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JA Central Ontario Company Program Student Participation Policies & Guidelines

Welcome To JA Central Ontario's Company Program!

There's one really important element that makes the JA Company Program a success each year – that's you! Every JA student plays an important role in making sure this is a successful, fun, and rewarding experience for everyone. The following policies and guidelines are designed to help everybody make the most of the JA Company Program.

Professionalism

Throughout this document and your experience in the JA Company Program, you will hear about how important it is to be professional and how JA companies conduct business in a professional manner. You may ask yourself, what does this mean? Professionalism has a broad definition, but it starts with your behaviour and how you conduct yourself. This document will outline all the policies which will support you to make a good impression on your team, your advisors (mentors) and will guide you towards success. And remember JA and your advisors are here to support you so if you ever have any questions, please don't hesitate to reach out!

Program Policies

Attendance and participation: To get the most out of your JA Company Program journey, please commit to attending every weekly session and participate actively in activities and discussions. Your focus at the meetings should be solely on collaborating with your team and building your business. You should not be working on homework or spending time on your phone/devices unless it is for JA related activities. Remember, the more engaged and effort you put into this program, the more fun you'll have and the more benefits you will reap in return.

- **Absences:** If you're not able to attend a meeting due to illness or another reason, please contact your advisors and team as early as possible prior to the meeting's start

Tel: 416-360-5252
info@jacentralontario.org
www.jacentralontario.org

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time – they'll note this down as an 'excused absence'. If you miss three meetings without letting them know, your advisors may dismiss you from the program. Communication is key here – keep your advisors and your team up-to-date, especially if you have any concerns about your attendance.

- **In-Person Programs:** All advisors and students who register for JA Company Program in-person understand that the program is held face-to-face. You will commit to attending in-person from November to April. Teams will have flexibility to move a limited number of meetings online (for example, if there is inclement weather) but the expectation is that you will meet in person as much as possible.
- **Virtual Programs:** Signing onto the meeting platform does not automatically constitute as an attendance! Please come to each meeting willing to participate actively in the program activities, assignments and discussions and be willing to participate on camera during virtual meetings. If you're signed on but not participating or engaged, your advisors will have the right to remove you from the online platform and count it as an absence.

Respect: It's important that JA companies, including all students and advisors, give everyone opportunity to speak at meetings and voice their opinions and suggestions. JA students are expected to:

- respect each other including differences in people, ideas, and opinions
- demonstrate honesty and integrity
- treat others fairly and with dignity
- seek assistance from advisors and/or JA to resolve any conflicts/disagreements peacefully
- collaborate as a team and assist one another
- support decisions made by the team in conducting its business

All communications (written and verbal) must be timely, respectful, courteous and professional. This means responding to messages as promptly as possible, demonstrating basic manners (including using language like "Please", "Thank you" and "Excuse me") and



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always showing kindness and politeness.

Communications with advisors: Students are not to meet one-on-one (1:1) with advisors at any given time, whether virtually or in-person. There must always be another advisor present in meetings with students. As this is a program that requires team collaboration, there should be no circumstances where one-on-one interaction with an advisor is required. This program does not require meeting your advisor outside of the program and at no time should students meet with their advisors privately or outside of scheduled program meeting times.

Financial obligations: As a JA student, you'll handle money, bank accounts, and financial obligations incurred by your JA Company in a safe and responsible manner under the supervision of your advising team. Financial transactions must first be discussed and approved by the student executive team and the advising team before they are carried out. This includes supply orders, student employee wages and commissions, charitable donations, payouts to shareholders, etc.

Confidentiality: You may have confidential and/or sensitive information about other students shared with you, depending on your role in the company - whether that's through formal or informal means. Regardless of how the information was shared or acquired, all JA students must protect and safeguard private information. Students will not disclose any such information without proper and specific authority, nor will they exploit this information to their personal advantage or the advantage of anyone else. If you're unsure whether information is confidential and/or sensitive, speak to your advisors and/or JA for further guidance.

***Please note:** As part of JA's safeguarding and confidentiality requirements, please do not share your full (first and last) names publicly including on the student company website, social media platforms, photos, or videos. Please use your first name (and last initial if necessary) instead.

Punctuality: It's important that meetings begin and end on time. You're expected to attend weekly meetings on time and participate actively. JA student executives should set time

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prior to the regular group meeting time to discuss that day's agenda (and communicate back with your advisors to keep them informed).

