



**Your Company Name  
Employee Handbook**

## Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
<i>Welcome.....</i>	<i>4</i>
<i>About This Employee Handbook .....</i>	<i>4</i>
<b>STAFF POLICIES .....</b>	<b>5</b>
<b>Overview .....</b>	<b>5</b>
<i>About Staff Policies.....</i>	<i>5</i>
<i>Terminology Used in This Handbook ("Terminology") .....</i>	<i>6</i>
<i>Who Do 'Staff Policies' Apply To?.....</i>	<i>7</i>
<b>Conditions of Your Engagement.....</b>	<b>8</b>
<i>Sign-Off on Staff Policies .....</i>	<i>8</i>
<i>Consequences of Non-Adherence to 'Staff Policies' .....</i>	<i>9</i>
<i>No Expectation to Workplace Privacy .....</i>	<i>9</i>
<i>When You Leave the Company.....</i>	<i>10</i>
<i>Employee Benefits Plan Participation &amp; Long-Term Absence .....</i>	<i>11</i>
<b>Conduct Expectations.....</b>	<b>12</b>
<i>Code of Conduct .....</i>	<i>12</i>
<i>Off-Duty Conduct.....</i>	<i>12</i>
<i>Confidentiality Agreement .....</i>	<i>13</i>
<i>Non-Competition, Non-Solicitation, &amp; Non-Disparagement Agreement .....</i>	<i>16</i>
<i>Intellectual Property.....</i>	<i>17</i>
<i>Use of Technology Tools &amp; Electronic Communication .....</i>	<i>18</i>
<i>Information Technology Security .....</i>	<i>26</i>
<i>Personal Activities in the Workplace.....</i>	<i>31</i>
<i>Drug &amp; Alcohol-Free Workplace.....</i>	<i>33</i>
<i>Dating Co-Workers .....</i>	<i>34</i>
<i>Whistle-Blower Policy.....</i>	<i>37</i>
<i>Conflict of Interest.....</i>	<i>38</i>
<i>Solicitation on Company Premises .....</i>	<i>39</i>
<i>Alcohol Consumption at Company Events.....</i>	<i>39</i>
<i>Use of Mobile Devices .....</i>	<i>40</i>
<b>Attendance, Reporting Hours &amp; Payroll .....</b>	<b>43</b>
<i>Attendance .....</i>	<i>43</i>

<i>Lunch &amp; Breaks.....</i>	43
<i>Overtime.....</i>	44
<i>Approving, Communicating, &amp; Recording Absences .....</i>	46
<b>HUMAN RESOURCES.....</b>	<b>49</b>
<i>Who Does this Human Resources Section Apply To? .....</i>	49
<b>Legislated Policies .....</b>	<b>49</b>
<i>Health &amp; Safety .....</i>	49
<i>Prevention of Harassment &amp; Discrimination.....</i>	51
<i>Prevention of Workplace Violence .....</i>	56
<i>Impairment &amp; Substance Dependency.....</i>	59
<i>Protected Grounds — Duty to Accommodate.....</i>	61
<i>AODA Integrated Accessibility Standards — Information &amp; Communications, &amp; Employment.....</i>	62
<i>AODA — Accessible Customer Service Standards .....</i>	65
<i>Pay Equity.....</i>	70
<b>Legislated Leaves .....</b>	<b>72</b>
<i>Continuing Benefits &amp; Seniority While on Leave .....</i>	72
<i>Vacation .....</i>	72
<i>Public Holidays .....</i>	75
<i>Pregnancy &amp; Parental Leave .....</i>	78
<i>Personal Emergency Leave.....</i>	80
<i>Family Medical Leave .....</i>	81
<i>Family Care Giver Leave .....</i>	83
<i>Critically Ill Child Care Leave.....</i>	85
<b>Other Employee Leaves .....</b>	<b>88</b>
<i>Incidental Illness &amp; Personal Time.....</i>	88
<i>Bereavement &amp; Compassionate Leave.....</i>	90
<b>Benefits .....</b>	<b>92</b>
<i>Health Care Benefits.....</i>	92
<b>Development &amp; Performance .....</b>	<b>95</b>
<i>Probationary Period .....</i>	95
<i>Performance Reviews.....</i>	95
<i>Performance Improvement Plan (PIP).....</i>	96