



ACHKAR LAW
Work. Smarter.



HR Starter Package

TABLE OF CONTENTS:

Offer of Employment Letter	2
Full Time Employment Agreement	3
Human Rights Policy	7
Employee Handbook	10

3. Human Rights Policy

(insert letterhead)

[HUMAN RIGHTS/ANTI-DISCRIMINATION] POLICY

_____ (Employer Name) is committed to providing a workplace that is free from unlawful discrimination [and harassment]. All employees are entitled to a working environment where they are treated with respect and dignity and have equal opportunity to fully contribute. All individuals are required to conduct themselves in a professional manner on company premises or while performing work and refrain from engaging in discrimination or harassment.

All employees have the right to a workplace free from discrimination and harassment based upon characteristics protected under the Ontario Human Rights Code including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and disability.

Discrimination occurs when an employer's rules, policies, procedures, or working conditions adversely affect an employee because of the employee's membership in a protected group.

Harassment is a form of discrimination. Discriminatory harassment means engaging in a course of vexatious comment or conduct that is known or ought to reasonably be known to be unwelcome based upon protected characteristics.

Distinctions based upon merit or qualifications will not constitute discrimination.



4. EMPLOYEE HANDBOOK

WELCOME TO THE TEAM

[WELCOME STATEMENT]

[DESCRIPTION OF KEY ORGANIZATIONAL GOALS AND VALUES]

Purpose of This Handbook

This handbook contains important information about working conditions at _____ (Employer Name). It also explains the standards and expectations all _____ (Employer Name) employees are expected to meet during their employment. Employees are required to review this handbook and to acknowledge that they understand its contents.

This handbook is not exhaustive. It will be interpreted and applied together with _____ (Employer Name)'s workplace policies and procedures. For the full version of all policies and procedures refer to _____ (Employer Name)'s [intranet site/policies and procedures manual, available by contacting _____ (Department Name)].

At all times, employees must comply with the standards and expectations set out in this handbook (and in _____ (Employer Name)'s policies and procedures). Any breach of these standards and expectations may be treated as misconduct and subject to discipline up to and including termination, as described in the Progressive Discipline portion of the handbook.

Employees are also responsible for asking for help or clarification if they do not understand any aspects of this handbook or of _____ (Employer Name)'s policies and procedures. Any questions should be directed to [a supervisor/manager] _____ (Department Name).

Compliance with Workplace Laws

_____ (Employer Name) complies with all laws governing the workplace. Our goal is to create an environment where employees know their rights and feel secure in exercising them. To that end, all employees and members of management are prohibited from interfering with or retaliating against an employee who seeks to invoke their legal rights in good faith. Any employee who feels they have experienced such reprisal should report the incident to [a supervisor/manager] _____ (Department Name).

Employees must not attempt to invoke workplace rights in bad faith, maliciously, or without a reasonable and probable basis. Such attempts, as well as acts of reprisal, are serious acts of misconduct as described in the Progressive Discipline section of this handbook.

WORKPLACE SAFETY

Health and Safety

_____ (Employer Name) integrates health and safety into all workplace activities. Our goal is a healthy, injury-free working environment.

As the employer, _____ (Employer Name) is ultimately responsible for health and safety in the workplace. [_____ (Employer Name) is committed to complying with safety requirements under Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16

All employees are required to participate in safety training and work in compliance with [the safe work practices and procedures established by _____ (Employer Name)'s Health and Safety Program]. Employees must report any unsafe workplace conditions, or any workplace injury, accident or illness to their [supervisor/manager/_____, (Name of department)].

Employees may refuse to work or do a particular work where he or she has reason to believe that:

(a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;

(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;

(b.1) workplace violence is likely to endanger himself or herself; or

(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Upon refusing to work or do particular work, the employee shall promptly report the circumstances of refusal to _____ (Employer Name), who shall investigate the report in accordance with the Occupational Health and Safety Act, R.S.O. 1990, c. O.1.

On an ongoing basis, _____ (Employer Name) will consult and co-operate with the [Joint/Worksite] health and safety committee/workplace committee/occupational health committee/employees' workers' to identify hazards, respond to safety concerns and create procedures for a healthy and safe work environment.