE
Signed off this 28th day of July 2025

For the Union 

For the Employer 



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 13, 2026	Time:
UP #31	Article 30	<i>New For Signature</i>	

ARTICLE 30 – DURATION, RENEWAL AND TERMINATION

30.01

This Agreement shall be binding and remain in full force for the period from the date of ratification unless stated otherwise and including August, 31, 2028.

30.02

Either party may at any time within four (4) months immediately preceding the expiry date of this agreement, by written notice, require the other party to commence collective bargaining.

30.03

After the expiry date of this Agreement and until a revised agreement is signed, this Agreement and all its provisions shall remain in full force and effect without prejudicing the position of the revised agreement in making any matter retroactive in such revised Agreement.

30.04

The Parties agree to exclude the operation of Section 50(2) and 50(3) of the *Labour Relations Code of British Columbia*, or any subsequent equivalent legislative provisions.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands through their respective officers on the _____ day of _____, 2026.

FOR THE UNION

FOR THE EMPLOYER

UNION REPRESENTATIVE


EMPLOYER

BARGAINING COMMITTEE

E&OE

Signed off this March 13, 2026 day of _____ 20____

For the Union 

For the Employer 



David Suzuki Foundation 2025 Union Proposals (UP Item)

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date:	Time:
UP#32	Appendix A	New	

APPENDIX "A" Anti-Discrimination and Harassment

PURPOSE

We believe every human being deserves equal respect and tolerance. We want to work in an environment that fosters these attitudes, and we have a shared responsibility to relate to each other in a respectful manner.

Furthermore, we believe that discrimination occurs when people are treated unequally or with disrespect. This includes, but is not limited to, discrimination on the basis of race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, age, record of offences, economic status, marital status, family status, sex, sexual orientation, gender-determined characteristics, age, political belief, religion, or physical or mental disability.

The Board and staff of the David Suzuki Foundation are committed to building an environment free from discrimination and harassment where all can participate in and benefit from the work of this organization. This commitment applies to such areas as training, performance assessments, promotions, transfers, layoffs, remuneration and all other employment practice and working conditions.

We believe that mutual respect must be the basis of interaction among Board members, staff, management and volunteers.

The David Suzuki Foundation will not tolerate behaviour that undermines the dignity or self-esteem of an individual, or creates an intimidating, offensive or poisoned environment. For the purpose of this policy, the environment shall include but not be limited to:

- At the workplace;
- At employment related social functions;
- In the course of work assignments outside of the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work related; or
- Everywhere, if the person is there as a result of work related responsibilities or relationship.

E&OE

Signed off this 13th day of July 2025

For the Union

For the Employer

We believe that it is our responsibility to work within the David Suzuki Foundation and with partner organizations to increase awareness of and eliminate discrimination in our workplace and in our community.

SCOPE

This policy applies to all David Suzuki Foundation employees, including permanent and temporary David Suzuki Foundation employees working in the David Suzuki Foundation offices, Board members, volunteers, visitors, guests and consultants doing work on behalf of the company.

DEFINITIONS

(a) Harassment is a form of discrimination defined under the *Human Rights Codes*. If someone is making unwelcome comments that offend you on prohibited grounds, or that are threatening or insulting because of your race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, age, record of offences, economic status, marital status, family status, sex, sexual orientation, gender-determined characteristics, disability, or any other enumerated ground, that behaviour is called "harassment". For the purposes of this policy, "harassment" is defined as:

- One or a series of incidents involving vexatious verbal or physical conduct on a prohibited ground as enumerated above,
- when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group; or
- when such conduct is of a sexual nature, and might be expected to cause the reasonable woman or man insecurity, discomfort, offence or humiliation; or
- when submission to or rejection of such conduct is used as a basis for any employment decision (Including, but not limited to, matters of job security and benefits affecting the employee, raise in salary, matters of promotion); or
- when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

E&OE

Signed off this 18th day of July 2025

For the Union



For the Employer



(b) Types of behaviour which constitute harassment include but are not limited to:

- derogatory or degrading remarks directed towards members of one race, colour, citizenship, place of origin, ancestry, ethnic background, sex, or sexual orientation,
- racist or sexist, etc., jokes or innuendo causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- the display of sexually or racially, etc., offensive material;
- sexually or racially, etc., degrading words used to describe a person; staring at or making unwelcome comments about your body; leering;
- sexually suggestive or obscene comments or gestures; unwelcome sexual advances or propositions;
- requests for sexual favours;
- persistent unwanted contact or attention after the end of a consensual relationship; any unwanted touching;
- verbal abuse or threats.