For in-person meetings, please ensure that your pick-up time immediately follows the end of your JA meeting.

Transportation: For in-person meetings, you're responsible for getting to and from weekly meetings. Parent/guardians are responsible for informing JA and the advising team which methods of transportation their child is permitted to use (e.g., transit, car, pick up, etc.) Any changes to these methods must be communicated by the parent/guardian to JA and the advising team in advance.

For safety, insurance and other legal reasons, volunteer advisors and JA staff are not permitted to provide transportation for student participants at any time.

For those meeting virtually, transportation to and from weekly meetings will not be required.

Virtual meeting space: If you're meeting virtually, please respect the virtual meeting platform provided by the advisors, as well as any other technology made available to the group. The virtual meeting platform sent out by advisors is to be used by registered JA Company Program students only. The link is not to be shared. Any abuse of this privilege will result in the dismissal of the student from the program.

Physical meeting space: For in-person meetings, you are expected to attend in person and respect the meeting facilities including any common areas, supplies and/or equipment made available to the group. Everyone is expected to help with clean up and room set up as required. Please always leave the meeting room as you found it!

Meeting your team outside of JA meetings: If you choose to meet up with other students outside of regular JA Company Program meetings, whether you're participating in-person or virtually, it is at your own risk and your responsibility.

Consumption of alcohol, marijuana, and illegal drugs: Consumption of alcohol, marijuana or illegal drugs during in-person or virtual JA company meetings is not acceptable.

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Inappropriate activity regarding these substances will result in the following:

- Your advisors will contact your parent/guardian and depending on the direction from your parent/guardian, you will either be sent home or be picked up immediately.
- The JA Company Program Lead will be notified.
- You will be dismissed from the program and will not be able to participate in any further activities, scholarships and/or events related to the program.

Cell phones, electronics, and other apps/games: All phones, electronic devices and other apps/games not being used for company activities should be turned off or muted during meetings.

Food/Snacks: Companies can set up their own policies with regards to having meals and snacks around during meetings. For in-person programs, the lead advisor for your program will communicate to you their policy around bringing food for consumption during meeting breaks. You must follow these policies as well as keep in mind any food allergies or sensitivities that may be present amongst team members.

Breaks and restrooms: Everyone is asked to respect the team's policies regarding snack breaks, restroom visits, etc. Always inform your advisors if you need to use the restroom or leave the meeting room for any reason.

Offsite meeting requirements: JA Central Ontario must approve any meetings that take place away from your agreed upon meeting location. For example, if you need to leave the designated meeting location to conduct business operations (i.e., banking, materials purchases), you and your advisors must make appropriate plans a minimum of one week in advance. You'll need to make sure you have at least two students and one advisor for these off-site visits. Students and advisors should follow JA policies regarding banking and should minimize any need to physically go to a bank. Please refer to JA's banking policy for more information.

***Please note:** Field trips/excursions (including workshops, events, office tours, etc.) that take place off-site from the JA Company Program location that you have been signed up to is strictly prohibited until further notice.

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Emergency contact information: You must provide the name and phone number(s) for a designated emergency contact. If there is any important information (including medical) that we need to be aware of and that may impact your participation, please share with your lead advisor and the JA Company Program Lead.

Parent/guardian consent form: Your parent/guardian will need to complete JA's online consent form which includes a participation waiver and photo/media release in order for you to participate in the program. This online form is sent directly to the parent/guardian email listed at registration time and must be completed prior to program start date.

Participation In JA Events: Students invited to participate in events for JA Central Ontario or JA Canada are expected to act professionally and follow all event guidelines. These events may include but are not limited to JA Central Ontario's Student Management Training, Governors' Celebration, Trade Show, Interview Night, and the JA Company Program end of year celebration (ventureON).

Termination Of Participation

You may be asked to leave the JA Company Program and/or associated events if your lack of attendance, participation or inappropriate conduct becomes problematic.

Remaining in good standing: To remain in good standing with JA Central Ontario, you must follow the policies outlined in this document and actively participate in team activities and meetings. If you're not considered to be in good standing, you will not be allowed to apply for scholarships and/or awards and may be dismissed from the program.

