



connectsUs HR™

FOR SMALL BUSINESS & CONSULTANTS



**Your Company Name**  
**HR | Orientation Manual**

## Table of Contents

<b>INTRODUCTION.....</b>	<b>9</b>
<i>Welcome .....</i>	9
<i>About This HR Manual (the “Manual”) .....</i>	9
<i>Terminology Used in This Manual (“Terminology”).....</i>	10
<i>Compliance.....</i>	10
<i>How Are Topics Structured?.....</i>	11
<b>ABOUT THE COMPANY .....</b>	<b>12</b>
<b>About Us.....</b>	<b>12</b>
<i>Vision &amp; Mission.....</i>	12
<i>Definition of Business Success.....</i>	12
<i>Business Priorities for &lt;YEAR&gt;.....</i>	14
<i>Service Philosophy.....</i>	15
<i>Competitors.....</i>	16
<i>Company History.....</i>	17
<i>Organizational Chart.....</i>	17
<b>Our Culture .....</b>	<b>18</b>
<i>Core Values .....</i>	18
<i>Culture.....</i>	18
<i>Giving Back.....</i>	20
<i>Service Recognition Awards .....</i>	21
<i>Annual Recognition Awards.....</i>	22
<i>Recognizing &amp; Celebrating Employee Personal Milestones .....</i>	23
<i>All-Hands Meetings.....</i>	25
<i>Lunch &amp; Learns.....</i>	26
<i>Social Events.....</i>	26
<i>Treat Days .....</i>	27
<b>Our Brand .....</b>	<b>28</b>
<i>Our Brand.....</i>	28
<i>Elevator Pitch .....</i>	28
<i>Our Logos &amp; Branding Guidelines .....</i>	28

<b>HUMAN RESOURCES .....</b>	<b>30</b>
<b>Orientation &amp; Onboarding.....</b>	<b>30</b>
<i>New Employee Orientation .....</i>	<i>30</i>
<b>Attendance, Reporting Hours &amp; Payroll .....</b>	<b>31</b>
<i>Attendance.....</i>	<i>31</i>
<i>Lunch &amp; Breaks.....</i>	<i>31</i>
<i>Overtime.....</i>	<i>32</i>
<i>Approving, Communicating, &amp; Recording Absences.....</i>	<i>33</i>
<i>Payroll &amp; Pay Day.....</i>	<i>36</i>
<b>Legislated Policies .....</b>	<b>37</b>
<i>Health &amp; Safety.....</i>	<i>37</i>
<i>Prevention of Harassment &amp; Discrimination.....</i>	<i>39</i>
<i>Prevention of Workplace Violence .....</i>	<i>43</i>
<i>Impairment &amp; Substance Dependency.....</i>	<i>46</i>
<i>Smoke-Free Workplace .....</i>	<i>49</i>
<i>Protected Grounds — Duty to Accommodate.....</i>	<i>49</i>
<i>PIPA Privacy Compliance Policy.....</i>	<i>50</i>
<i>Privacy of Employee Personal Information .....</i>	<i>52</i>
<i>Garnishments .....</i>	<i>54</i>
<b>Legislated Leaves .....</b>	<b>55</b>
<i>Continuing Benefits &amp; Seniority While on Leave .....</i>	<i>55</i>
<i>COVID-19 Leave.....</i>	<i>55</i>
<i>Vacation .....</i>	<i>56</i>
<i>Public Holidays .....</i>	<i>59</i>
<i>Pregnancy &amp; Parental Leave .....</i>	<i>62</i>
<i>Compassionate Care Leave .....</i>	<i>64</i>
<i>Critical Illness or Injury Leave.....</i>	<i>65</i>
<i>Family Responsibility Leave.....</i>	<i>66</i>
<i>Personal Illness or Injury Leave .....</i>	<i>67</i>
<i>Leave Respecting Disappearance and Death of a Child.....</i>	<i>67</i>
<i>Bereavement Leave.....</i>	<i>68</i>
<i>Reservist Leave.....</i>	<i>69</i>