As well as harming individuals, offensive comments, or actions, even when they are not directed towards a specific person, can create a poisoned work environment. A poisoned environment is a form of harassment and is unacceptable under this policy.

(c) Cyberbullying is defined as a form of bullying, harassment and discrimination intended to harm others using an electronic or online medium, such as social media websites, e-mail or text messages. It is also referred to as online bullying, online harassment or online discrimination.

(d) Psychological harassment includes such conduct when it manifests itself through words, actions or gestures which undermine your dignity or psychological or physical integrity. Conducts result in a harmful work environment for you. A single serious act of conduct may also constitute psychological harassment if it causes such harm and produces a continuous harmful effect on the employee.

POLICY STATEMENT:


Staff, management, Board members, consultants and volunteers have the right to a work environment free of discrimination and harassment.

We have a shared responsibility to relate to each other in a respectful manner.

E&OE

Signed off this 13th day of July 2025

For the Union



For the Employer



We recognize that these issues can be complex and we have a shared responsibility to participate in discussion and debate to better understand these Issues.

The David Suzuki Foundation will provide mechanisms to prevent and eliminate discrimination and harassment in the workplace.

Both a Complainant and an Accused have the right to an investigation which allows them each to be heard and which is both fair and impartial.

In implementing this policy, affected individuals' rights to confidentiality will be respected. Anonymous complaints will not be processed.

Affected individuals (Complainant, Accused and Witnesses) have the right to bring a support person with them to any meetings. If you work in a unionized environment this should be your Union Representative.

An individual whose complaint was made in good faith will not be subject to retaliation on the part of the David Suzuki Foundation. Retaliation by another employee, volunteer or Board member against the Complainant will not be tolerated.

In general, David Suzuki Foundation management follows the principles of progressive discipline. These procedures do not preclude this practice.

Certain behaviours may be found to be in serious contradiction to these policies and may warrant discipline up to and including dismissal.



If an allegation has been found to have been deliberately fabricated and/or made with malice the individual will be dismissed.

RESPONSIBILITIES:

All staff and management have a responsibility to foster a work environment free of discrimination and harassment. Ultimately it is the role of senior management to ensure this happens.

It is the responsibility of management at the David Suzuki Foundation to ensure that staff and volunteers have an opportunity to become familiar with the David Suzuki Foundation Anti-discrimination Policy. This will include formal orientation regarding the Anti-discrimination policy and procedures upon hiring. The policy and procedures along with whom to contact should a problem arise will be posted on the bulletin board in each office. A supervisor is obligated to discuss all complaints and/or issues brought to their attention with People & Culture by the next working day to determine if follow-up action is necessary. If the complaint is received in writing, the employee's supervisor or manager is obligated to forward such complaints to People & Culture immediately as per the procedures outlined in the Procedures Section of the Anti-discrimination Policy.

E&OE
Signed off this 25th day of July 2025

For the Union  For the Employer 

QUESTIONS

Please address any questions or comments regarding this policy to the David Suzuki Foundation People & Culture.

PROCEDURE

- (a) If you experience harassment, please follow this procedure:
- (b) If possible, tell the person harassing you to stop. You should be straightforward, direct and polite. You can say:
- "At the David Suzuki Foundation we have an Anti-discrimination Policy and we don't say/do that here."
 - Or, don't want you to say/do that."
 - Or, "I find that comment offensive."
 - Or, stop bothering me."

It may be that is the person is unaware that their behaviour is offensive;

If the issue is not resolved to your satisfaction, you may warn them that if the behaviour continues you will pursue this matter;

If you decide to pursue the matter with a formal complaint please file a written report with your supervisor, or their designate, promptly (it is important for your well-being and the work environment that these issues are resolved quickly);

If the complaint is about your supervisor please file the complaint with Human Resources, If the complaint is about People and Culture, please file the complaint with the Executive Director.

- (c) If you are not comfortable speaking to the person directly:
- (i) speak to your supervisor or People & Culture. They can help you assess what you're feeling and what should be done (this might include speaking to the individual on your behalf);
- (ii) if you decide to make a formal complaint, please file a written report with your supervisor or their designate promptly (it is important for your well-being and the work environment that these Issues are resolved quickly);
- (iii) if the complaint is about your supervisor please file the complaint with People & Culture, if the complaint is about People and Culture, please file the complaint with the Executive Director.