Activities that may jeopardize a participant's good standing include, but are not limited to:

- Attendance or tardiness issues
- Lack of engagement and active participation in the program and team activities (including continuously missing deadlines, not taking part in discussions, not completing assignments, not engaging at meetings, etc.)
- Lack of communication with the team and charter

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- Lack of respect for the team and its members or advisors

Dismissal due to attendance: If you miss three meetings without having an “excused absence”, you may be dismissed from participating in the program by the advising team. Advisors will make every effort to follow up with you to discuss your participation before they take any action. If they determine that the lack of attendance was due to circumstances beyond your control, and you’re willing to return to the program, the advising team may allow you to continue and will discuss an action plan for future meetings.

***Please note:** As this is a fast-paced program, missing even one meeting may impact your team’s ability to move forward. Make sure you are communicating with your advisors and team and doing your best to stay up to date. Your absences, lack of communication and/or lack of engagement may result in the advising team assigning your role and responsibilities (including if you are an executive) to another member of your team. The JA Company Program Lead may become involved to support in this process as required.

Dismissal due to performance/behavioural concerns: Any concerns regarding a student’s performance and/or behaviour in the program will be reported to the JA Company Program Lead by advisors. The JA Company Program Lead will work with your advising team to discuss the issues, complete an incident report, and set out next steps including speaking with you directly and setting up an action plan to improve your behaviour. If the behaviour continues, JA and/or your advisors will contact your parent/guardian, and you may be dismissed from the program.

Digital Best Practices

Digital channels such as virtual meeting platforms, communication tools and social media are powerful tools that can be used to work effectively and spread ideas between participants. JA Central Ontario expects all students to abide by its digital policy and use all digital channels respectfully and professionally.

Examples of digital mediums referred to in the policy:

- Virtual Meeting Platforms: Zoom, MS Teams, Skype, WebEx, GoToMeeting
- Communication Tools: Slack, Mural, Discord

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- Social Media Platforms: Instagram, TikTok, Facebook, Twitter, YouTube, LinkedIn

Digital House Rules: To ensure the health, safety, and success of JA Central Ontario experiences and events, our [Digital House Rules](#) set out our expectations and standards for digital interactions by all JA stakeholders – including volunteers, partners, program participants (students and educators), and staff.

Online conduct: JA Central Ontario volunteers, staff and students must communicate online appropriately, professionally, and respectfully, just as JA Central Ontario would expect them to communicate if they were present in person. Profanity, sexualized language, jokes, or images, or communications about adult topics, drugs, or alcohol, are never appropriate, whether it be in written communications, streaming video, or otherwise over the internet.

Professionalism: It is expected that online interactions are strictly related to the JA experience or event being discussed. JA volunteers and staff must limit their communication with students solely to official JA-administered or JA-sanctioned platforms, and meetings and other interactions with students on a one-to-one basis should be avoided. Volunteers and staff should not “friend,” “follow,” “add,” “accept,” or privately correspond with students online or through any digital channel, including via text, e-mail, or any social media platforms, such as Facebook and Twitter. Any online misconduct or conduct that falls below the standards expected by JA can result in immediate and permanent dismissal as a JA volunteer.

The only social media interaction with students should occur through a JA-administered social media platform as part of a JA program. JA volunteers should not communicate with any students through any platform not directly controlled by JA. Admins, editors, and account holders of JA Central Ontario social media accounts must keep all personal social media separate from the JA Central Ontario social media profiles they manage.

Privacy: Be aware that communications and posts made online, especially on social media, are permanent and can extend past your peers to be viewable by millions of people. Emails, chats, and posts may be saved, forwarded/shared to others without the original author’s knowledge. Deleted emails and posts may be retrieved at a later date.

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- Consider any data or information you post or share online as permanent and visible to the entire worldwide web. Do not post personal information that could be used to steal your identity
- Respect the personal information and privacy of others and do not forward personal electronic mail messages or share personal information to others without permission
- Never use anyone else's log-in account or share your own log-in credentials with anyone else
- Never share your team's log-in credentials or meeting links with anyone outside of your JA program
- To protect your identity only display your first name while in virtual meetings
- Only authorized students can participate in program activities, communications, and meetings – students who invite others to join meetings or share any of the program communications with others outside of the JA Company without permission will be dismissed from the program.

Reputation: Your posts are a representation of yourself, your team, and any future organization you may work for. JA students are expected to act courteously and professionally and present yourself online as you would in person.

