



Your Company Name
HR | Orientation Manual

Table of Contents

INTRODUCTION.....	8
<i>Welcome</i>	8
<i>About This HR Manual</i>	8
STAFF POLICIES.....	9
<i>Overview</i>	9
<i>About Staff Policies</i>	9
<i>Terminology Used in This Manual ("Terminology").....</i>	10
<i>Who Do 'Staff Policies' Apply To?</i>	10
<i>FAQ.....</i>	11
Conditions of Your Engagement.....	13
<i>Sign-Off on Staff Policies</i>	13
<i>Consequences of Non-Adherence to 'Staff Policies'</i>	14
<i>No Expectation to Workplace Privacy.....</i>	14
<i>When You Leave the Company</i>	15
<i>Employee Benefits Plan Participation & Long-Term Absence</i>	16
Conduct Expectations.....	17
<i>Code of Conduct</i>	17
<i>Off-Duty Conduct</i>	17
<i>Confidentiality Agreement</i>	18
<i>Non-Competition, Non-Solicitation, & Non-Disparagement Agreement.....</i>	21
<i>Intellectual Property.....</i>	23
<i>Use of Technology Tools & Electronic Communication.....</i>	23
<i>Information Technology Security</i>	31
<i>Personal Activities in the Workplace.....</i>	37
<i>Impairment-Free Workplace</i>	38
<i>Insider Trading</i>	39
<i>Dating Co-Workers.....</i>	40
<i>Whistle-Blower Policy.....</i>	43
<i>Conflict of Interest.....</i>	44
<i>Gifts & Gratuities</i>	45
<i>Solicitation on Company Premises</i>	46

<i>Appropriate Office Attire</i>	47
<i>Intoxication at Company Events</i>	48
<i>Use of Mobile Devices</i>	49
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i>	51
<i>External Company Communications</i>	52
Attendance, Reporting Hours & Payroll	55
<i>Attendance</i>	55
<i>Lunch & Breaks</i>	55
<i>Overtime</i>	56
<i>Approving, Communicating, & Recording Absences</i>	58
<i>Payroll & Pay Day</i>	61
HUMAN RESOURCES	62
<i>Who Does this Human Resources Section Apply To?</i>	62
Orientation & Onboarding	62
<i>New Employee Orientation</i>	62
Legislated Policies	63
<i>Health & Safety</i>	63
<i>Prevention of Harassment & Discrimination</i>	65
<i>Prevention of Workplace Violence</i>	70
<i>Impairment & Substance Dependency</i>	73
<i>Smoke-Free Workplace</i>	75
<i>Protected Grounds — Duty to Accommodate</i>	76
<i>AODA Integrated Accessibility Standards — Information & Communications, & Employment</i>	77
<i>AODA — Accessible Customer Service Standards</i>	80
<i>Pay Equity</i>	85
<i>PIPEDA Privacy Compliance Policy</i>	86
<i>Privacy of Employee Personal Information</i>	89
<i>Garnishments</i>	91
Legislated Leaves	92
<i>Continuing Benefits & Seniority While on Leave</i>	92
<i>Vacation</i>	92
<i>Public Holidays</i>	95

<i>Pregnancy & Parental Leave</i>	98
<i>Personal Emergency Leave.....</i>	100
<i>Family Medical Leave.....</i>	101
<i>Family Care Giver Leave</i>	102
<i>Domestic and Sexual Violence Leave</i>	103
<i>Critical Illness Leave</i>	104
<i>Crime-Related Child Death or Disappearance Leave</i>	106
<i>Organ Donor Leave</i>	107
<i>Reservist Leave.....</i>	108
<i>Declared Emergency Leave</i>	108
<i>Time Off to Vote</i>	109
<i>Jury Duty</i>	110
Other Employee Leaves & Closures	111
<i>Sick, Personal & Short-Term Disability Leave (SPS Leave) — Option 1</i>	111
<i>Incidental Illness & Personal Time — Option 2</i>	118
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits — Option 2.....</i>	121
<i>Bereavement & Compassionate Leave</i>	122
<i>Unscheduled Office Closures.....</i>	123
<i>Personal Leave of Absence</i>	124
Rewards & Benefits.....	126
<i>Variable Pay Rewards</i>	126
<i>Health Care Benefits</i>	126
<i>Flexible Work Schedule</i>	128
<i>Company-Paid Parking & Mobile Device Benefits.....</i>	131
<i>Wellness Benefits</i>	132
<i>Retirement Plan</i>	133
<i>Job Descriptions</i>	135
Employee Development, Performance, & Exit.....	136
<i>Probationary Period</i>	136
<i>Performance Reviews.....</i>	136
<i>Performance Improvement Plan (PIP).....</i>	137
<i>Training & Development</i>	139

