



ACHKAR LAW
Work. Smarter.

HR Maintenance Package

Table of Contents:

Accommodation Policy	2
Discipline Policy	8
Work From Home Policy	14
Harassment and Bullying Policy	20
Workplace Violence Policy	25

Workplace Party Obligations

_____ (Employer Name) is committed to responding to accommodation requests in a timely, confidential and sensitive manner. Accommodation is a shared responsibility between employees, supervisors [the Union] and _____ (Employer Name). Employees [and the Union] are expected to cooperate with _____ (Employer Name) in the search for and implementation of reasonable accommodation. _____ (Employer Name) is responsible for:

- Providing individual accommodation, to the point of undue hardship.
- Dealing with requests for accommodation in a timely and sensitive manner.
- Eliminating barriers that prevent employees from accessing or being included in the workplace on the basis of disability.
- Identifying suitable accommodations.
- Ensuring that employees [and job applicants] are advised of their right to seek accommodation on the basis of disability.
- Maintaining the employee's [or job applicant's] privacy, to the extent possible by treating accommodation requests as confidential.
- Providing the employee with a copy of their individualized accommodation plan.]
- Informing the employee of the reasons, if their accommodation request is denied.
- Ensuring that this policy is implemented in the workplace.
_____ (Supervisors/Managers) are responsible for:
- Treating all employees and job applicants with dignity and respect.
- Initiating discussions about accommodation when they are aware that an employee [or job applicant] may have a need for accommodation but is otherwise unable to articulate that need.
- Dealing with requests for accommodation in a timely, confidential and sensitive manner.
- Advising their subordinates of the information needed to be provided with their request for accommodation.
- Referring accommodation requests to _____ (Name of Department) Department.
- Participating in discussions of accommodations options with [the employee] [and] [the _____ (Name of Department) Department].
- Working with _____ (Name of Department) Department to [facilitate]/Facilitating the implementation of any accommodation offered.
- Monitoring any accommodation provided to ensure continued effectiveness.
- Ensuring this policy is implemented in the workplace.
- Employees and Job Applicants are responsible for:
- Requesting accommodation from the employer when needed.
- Helping to identify potential accommodation options.

[INSERT IF APPLICABLE: Investigations]

All incidents or allegations of misconduct will be investigated before _____ (Employer Name) proceeds with disciplinary measures. The depth of investigation required will depend on the nature of an incident or allegations and will vary from case to case. [Investigations will normally be carried out by the employee's _____ (supervisor/manager). Where warranted in the circumstances [_____] (Position)/the Human Resources Department] will appoint a separate internal or external investigator to carry out the investigation.]

An investigation may involve interviewing and taking statements from the subject of allegations and any witnesses, and/or reviewing relevant documents. Employees must co-operate fully and promptly in any investigation. This will include providing the names of any relevant witnesses, disclosing any relevant documents, and attending investigative interviews if required.

[Employees do not have the right to bring a companion or representative to an investigative interview. However, _____ (Employer Name) may allow an employee to do so if required to allow the employee to fully participate in the interview in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Ontario Regulation 195/11.

Suspensions Pending Investigation

In some circumstances _____ (Employer Name) may need to suspend an employee from work during an investigation into allegations of misconduct. Any such suspension will be for no longer than is necessary to complete the investigation. _____ (Employer Name) will confirm the suspension in writing. While suspended an employee should not visit _____ (Employer Name) premises or contact _____ (Employer Name)'s clients, customers, suppliers, contractors or staff, or any witnesses involved in the investigation, unless authorized to do so by _____ (Position).

Suspension of this kind is not a disciplinary penalty and does not imply that any decision has been made about allegations of misconduct. An employee suspended pending investigation will continue to receive their full compensation and benefits during the period of suspension and will remain bound by their terms and conditions of employment. During a suspension, an employee is required to co-operate with investigative procedures such as interviews or document disclosure.





WORKPLACE HARASSMENT [AND BULLYING] PROCEDURES

_____ (Employer Name) has developed specific procedures for reporting and investigating any incident of harassment [or bullying].

Complaint Procedure

Any employee who is the subject of workplace harassment or otherwise becomes aware of an incident of workplace harassment is required to report the matter, as soon as possible, to [their supervisor/the Human Resources Department], who will attempt to informally resolve the matter to the mutual satisfaction of both the victim and the alleged harasser. [If the conduct involves their supervisor, the [employee/worker] should contact [the Human Resources Department/the next level above their supervisor/the _____ (Employer Name)'s hotline] instead.]

If the [supervisor/Human Resources Department] cannot informally resolve the incident to the mutual satisfaction of both the complainant and the alleged harasser, or in situations where informal resolution is not appropriate, _____ (Employer Name) will conduct a formal investigation into the incident.

[If the incident is not informally resolved, the/they complainant [will be encouraged to/ will be required to] complete a [Discrimination, Harassment or Retalial Complaint Form/[DHRMPL/ADR/ FOLTA Form]], and provide this form to [their supervisor/the Human Resources Department]. [The supervisor must provide this form to Human Resources within [24 hours/[TIME FRAME]] of receiving the complaint.]