<i>Time Off to Vote</i> .....	70
<i>Jury Duty</i> .....	70
<b>Other Employee Leaves &amp; Closures</b> .....	<b>72</b>
<i>Incidental Illness &amp; Personal Time</i> .....	72
<i>Short-Term Disability (STD) &amp; Long-Term Disability (LTD) Benefits</i> .....	74
<i>Unscheduled Office Closures</i> .....	76
<i>Personal Leave of Absence</i> .....	76
<b>Rewards &amp; Benefits</b> .....	<b>78</b>
<i>Variable Pay Rewards</i> .....	78
<i>Health Care Benefits</i> .....	78
<i>Flexible Work Schedule</i> .....	80
<i>Company-Paid Parking &amp; Mobile Device Benefits</i> .....	82
<i>Wellness Benefits</i> .....	83
<i>Retirement Plan</i> .....	85
<i>Job Descriptions</i> .....	86
<b>Employee Development, Performance, &amp; Exit</b> .....	<b>88</b>
<i>Probationary Period</i> .....	88
<i>Performance Reviews</i> .....	88
<i>Performance Improvement Plan (PIP)</i> .....	89
<i>Training &amp; Development</i> .....	90
<i>Computer Training</i> .....	93
<i>Professional Memberships</i> .....	94
<i>Employee Resignation &amp; General Exit Procedures</i> .....	95
<b>Hiring</b> .....	<b>97</b>
<i>Applying for Open Job Postings</i> .....	97
<i>Candidate Referral Bonus Program</i> .....	98
<i>Re-Hiring Former Employees</i> .....	99
<i>Hiring Family Members &amp; Friends</i> .....	101
<b>OUR PRACTICES</b> .....	<b>103</b>
<b>Information Technology</b> .....	<b>103</b>
<i>IT Technical Support</i> .....	103
<i>Computer Equipment Upgrade Cycles</i> .....	104

<i>Our Printers</i> .....	104
<b>Communicating in the Workplace</b> .....	<b>106</b>
<i>Conflict Resolution &amp; Communication</i> .....	106
<i>Effective Email Communication &amp; Etiquette</i> .....	106
<i>Email Signatures</i> .....	110
<i>Running Effective Meetings</i> .....	110
<i>Suggestions in the Workplace</i> .....	114
<i>Exit Interviews</i> .....	115
<b>Security</b> .....	<b>116</b>
<i>Emergency Contacts</i> .....	116
<i>Key Cards, Access to Premises, &amp; Lock-Up</i> .....	116
<i>Visitors</i> .....	118
<b>Expenses &amp; Fiscal Responsibility</b> .....	<b>120</b>
<i>Fiscal Responsibility</i> .....	120
<i>Expense Reporting</i> .....	120
<i>Accounts Payable &amp; Expense Approval</i> .....	121
<i>Travel Expenses</i> .....	123
<i>Department Codes</i> .....	129
<b>Facilities</b> .....	<b>131</b>
<i>First Aid</i> .....	131
<i>Office Map</i> .....	131
<i>Our Lunchroom</i> .....	131
<i>Bulletin Boards</i> .....	132
<i>Our Individual Work Space</i> .....	133
<i>Nursing Mothers</i> .....	135
<i>Facility Temperature Control</i> .....	135
<i>Facility Lights</i> .....	135
<i>Shower Facilities</i> .....	136
<i>Parking Information &amp; Safety</i> .....	136
<b>Office Equipment &amp; Phones</b> .....	<b>139</b>
<i>Our Office Equipment</i> .....	139
<i>Telephone System &amp; Voice Mail</i> .....	141