<i>Computer Training</i>	142
<i>Professional Memberships</i>	143
<i>Employee Resignation & General Exit Procedures</i>	144
Hiring	146
<i>Applying for Open Job Postings</i>	146
<i>Candidate Referral Bonus Program</i>	147
<i>Re-Hiring Former Employees</i>	149
<i>Hiring Family Members & Friends</i>	150
ABOUT THE COMPANY	153
About Us	153
<i>Vision & Mission</i>	153
<i>Definition of Business Success</i>	153
<i>Business Priorities for <YEAR></i>	155
<i>Service Philosophy</i>	156
<i>Competitors</i>	158
<i>Company History</i>	158
<i>Organizational Chart</i>	159
Our Culture	160
<i>Core Values</i>	160
<i>Culture</i>	160
<i>Giving Back</i>	162
<i>Service Recognition Awards</i>	163
<i>Annual Recognition Awards</i>	164
<i>Recognizing & Celebrating Employee Personal Milestones</i>	165
<i>All-Hands Meetings</i>	167
<i>Lunch & Learns</i>	168
<i>Social Events</i>	168
<i>Treat Days</i>	169
Our Brand	170
<i>Our Brand</i>	170
<i>Elevator Pitch</i>	170
<i>Our Logos & Branding Guidelines</i>	170

OUR PRACTICES.....	172
Information Technology.....	172
<i>IT Technical Support.....</i>	172
<i>Computer Equipment Upgrade Cycles</i>	173
<i>Our Printers.....</i>	173
Communicating in the Workplace	175
<i>Conflict Resolution & Communication</i>	175
<i>Effective Email Communication & Etiquette</i>	176
<i>Email Signatures.....</i>	180
<i>Running Effective Meetings</i>	180
<i>Suggestions in the Workplace</i>	184
<i>Exit Interviews</i>	184
Security.....	185
<i>Emergency Contacts.....</i>	185
<i>Key Cards, Access to Premises, & Lock-Up.....</i>	186
<i>Visitors.....</i>	187
Expenses & Fiscal Responsibility	189
<i>Fiscal Responsibility.....</i>	189
<i>Expense Reporting.....</i>	189
<i>Accounts Payable & Expense Approval.....</i>	190
<i>Travel Expenses</i>	192
<i>Department Codes</i>	198
Facilities.....	200
<i>First Aid</i>	200
<i>Office Map.....</i>	200
<i>Our Lunchroom</i>	200
<i>Bulletin Boards</i>	201
<i>Our Individual Work Space.....</i>	202
<i>Nursing Mothers</i>	204
<i>Facility Temperature Control</i>	204
<i>Facility Lights.....</i>	205
<i>Showers Facilities.....</i>	205

<i>Parking Information & Safety</i>	206
Office Equipment & Phones	208
<i>Our Office Equipment</i>	208
<i>Telephone System & Voice Mail</i>	210
<i>Long Distance Calls</i>	211
<i>Conference Call Procedures</i>	212
Meeting Logistics	212
<i>Scheduling Internal Meetings</i>	212
<i>Meeting Rooms</i>	213
Other Office Services	216
<i>Associations & Subscriptions (Memberships)</i>	216
<i>Business Cards</i>	217
<i>Office Supplies</i>	218
<i>Mail & Couriers</i>	218
<i>Central Filing System</i>	219
<i>Swag</i>	219
<i>Fax Procedures</i>	220
External Services	221
<i>Taxi Cabs</i>	221
<i>Catering</i>	221
<i>Dry Cleaning Services</i>	222