- (d) If you witness an incident, please follow this procedure:

E&OE

Signed off this 28th day of July 2025

For the Union



For the Employer



(i) if possible, talk to the individuals. You should be straightforward, direct and polite. You can say:

- "At the David Suzuki Foundation we have an Anti-discrimination Policy and we don't say/do that here:
- Or, "That's not an acceptable joke/comment/behaviour";
- It may be that the individual is not aware that the behaviour is offensive. If you decide to make a formal complaint please file a written report with your supervisor or their designate promptly (it is important for the work environment that these Issues are resolved quickly);
- If the complaint is about your supervisor please file the complaint with People & Culture, if the complaint is about People & Culture, please file the complaint with the Executive Director.

(ii) If you are a David Suzuki Foundation manager or Board member and you witness an Incident:

- you are obligated to verbally report the incident to People & Culture, promptly;
- People & Culture will determine if a written report is necessary;
- failure of a manager to report may result in a written reprimand being placed in the staff person's personnel file. Failure of a Board member to report may be reported to the Chair or Vice Chair of the Board.
- if the complaint is about People & Culture, please report to the Executive Director.

(e) Confidentiality

All affected individuals will be asked to agree to keep the issue in confidence.

(f) Role of the Supervisor

A supervisor is obligated to discuss all complaints and/or issues brought to their attention with People & Culture by the next working day to determine what follow-up action is necessary. If the complaint is received in writing, the employee's supervisor is obligated to forward such complaints to People & Culture immediately.

(g) Role of People & Culture

Upon receiving a formal complaint, People & Culture will respond in writing to the Complainant within 24 hours. The letter will note that the complaint has been received, that an investigation is underway and when the investigation is likely to be concluded.

People & Culture will conduct the investigation or may determine that a complaint will be better investigated by a committee or a third party (i.e. the incident has specific sensitivities or requires specific expertise). People & Culture will ensure the procedure is followed.

E&OE

Signed off this 22nd day of July 2025

For the Union



For the Employer



Based on established guidelines and the facts or nature of the complaint, People & Culture will advise appropriate action.

People & Culture will forward a written report and recommendations to the Executive Director.

(h) Role of the Executive Director

The Executive Director will review the material and the recommendation and make a final determination about appropriate action within two working days. Further action may be required. People & Culture will inform participants in the incident of the outcome of the complaint in writing.

(i) Timelines

The investigation must be completed in a timely manner and generally within ninety (90) days or less. Any complaint concerning psychological harassment must be filed within two (2) years of the last incident of the offending conduct. The timelines outlined may be extended in order to ensure a thorough and fair investigation.

E&OE
Signed off this 23rd day of July 2025.
For the Union [Signature] For the Employer [Signature]

**APPENDIX B – SALARY SCALE
SALARY SCHEDULE
EFFECTIVE ON RATIFICATION**

September 1, 2025 to August 31, 2026

CLASSIFICATION	WAGE BAND						
	1	2	3	4	5	6	7
1 (Coordinator)	55,500	57,165	58,737	60,205	61,560	62,791	64,047
2 (Administrator)	63,825	65,740	67,548	69,236	70,794	72,210	73,654
3 (Specialist)	67,638	69,667	71,583	73,373	75,023	76,524	78,054
4 (Sr. Specialist)	71,083	73,215	75,229	77,110	78,845	80,421	82,030
5 (Project Lead)	74,729	76,971	79,088	81,065	82,889	84,546	86,237

September 1, 2026 to August 31, 2027

CLASSIFICATION	WAGE BAND						
	1	2	3	4	5	6	7
1 (Coordinator)	57,165	58,880	60,499	62,012	63,407	64,675	65,969
2 (Administrator)	65,740	67,712	69,574	71,313	72,918	74,376	75,864
3 (Specialist)	69,667	71,757	73,730	75,574	77,274	78,820	80,396
4 (Sr. Specialist)	73,215	75,412	77,486	79,423	81,210	82,834	84,491
5 (Project Lead)	76,971	79,280	81,460	83,497	85,375	87,083	88,825

E&OE
Signed off this 13th day of May 2026

For the Union



For the Employer



September 1, 2027 to August 31, 2028

CLASSIFICATION	WAGE BAND						
	1	2	3	4	5	6	7
1 (Coordinator)	58,594	60,352	62,012	63,562	64,992	66,292	67,618
2 (Administrator)	67,383	69,405	71,313	73,096	74,741	76,236	77,760
3 (Specialist)	71,409	73,551	75,574	77,463	79,206	80,790	82,406
4 (Sr. Specialist)	75,046	77,297	79,423	81,409	83,240	84,905	86,603
5 (Project Lead)	78,895	81,262	83,497	85,584	87,510	89,260	91,045

