GAP ANALYSIS POLICY

| LONG TITLE | GAP Analysis Policy for Human Capitol | DATE OF ENACTMENT | 01 April 2022 
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<tbody>
<tr>
<td>REFERENCE No.</td>
<td>H-49</td>
<td>LAST AMENDED</td>
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<td>(See Appendix A)</td>
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<tr>
<td>CATEGORY</td>
<td>Human Resources</td>
<td>COMPETENT CHAMBER</td>
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PURPOSE:

CUSA is a unique work environment that requires a diversity of skills and ability to ensure an efficient CUSA. To ensure that all required skills are present in order to meet the needs of the organization, this policy outlines how regular analysis of departmental capacity and human resources will be conducted.

1.01 SCOPE

(1) This Policy applies to all full-time members of the CUSA both elected and hired.

1.02 ADMINISTRATION

(1) The Director Human Resources is responsible for administering the revisions of this Policy, with regular reports.

1.03 EXPECTATIONS AND RESPONSIBILITIES

1.04 CUSA shall:

(1) Maintain an up to date Gap Analysis that outlines departmental and staffing needs.
(2) Review the operational and skills gap within a department as well as any succession considerations or vacancies. This review will be conducted on an annual basis and presented to the Board of Directors.
(3) Conduct the Gap Analysis as per the Gap Analysis Procedure.