

your**logo**

EMPLOYEE HANDBOOK



company name

address

phone

web address

Table of Contents

- SECTION 1 - ABOUT (COMPANY)..... 4**
 - 1.1. Message from the President.....4*
 - 1.2. Our History, Mission, Mandate, Vision, Values4*

- SECTION 2 – HOW TO USE THIS HANDBOOK 5**
 - 2.1. Using this Handbook5*
 - 2.2. Definitions used in this Handbook6*

- SECTION 3 – CODE OF CONDUCT..... 8**
 - 3.1. Accepting and Giving Entertainment and Gifts8*
 - 3.2. Behaviour Outside the Workplace8*
 - 3.3. Conflict of Interest8*
 - 3.4. Confidentiality9*
 - 3.5. Disputes/Conflict Resolution9*
 - 3.6. Equity, Diversity, Inclusion and Access (EDIA)10*
 - 3.7. Ethics10*
 - 3.8. Inter-Office Relationships10*
 - 3.9. Non-Solicitation10*
 - 3.10. Privacy11*

- SECTION 4 – EMPLOYMENT 12**
 - 4.1. Access to Personal Records12*
 - 4.2. Attendance12*
 - 4.3. Dress Code13*
 - 4.4. Hours of Work and Overtime.....13*
 - 4.5. Payroll Periods, Pay Days, and Pay Administration.....14*
 - 4.6. Probation14*
 - 4.7. Performance Reviews/Evaluations15*
 - 4.8. Performance Improvement and Progressive Discipline15*
 - 4.9. End of Employment16*
 - 4.10. Service Time16*

SECTION 5 – VACATION, HOLIDAYS AND LEAVES	17
5.1. Bereavement Leave	17
5.2. Illness/Sick Leave	17
5.3. Jury Duty.....	18
5.4. Pregnancy/Maternity, Parental, and Adoption Leaves	18
5.5. Statutory Holidays and Statutory Holiday Pay	18
5.6. Vacation Entitlement and Pay.....	19
5.7. Unpaid Leaves of Absence	19
5.8. Other Leaves.....	20
SECTION 6 – HEALTH, SAFETY, AND EMPLOYEE WELFARE	21
6.1. Accessibility	21
6.2. Animals in the Workplace.....	24
6.3. Discrimination, Workplace Violence and Harassment	25
6.4. Flexible Work Arrangements	27
6.5. Occupational Health and Safety.....	27
6.6. Right to Disconnect	31
6.7. Scented Products in the Workplace.....	32
6.8. Smoking in the Workplace.....	32
6.9. Substances, Alcohol and Drugs in the Workplace	32
6.10. Weather-Related and Emergency Closings	33
SECTION 7 – BUSINESS POLICIES	36
7.1. Company Vehicle Use	36
7.2. Information Technology Use	36
7.3. Electronic Monitoring.....	37
7.4. Social Media Use	37
7.5. Workplace Artificial Intelligence (AI) Use.....	38
7.6. Media Relations.....	39
7.7. Working Remotely.....	40
Appendix A – Policy Manual Acknowledgement	41