General Principles:

- In addition to the Wage Band increases from Step 1 to 7, each year reflects a general wage increase already incorporated into the Wage Band grid as follows:

September 1, 2026: 3.0%
 September 1, 2027: 2.5%

- Initial placement

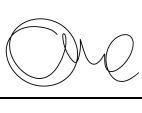
- As a starting point, upon ratification, effective retroactively to September 1, 2025, each current bargaining unit member shall be placed in the Classification and Wage Band within the Wage Band grid based on their years of service.
- Members promoted on or after September 1, 2025 shall be placed at the new Classification and Wage Band closest to their current salary, without any reduction. Once placement occurs for these members, they shall immediately move up one Wage Band upon ratification.

- Members hired prior to September 1, 2025 and already compensated at or above the maximum in their appropriate Classification and Wage Band who do not receive a minimum wage increase of at least 4.00% after the initial placement process shall receive the greater of (1) a one-time lump sum payment of \$1,000 or (2) the equivalent of a 4.00% wage increase upon ratification. The specific Employees impacted and to which this article is applicable, have been agreed upon by the Union and the Employer.

- New members hired on or after September 1, 2025 and already compensated at or above the maximum in their appropriate Classification and Wage Band after the initial

E&OE
 Signed off this 13th day of May 2026

For the Union 

For the Employer 

placement process shall receive a one-time lump sum payment of \$500. The specific Employees impacted and to which this article is applicable, have been agreed upon by the Union and the Employer.

5. Any wage increases on ratification will be retroactively calculated from the later of the member's date of hire or September 1, 2025, up to the date of ratification. Members promoted on or after September 1, 2025 will have their retroactive pay calculated from (1) September 1, 2025 to their promotion date using the previous Classification/Wage Band they would have been placed at; and (2) from their promotion date to the date of ratification using their new compensation.
6. September 1 will be used as the anniversary date to determine movement along the Wage Band grid after initial placement.
7. On September 1, 2026, members hired prior to September 1, 2025 shall move up one Wage Band. Members already compensated at or above the maximum in their appropriate Classification and Wage Band will not receive a wage increase, but shall receive a one-time lump sum payment of \$500. The specific Employees who will receive a lump sum payment rather than a Wage Band increase have been agreed upon by the Employer and the Union.
8. On September 1, 2027, members hired prior to September 1, 2026 shall move up one Wage Band. Members already compensated at or above the maximum in their appropriate Classification and Wage Band will not receive a wage increase, but will receive a one-time lump sum payment of \$500. The specific Employees who will receive a lump sum payment rather than a Wage Band increase have been agreed upon by the Employer and the Union.
9. Members promoted (or internally hired into a new position) after the initial placement process shall be placed at the new Classification and Wage Band closest to their current salary, without any reduction, and shall immediately move up one Wage Band within their new Classification upon the effective date of the promotion or hire.

As an illustration, a Coordinator at Wage Band 7 (\$64,047) who is promoted to an Administrator role between September 1, 2025 and August 31, 2026 would initially be placed at Administrator Wage Band 2 (\$65,740) and immediately moved up to Administrator Wage Band 3 (\$67,548) at the time of promotion.

10. The Employer may place new external hires up to Wage Band 2 based on their skills, abilities, experience and qualifications as required for the position. New external hires will not receive annual increases until their years of service with the Employer correspond to their initial Classification and Wage Band number, but will instead receive the greater of : (1) the Classification and Wage band salary corresponding to their number of years of service as of September 1 for the following year; or,(2) a one time lump sum payment of \$500.00.
If the Employer wishes to place a new external hire above Wage Band 2, the Employer shall develop a salary recommendation based on the above factors and submit it to the Union for negotiation.

E&OE

Signed off this 13th day of May 2026

For the Union



For the Employer



David Suzuki Foundation 2025
Employer Counterproposal

Union			Ver. 4
Number	Affected Article/MOU	Date: December 11, 2025	Time:
UP#34	Appendix C		

APPENDIX C - Employment Equity

- (a) The Employer commits to making employment and promotion decisions on the basis of qualifications, performance and merit, and to ensure a fair and equitable process.
- (b) The Employer commits to creating and sustaining a fair work environment that respects all persons regardless of gender, race, nationality, creed, disability, religion, marital status, ethnic origin, sexual orientation or age.
- (c) The Employer recognizes that in order to hire the most qualified candidate, the Employer will continue to engage in recruitment practices that are inclusive and respectful of diversity.