<i>Long Distance Calls</i> .....	142
<i>Conference Call Procedures</i> .....	143
<b>Meeting Logistics</b> .....	<b>143</b>
<i>Scheduling Internal Meetings</i> .....	143
<i>Meeting Rooms</i> .....	144
<b>Other Office Services</b> .....	<b>147</b>
<i>Associations &amp; Subscriptions (Memberships)</i> .....	147
<i>Business Cards</i> .....	148
<i>Office Supplies</i> .....	148
<i>Mail &amp; Couriers</i> .....	149
<i>Central Filing System</i> .....	149
<i>Swag</i> .....	150
<i>Fax Procedures</i> .....	151
<b>External Services</b> .....	<b>152</b>
<i>Taxi Cabs</i> .....	152
<i>Catering</i> .....	152
<i>Dry Cleaning Services</i> .....	153
<b>STAFF POLICIES</b> .....	<b>154</b>
<b>Overview</b> .....	<b>154</b>
<i>About Staff Policies</i> .....	154
<b>Conditions of Your Engagement</b> .....	<b>155</b>
<i>Sign-Off on Staff Policies</i> .....	155
<i>Consequences of Non-Adherence to ‘Staff Policies’</i> .....	155
<i>Workplace Privacy</i> .....	155
<i>When You Leave the Company</i> .....	156
<i>Employee Benefits Plan Participation &amp; Long-Term Absence</i> .....	156
<b>Conduct Expectations</b> .....	<b>158</b>
<i>Code of Conduct</i> .....	158
<i>Off-Duty Conduct</i> .....	158
<i>Confidentiality Agreement</i> .....	159
<i>Non-Competition</i> .....	161
<i>Non-Solicitation</i> .....	162

<i>Intellectual Property</i> .....	163
<i>Use of Technology Tools &amp; Electronic Communication</i> .....	163
<i>Information Technology Security</i> .....	170
<i>Social Media Policy</i> .....	175
<i>Personal Activities in the Workplace</i> .....	177
<i>Impairment-Free Workplace</i> .....	178
<i>Insider Trading</i> .....	179
<i>Dating Co-Workers</i> .....	180
<i>Whistle-Blower Policy</i> .....	183
<i>Conflict of Interest</i> .....	184
<i>Teleworking Policy</i> .....	185
<i>Gifts &amp; Gratuities</i> .....	187
<i>Solicitation on Company Premises</i> .....	188
<i>Appropriate Office Attire</i> .....	189
<i>Intoxication at Company Events</i> .....	190
<i>Use of Mobile Devices</i> .....	191
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i> .....	192
<i>External Company Communications</i> .....	193
<b>Staff Policies Acknowledgement &amp; Signed Agreement</b> .....	<b>195</b>
<b>FORMAL TERMS &amp; DEFINITIONS</b> .....	<b>198</b>
<i>Agency Staff</i> .....	198
<i>the Code</i> .....	198
<i>the Company</i> .....	198
<i>Company Materials</i> .....	198
<i>Company Stakeholders</i> .....	199
<i>Confidential Information</i> .....	199
<i>Consultant</i> .....	201
<i>Core Hours</i> .....	201
<i>Direct Reports</i> .....	201
<i>Discrimination</i> .....	201
<i>Electronic Communication(s)</i> .....	202
<i>employee</i> .....	202

<i>Engagement</i> .....	203
<i>Engagement Agreement</i> .....	203
<i>Everyone</i> .....	203
<i>Harassment &amp; Workplace Harassment</i> .....	204
<i>Human Rights Code (the "Code")</i> .....	206
<i>Independent Contractor</i> .....	206
<i>Intoxicated (Intoxication, Intoxicate)</i> .....	207
<i>Job Abandonment</i> .....	207
<i>Job Applicant</i> .....	207
<i>Just Cause</i> .....	207
<i>Legal Substance</i> .....	207
<i>Manager</i> .....	207
<i>Manual</i> .....	208
<i>Misconduct</i> .....	208
<i>Mobile Devices</i> .....	209
<i>Off-Duty Misconduct</i> .....	209
<i>Personal Activities</i> .....	209
<i>Protected Grounds</i> .....	210
<i>Reasonable Person</i> .....	211
<i>Regular Business Hours</i> .....	211
<i>Standard Work Week</i> .....	211
<i>Social Media</i> .....	211
<i>Staff</i> .....	212
<i>Staff Member</i> .....	212
<i>Staff Policies</i> .....	212
<i>Technology Tools</i> .....	212
<i>Undue Hardship</i> .....	213
<i>Volunteer</i> .....	213
<i>Workplace</i> .....	214
<i>Workplace Violence</i> .....	214
<i>Work Product</i> .....	215