



**Your Company Name
HR | Orientation Manual**

Table of Contents

INTRODUCTION.....	10
<i>Welcome</i>	10
<i>About This HR Manual</i>	10
STAFF POLICIES.....	11
<i>Overview</i>	11
<i>About Staff Policies</i>	11
<i>Terminology Used in This Manual (“Terminology”)</i>	12
<i>Who Do ‘Staff Policies’ Apply To?</i>	12
<i>How Are Topics Structured?.....</i>	13
<i>Conditions of Your Engagement</i>	15
<i>Sign-Off on Staff Policies</i>	15
<i>Consequences of Non-Adherence to ‘Staff Policies’</i>	16
<i>No Expectation to Workplace Privacy.....</i>	16
<i>When You Leave the Company</i>	17
<i>Employee Benefits Plan Participation & Long-Term Absence</i>	18
<i>Conduct Expectations.....</i>	19
<i>Off-Duty Conduct</i>	19
<i>Confidentiality Agreement</i>	19
<i>Non-Competition, Non-Solicitation, & Non-Disparagement Agreement.....</i>	22
<i>Intellectual Property.....</i>	24
<i>Use of Technology Tools & Electronic Communication.....</i>	25
<i>Information Technology Security</i>	31
<i>Personal Activities in the Workplace.....</i>	37
<i>Code of Conduct</i>	38
<i>Impairment-Free Workplace</i>	39
<i>Insider Trading</i>	40
<i>Dating Co-Workers.....</i>	41
<i>Whistle-Blower Policy.....</i>	44
<i>Conflict of Interest.....</i>	45
<i>Teleworking Policy</i>	46
<i>Gifts & Gratuities</i>	48

<i>Solicitation on Company Premises</i>	49
<i>Appropriate Office Attire.....</i>	50
<i>Intoxication at Company Events.....</i>	51
<i>Use of Mobile Devices</i>	52
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i>	54
<i>External Company Communications</i>	55
Attendance, Reporting Hours & Payroll	57
<i>Attendance.....</i>	57
<i>Lunch & Breaks.....</i>	57
<i>Overtime.....</i>	58
<i>Approving, Communicating, & Recording Absences.....</i>	60
<i>Payroll & Pay Day.....</i>	63
HUMAN RESOURCES	64
<i>Who Does this Human Resources Section Apply To?</i>	64
Orientation & Onboarding.....	64
<i>New Employee Orientation</i>	64
Legislated Policies	65
<i>Health & Safety</i>	65
<i>Prevention of Harassment & Discrimination.....</i>	67
<i>Prevention of Workplace Violence</i>	72
<i>Impairment & Substance Dependency.....</i>	74
<i>Smoke-Free Workplace</i>	77
<i>Protected Grounds — Duty to Accommodate.....</i>	78
<i>AODA Integrated Accessibility Standards — Information & Communications, & Employment ..</i>	78
<i>AODA — Accessible Customer Service Standards</i>	82
<i>Pay Equity.....</i>	87
<i>PIPEDA Privacy Compliance Policy</i>	88
<i>Privacy of Employee Personal Information</i>	91
<i>Garnishments</i>	92
Legislated Leaves	93
<i>Continuing Benefits & Seniority While on Leave</i>	93
<i>Vacation</i>	93

<i>Public Holidays</i>	96
<i>Pregnancy & Parental Leave</i>	99
<i>Sick Leave</i>	101
<i>Family Medical Leave.....</i>	102
<i>Family Care Giver Leave</i>	103
<i>Family Responsibility Leave.....</i>	104
<i>Bereavement Leave.....</i>	105
<i>Domestic and Sexual Violence Leave</i>	106
<i>Critical Illness Leave</i>	107
<i>Crime-Related Child Death or Disappearance Leave</i>	108
<i>Organ Donor Leave</i>	109
<i>Reservist Leave.....</i>	111
<i>Emergency Leave: Declared Emergencies and Infectious Disease Emergencies.....</i>	111
<i>Time Off to Vote.....</i>	113
<i>Jury Duty</i>	113
Other Employee Leaves & Closures	115
<i>Sick, Personal & Short-Term Disability Leave (SPS Leave) — Option 1</i>	115
<i>Incidental Illness & Personal Time — Option 2</i>	122
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits — Option 2.....</i>	125
<i>Bereavement & Compassionate Leave</i>	126
<i>Unscheduled Office Closures.....</i>	127
<i>Personal Leave of Absence.....</i>	128
Rewards & Benefits.....	130
<i>Variable Pay Rewards</i>	130
<i>Health Care Benefits</i>	130
<i>Flexible Work Schedule</i>	132
<i>Company-Paid Parking & Mobile Device Benefits.....</i>	135
<i>Wellness Benefits</i>	136
<i>Retirement Plan</i>	137
<i>Job Descriptions</i>	139
Employee Development, Performance, & Exit	140
<i>Probationary Period</i>	140