- Be mindful of the language you are using in your emails, chats, and posts including the use of sarcasm/humour that may be considered offensive
- Be aware of the audience you are speaking to or who can potentially see your post and use an appropriate tone to address them accordingly

Respectfulness: Be respectful always when working online. Carefully consider what you post or say beforehand. Content on communication tools and social media websites should encourage comments or discussion of ideas. Consider all comments on how they might reflect on you or affect your peers. Absolutely no offensive, insulting or threatening comments will be tolerated. Communication tools and social media websites should only be used as a platform for sharing content and not for cyber bullying or harassment.

- Avoid gossip and never discuss in any open forum (i.e., forum, chat, or email) information that is critical or harmful of another individual. Remember that statements about others may find their way back to them

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- Never share, engage in, or participate in hate propaganda or other forms of behaviour motivated by hate or bias
- Never share any information including text or graphics that may reasonably be construed as obscene, offensive, or threatening to others
- Never use any abusive, threatening, or offensive language in either public or private messages

Factual Content: Information can spread quickly online and can easily be misinterpreted or taken out of context. Any posts that reference JA or link to a JA website should reflect JA in a positive light and include only accurate public information.

Photo use: Taking unauthorized photographs/videos of members or participants, guests, volunteers, students or children is prohibited. JA Central Ontario volunteers and staff should refrain from sharing these photos/videos, whether on personal social media accounts or otherwise. If pictures are needed for JA's website, flyers, social media, etc., they are to be taken by designated/approved staff only and must be accompanied by a signed photo release form to be kept on file.

Copyright and trademark infringement: As a JA student you are operating as a legal entity and business and must respect all copyright laws. You must consider any possible copyright or trademarks you may infringe upon when creating your business. Consider all possible names, logos, slogans, and designs before finalizing your company ideas.

Misconduct: All students are accountable for their own representation and behaviours online. JA Central Ontario takes acts of misconduct very seriously and students may be suspended or removed from the program immediately if their behaviour on these platforms is deemed unacceptable, inappropriate, or threatening.

Any person who may reasonably suspect misconduct must report these suspicions immediately to a volunteer or employee of JA Central Ontario.

Privacy Policy: For more information about JA Central Ontario's use of data and stakeholder information, please refer to our [Privacy Policy](#).

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Anti-Bullying Policy

JA Central Ontario recognizes the serious nature of bullying and the negative impact that it can have on students' lives and learning. We are committed to creating a safe, positive, and inclusive learning environment where all students regardless of gender, race, sexuality, or disability feel supported and are provided the necessary tools to identify bullying behaviours, seek guidance, and deal with conflict positively and confidently. JA is committed to taking a leadership approach to developing and implementing education and prevention strategies aimed at building empathy, respect and resilience in students and providing ongoing evaluation of its effectiveness.

What is bullying? Bullying is aggressive behaviour that is typically repeated over time. It is meant to cause harm, fear or distress or create a negative environment for another person. Bullying can take on different forms: physical, verbal, social or electronic, often called cyber-bullying (Definition Source: TDSB).

JA Central Ontario will not tolerate any instances of bullying, harassment, or any form of aggressive or put down behaviours including but not limited to physical aggression or violence, intimidation, isolation, or exclusion, spreading of rumors, cyber-bullying, name calling, or extortion.

Roles And Responsibilities: We believe that everyone has a role in preventing and tackling bullying behaviours. If you are experiencing bullying or if you have witnessed an instance of bullying, we encourage you to report it to your advisor or to JA immediately.

Advisors are expected to act as role models and mentors and to maintain a safe environment for all students. Advisors are to take all accusations and reports seriously and contact JA as soon as an incident is reported.

Parents/guardians should check in and communicate regularly with their child/children and encourage their child/children to speak up if they are experiencing any conflict. Reach out to JA if there are any questions or concerns.

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JA will take all accusations and reports seriously and will work with the advising teams to enforce policies. JA will also provide training to advisors which will include identifying bullying behaviours and reporting procedures.

To create a positive environment for sharing and learning, any bullying instances should be reported to an advisor immediately. The disclosure will be investigated, parents will be contacted, and the student engaging in the bullying behaviours may be dismissed from the program and not be allowed to participate in any further activities.

Contact Information

For more information regarding the policies and guidelines outlined in this document or if you have any questions, please email: companyprogram@jacentralontario.org

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