E&OE March 27, 2026
Signed off this _____ day of _____ 20_____

For the Union  _____

For the Employer  _____



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP #35	Appendix D		

APPENDIX D - ISSUES IN FOCUS

Commitment to Biannual Discussions

The Parties agree to meet twice a year to:

- Discuss new or ongoing workplace issues.
- Discuss strategies for mutual implementation of solutions.
- Establish a mutually agreed agenda for each meeting to ensure productive and focused discussions.
- Record and distribute minutes of each meeting.

Issues in Focus

Review of Job Descriptions and Implementation of Job Evaluation Process

The Employer will develop a plan to review job descriptions for all bargaining unit positions, to seek input from the Union and the Bargaining Unit, and to discuss the evaluation process to maintain internal and external equity.

Generative AI Policy

The Employer, with input from bargaining unit employees, will develop an AI Policy with application to bargaining unit and non-bargaining unit employees.

Conclusion

The Parties commit to engaging in these discussions in good faith, fostering a collaborative environment that prioritizes equity, inclusivity, and the well-being of employees. It is the Parties' mutual hope that removing these discussions out of the pressures of normal collective bargaining will lead to the kinds of creative, progressive thinking that the Parties aspire to.

E&OE

Signed off this March 11, 2026 day of _____ 20____

For the Union

For the Employer



**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP #36	LOA #2	<i>New</i>	

Letter of Agreement on In-Office Presence and Remote Work

LETTER OF AGREEMENT

BETWEEN

**THE DAVID SUZUKI FOUNDATION
(the "Employer")**

-and-

MOVEUP (the "Union")

RE: IN-OFFICE PRESENCE AND REMOTE WORK

Preamble

The Parties understand and agree that regular, in-person interaction between employees fosters meaningful collaboration, closer working relationships and the advancement of organizational objectives. Accordingly, the Parties commit to establishing a mutually agreeable protocol for a return-to-office transition, while allowing for bargaining unit work to be performed remotely under appropriate circumstances.

Return-to-Office Plan

Upon ratification, employees shall initially be required to work at least one (1) day in the office per week, on a specific day as approved by their supervisor. New employees shall be required to attend the office work at least two (2) days in the office per week during their probationary period.

Following ratification, the Employer and the Union shall meet on an ongoing basis to discuss and establish a gradual return-to-office plan, which shall address, among other issues:

- (1) expectations for increased, mandatory in-office presence over the term of this Agreement;
- (2) the logging of in-office days;

E&OE

Signed off this March 11, 2026 day of _____ 20____

For the Union

For the Employer

- (3) the booking of offices and other spaces;
- (4) a timeframe for implementation; and
- (5) a review and evaluation process.

The return-to-office plan shall be implemented no later than one (1) year following the date of ratification, unless the Parties agree otherwise.

For clarity, this Letter of Agreement and resultant plan(s) shall not apply to employees with pre-existing remote working arrangements approved by the Employer, and such arrangements shall be continued on their current terms. Medically supported accommodation arrangements are a joint responsibility of the employee, the Employer and the Union, and shall be managed on a case by case basis.

E&OE

Signed off this March 11, 2026 day of _____ 20____

For the Union



For the Employer





**David Suzuki Foundation 2025
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date: March 10, 2026	Time:
UP #37	LOU #3	<i>New</i>	

Letter of Agreement on Group RRSP Program

LETTER OF AGREEMENT

BETWEEN

**THE DAVID SUZUKI FOUNDATION
(the "Employer")**

-and-

MOVEUP (the "Union")

RE: GROUP RRSP PROGRAM

The Parties understand and agree that the establishment of a Group RRSP Program will encourage employees to save for retirement with the support of the Employer, while eliminating the substantial administrative burden associated with managing RRSP contributions on an individual basis. The Employer is committed to meaningfully collaborating with the Union to ensure that the Group RRSP Program is established on terms satisfactory to both parties.

As such, the Employer and the Union agree to meet on an ongoing basis following ratification to discuss and establish a Group RRSP program, including:

- (1) the designated provider;
- (2) a timeframe for implementation;
- (3) all other parameters of the Program, as appropriate.

E&OE
Signed off this March 11, 2026 day of _____ 20____

For the Union 

For the Employer 