<i>Performance Reviews.....</i>	140
<i>Performance Improvement Plan (PIP).....</i>	141
<i>Training & Development</i>	143
<i>Computer Training</i>	146
<i>Professional Memberships</i>	147
<i>Employee Resignation & General Exit Procedures</i>	148
Hiring.....	150
<i>Applying for Open Job Postings.....</i>	150
<i>Candidate Referral Bonus Program</i>	151
<i>Re-Hiring Former Employees.....</i>	153
<i>Hiring Family Members & Friends.....</i>	154
ABOUT THE COMPANY	157
About Us.....	157
<i>Vision & Mission.....</i>	157
<i>Definition of Business Success.....</i>	157
<i>Business Priorities for <YEAR>.....</i>	159
<i>Service Philosophy.....</i>	160
<i>Competitors.....</i>	161
<i>Company History.....</i>	162
<i>Organizational Chart.....</i>	162
Our Culture	163
<i>Core Values</i>	163
<i>Culture.....</i>	163
<i>Giving Back.....</i>	165
<i>Service Recognition Awards</i>	166
<i>Annual Recognition Awards</i>	167
<i>Recognizing & Celebrating Employee Personal Milestones</i>	168
<i>All-Hands Meetings.....</i>	170
<i>Lunch & Learns.....</i>	171
<i>Social Events.....</i>	171
<i>Treat Days</i>	172
Our Brand	173

<i>Our Brand</i>	173
<i>Elevator Pitch</i>	173
<i>Our Logos & Branding Guidelines</i>	173
OUR PRACTICES.....	175
Information Technology	175
<i>IT Technical Support</i>	175
<i>Computer Equipment Upgrade Cycles</i>	176
<i>Our Printers</i>	176
Communicating in the Workplace.....	178
<i>Conflict Resolution & Communication</i>	178
<i>Effective Email Communication & Etiquette</i>	179
<i>Email Signatures</i>	183
<i>Running Effective Meetings</i>	183
<i>Suggestions in the Workplace</i>	187
<i>Exit Interviews</i>	187
Security.....	188
<i>Emergency Contacts</i>	188
<i>Key Cards, Access to Premises, & Lock-Up</i>	189
<i>Visitors</i>	190
Expenses & Fiscal Responsibility.....	192
<i>Fiscal Responsibility</i>	192
<i>Expense Reporting</i>	192
<i>Accounts Payable & Expense Approval</i>	193
<i>Travel Expenses</i>	195
<i>Department Codes</i>	201
Facilities.....	203
<i>First Aid</i>	203
<i>Office Map</i>	203
<i>Our Lunchroom</i>	203
<i>Bulletin Boards</i>	204
<i>Our Individual Work Space</i>	205
<i>Nursing Mothers</i>	207

<i>Facility Temperature Control</i>	207
<i>Facility Lights</i>	208
<i>Shower Facilities</i>	208
<i>Parking Information & Safety</i>	209
Office Equipment & Phones.....	211
<i>Our Office Equipment</i>	211
<i>Telephone System & Voice Mail</i>	213
<i>Long Distance Calls</i>	214
<i>Conference Call Procedures</i>	215
Meeting Logistics	215
<i>Scheduling Internal Meetings</i>	215
<i>Meeting Rooms</i>	216
Other Office Services.....	219
<i>Associations & Subscriptions (Memberships)</i>	219
<i>Business Cards</i>	220
<i>Office Supplies</i>	220
<i>Mail & Couriers</i>	221
<i>Central Filing System</i>	221
<i>Swag</i>	222
<i>Fax Procedures</i>	223
External Services	224
<i>Taxi Cabs</i>	224
<i>Catering</i>	224
<i>Dry Cleaning Services</i>	225
FORMAL TERMS & DEFINITIONS	226
<i>AODA - Accessibility for Ontarians with Disabilities Act, 2000</i>	226
<i>Agency Staff</i>	226
<i>the Code</i>	226
<i>the Company</i>	227
<i>Company Materials</i>	227
<i>Company Stakeholders</i>	227
<i>Confidential Information</i>	228

<i>Consultant</i>	229
<i>Core Hours</i>	229
<i>Direct Reports</i>	230
<i>Discrimination</i>	230
<i>Electronic Communication(s)</i>	231
<i>employee</i>	231
<i>Engagement</i>	232
<i>Engagement Agreement</i>	232
<i>Everyone</i>	232
<i>Harassment & Workplace Harassment</i>	233
<i>Human Rights Code (the "Code")</i>	236
<i>ISAR - Integrated Accessibility Standards ("Regulation")</i>	236
<i>Independent Contractor</i>	236
<i>Intoxicated (Intoxication, Intoxicate)</i>	236
<i>Job Abandonment</i>	236
<i>Job Applicant</i>	237
<i>Just Cause</i>	237
<i>Legal Substance</i>	237
<i>Manager</i>	237
<i>Manual</i>	237
<i>Misconduct</i>	238
<i>Mobile Devices</i>	238
<i>Off-Duty Misconduct</i>	239
<i>Personal Activities</i>	239
<i>Protected Grounds</i>	240
<i>Reasonable Person</i>	240
<i>Regular Business Hours</i>	241
<i>Standard Work Week</i>	241
<i>Social Media</i>	241
<i>Staff</i>	242
<i>Staff Member</i>	242
<i>Staff Policies</i>	242
<i>Technology Tools</i>	242

<i>Undue Hardship</i>	243
<i>Volunteer</i>	243
<i>Workplace</i>	243
<i>Workplace Violence</i>	244
<i>Work Product</i>	245