TAKE YOUR KIDS TO WORK POLICY

<Organization Name> believes that students and children should have the ability to view the area and the everyday activities of their parent(s) at work. The organization believes that this enables the students and children to make more informed decisions and assists them in exploring and planning their career paths.

The Take Your Kids to Work day will provide students with a variety of planned group activities as well as the opportunity to spend a portion of the day job shadowing their parent/host. Students will also have the chance to learn more about the services offered by <Organization Name>.

The purpose of this policy is to set out guidelines for the annual taking your kids to work day.

Scope

This policy applies to all employees who are parents, guardians, and/or relatives of students who wish to participate in taking their kids to work.

POLICY

Employees are encouraged to have their children participate in this special event day. Employees are encouraged to host their:

* child
* niece, nephew, grandchild, or other relative
* friends'/neighbors' child
* insert any others

Employees who have children who would like to participate in this special event day are asked to please see the instructions below:

1. Make the following request to your manager or designated person:

To request participation, <Organization Name> employees interested in having a student participate in this initiative must speak with <insert name of Person in Charge>.

1. Confirm the following information:

Once accepted, the <insert name of Person in Charge> will confirm the Take Your Kids to Work Day details (time, location, and employee name who will supervise the student) with the employee requesting the experience.

1. Fill out forms and register:

The student who wishes to participate in Bring Your Kids to Work Day must review and/or complete the following forms and registration. Prior to the special day, these forms must be reviewed and/or completed and submitted to <insert name of Person in Charge>.

Employee Responsibilities

The hosting employee is responsible for:

* Providing a safety orientation at the beginning of the day to ensure that the child understands where they can and cannot go.
* Informing their work neighbours and others in the office that they will have their child coming to work.
* Remind their child of pertinent company policies before they come to the workplace.
* Enrolling the student in the program and ensuring that <insert name of Person in Charge> receives the necessary documents.
* Dropping off and picking up the student(s) at the designated location.
* Supplying a job shadowing component for a portion of the day.

Note: <Organization Name> holds no liability for injuries or accidents that might take place during this special event.