



CHARTER - EMPLOYEE ADVISORY GROUP

(Effective November 1, 2019)

1.0. MISSION | PURPOSE:

To provide a diverse group of Prospect Park employees, through a group format and facilitated process, the opportunity to actively share ideas, suggestions and recommendations that meaningfully contribute to the quality of their work life and a positive employee experience across all areas of the organization.

2.0 GROUP FOCUS & GOALS

The focus and goals of the Employee Advisory Group are as follows:

1. To serve as a sounding board and thought partner to the HR team and senior executive leadership in the planning, shaping and implementation of all people, talent and culture initiatives as part of the Alliance's HR transformation project;
2. To serve as a forum for discussing a range of HR and work life issues that are important to employees and developing plans and strategies to meaningfully address them. Group members will be expected to bring these issues to the attention of the group for resolution;
3. To solicit ideas and feedback from employees on how to increase employee engagement that fosters positive employee experiences and builds awareness and support for these activities;
4. To champion a work environment that fosters communication, collaboration and teamwork;
5. To review the results of the annual Engagement Survey detailing current levels of staff engagement relative to the prior year's results and make recommendations for the coming year to address any concerns or trends.

3.0 ORGANIZATION | PROCESS | LEADERSHIP

1. The Employee Advisory Group will be led the Senior Director of People & Culture. Meetings will be jointly facilitated by the Senior Director of People & Culture and two members of the group (Co-Facilitators) without regard to title or function. The Co-facilitators will volunteer and be agreed upon by the group and will serve in this role for four (4) consecutive meetings after which there will be a rotation and new Co-Facilitators will be appointed.
2. Meetings will be held approximately once every 4-6 weeks or more frequently as needed, depending on the planning and status of various HR matters and employee initiatives. The Senior Director People & Culture will circulate a draft meeting agenda in advance of each meeting for consideration by group members. The general format of the Agenda will provide for approximately half the meeting to be devoted to discussing current and planned HR transformation initiatives and the second half to HR and work life matters of importance to staff. The final agenda for each meeting will incorporate additions and/or modifications suggested by group members. The Senior Director will ensure that all staff are provided an opportunity to suggest issues for consideration by the Employee Advisory Group through either email, the new HR portal, input at All Staff or other team meetings, visiting the People & Culture Office and/or other forums.
3. Depending on the complexity of the HR and work life matters slated for discussion, it is generally expected that up to three (3) matters will be addressed at each meeting. The goal will be to bring successful closure



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to each matter including any applicable recommendations and follow-up actions. Those matters that are not resolved because they require further discussion and/or input from senior leadership will be carried over to the following meeting Agenda until they are satisfactorily addressed or deferred.

4. Periodically, the Alliance President and COO/CFO will participate in meetings of the group upon request and when the nature and impact of issues discussed have implications for the broader organization and require their executive level input.
5. The Senior Director People & Culture will prepare minutes of each meeting of the group and these will be distributed to all staff.
6. While every group benefits from certain structure and process, the goal of the Employee Advisory Group is to be somewhat informal so that it fosters a highly interactive process and instills a culture that inspires openness, honesty and integrity and encourages all staff to be active contributors to discussion among group members.
7. It is expected that group members will be collaborative and respectful of other members and the different points of view they bring. The group will consider the broader goals and best interests of the Alliance in making recommendations for consideration by senior executive leadership.

4.0 STAFF PARTICIPATION | GROUP COMPOSITION

1. The Employee Advisory Group will consist of approximately 12-15 staff who reflect the diversity of Prospect Park employees and represent a cross-section of the staff including representatives from the following functional groups: (2) Senior Staff Members; (3) People Managers and (7) Individual Contributors including at least one seasonal employee.
2. The Senior Director People & Culture will solicit suggestions for staff participation from the Senior Staff and People Managers. Additionally, employees will be provided an opportunity to volunteer to participate on the Employee Advisory Group and decisions about their participation in the group will be determined by the Senior Director People & Culture.
3. To qualify for participation in the group an employee must: (i) have been employed by the Alliance for at least one (1) year; (ii) have an overall positive rating on their most recent performance review; and (iii) not have been subject to disciplinary action or a performance improvement plan in the past two years.
4. Staff will participate in the group for periods ranging from 12-18 months to facilitate an orderly rotation and transition of group members. It is anticipated that approximately half the members will rotate off the group at 12 and 18 months respectively (this may vary based on levels of participation at the time) to allow for new members and ensure that over time, a significant number of staff have the opportunity to participate in the group.
5. New staff appointments to the group will be considered whenever there is a vacancy in the group due to one of the following circumstances: (i) a member no longer wishes to participate; (ii) a member ceases to be an Alliance employee; (iii) a member misses more than 3 meetings in a 12-month period and as a result, is no longer eligible for participation; or (iv) during "off-seasons" when a seasonal staff member in the group is unavailable to participate and is replaced on an interim basis.