



**Your Company Name
HR | Orientation Manual**

Table of Contents

Introduction.....	9
<i>Welcome.....</i>	<i>9</i>
<i>About This HR Manual.....</i>	<i>9</i>
STAFF POLICIES.....	10
Overview.....	10
<i>About Staff Policies</i>	<i>10</i>
<i>Terminology Used in This Manual ("Terminology").....</i>	<i>11</i>
<i>Who Do 'Staff Policies' Apply To?.....</i>	<i>11</i>
<i>How Are Topics Structured?.....</i>	<i>12</i>
Conditions of Your Engagement	14
<i>Sign-Off on Staff Policies.....</i>	<i>14</i>
<i>Consequences of Non-Adherence to 'Staff Policies'.....</i>	<i>15</i>
<i>No Expectation to Workplace Privacy.....</i>	<i>15</i>
<i>When You Leave the Company.....</i>	<i>16</i>
<i>Employee Benefits Plan Participation & Long-Term Absence.....</i>	<i>17</i>
Conduct Expectations.....	18
<i>Code of Conduct.....</i>	<i>18</i>
<i>Off-Duty Conduct.....</i>	<i>18</i>
<i>Confidentiality Agreement.....</i>	<i>19</i>
<i>Non-Competition, Non-Solicitation, & Non-Disparagement Agreement.....</i>	<i>22</i>
<i>Intellectual Property.....</i>	<i>23</i>
<i>Use of Technology Tools & Electronic Communication.....</i>	<i>24</i>
<i>Information Technology Security.....</i>	<i>31</i>
<i>Personal Activities in the Workplace.....</i>	<i>37</i>
<i>Impairment-Free Workplace.....</i>	<i>38</i>
<i>Insider Trading.....</i>	<i>39</i>
<i>Dating Co-Workers.....</i>	<i>40</i>
<i>Whistle-Blower Policy.....</i>	<i>43</i>
<i>Conflict of Interest.....</i>	<i>44</i>
<i>Teleworking Policy</i>	<i>45</i>
<i>Gifts & Gratuities.....</i>	<i>47</i>

<i>Solicitation on Company Premises.....</i>	48
<i>Appropriate Office Attire.....</i>	49
<i>Intoxication at Company Events.....</i>	50
<i>Use of Mobile Devices</i>	51
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i>	53
<i>External Company Communications.....</i>	54
Attendance, Reporting Hours & Payroll.....	56
<i>Attendance.....</i>	56
<i>Lunch & Breaks.....</i>	56
<i>Overtime.....</i>	57
<i>Approving, Communicating, & Recording Absences.....</i>	59
<i>Payroll & Pay Day</i>	62
HUMAN RESOURCES	63
<i>Who Does this Human Resources Section Apply To?.....</i>	63
Orientation & Onboarding.....	63
<i>New Employee Orientation.....</i>	63
Legislated Policies.....	64
<i>Health & Safety.....</i>	64
<i>Prevention of Harassment & Discrimination.....</i>	66
<i>Prevention of Workplace Violence.....</i>	71
<i>Impairment & Substance Dependency.....</i>	73
<i>Smoke-Free Workplace.....</i>	76
<i>Prohibited Grounds — Duty to Accommodate.....</i>	77
<i>PIPEDA Privacy Compliance Policy.....</i>	77
<i>Privacy of Employee Personal Information.....</i>	80
<i>Garnishments.....</i>	82
Legislated Leaves.....	83
<i>Continuing Benefits & Seniority While on Leave</i>	83
<i>Vacation.....</i>	83
<i>Public Holidays</i>	86
<i>Maternity, Adoption & Parental Leave</i>	88
<i>Bereavement Leave.....</i>	91

<i>Crime-Related Child Death or Disappearance Leave</i>	91
<i>Critically Ill Child Care Leave</i>	92
<i>Critically Ill Adult Leave</i>	94
<i>Compassionate Care Leave.....</i>	95
<i>Interpersonal Violence Leave.....</i>	96
<i>Organ Donation Leave.....</i>	97
<i>Nomination/Election and Candidate/Public Office Leave</i>	98
<i>Citizenship Ceremony Leave.....</i>	98
<i>Reserve Force Leave.....</i>	99
<i>Public Health Emergency Leave.....</i>	100
<i>Voting Leave.....</i>	101
<i>Jury Duty.....</i>	102
Other Employee Leaves & Closures.....	103
<i>Sick, Personal & Short-Term Disability Leave (SPS Leave) — Option 1</i>	103
<i>Incidental Illness & Personal Time — Option 2</i>	110
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits — Option 2.....</i>	112
<i>Unscheduled Office Closures.....</i>	114
<i>Personal Leave of Absence.....</i>	115
Rewards & Benefits	117
<i>Variable Pay Rewards.....</i>	117
<i>Health Care Benefits.....</i>	117
<i>Flexible Work Schedule.....</i>	119
<i>Company-Paid Parking & Mobile Device Benefits</i>	122
<i>Wellness Benefits.....</i>	122
<i>Retirement Plan.....</i>	124
<i>Job Descriptions.....</i>	126
Employee Development, Performance, & Exit.....	127
<i>Probationary Period.....</i>	127
<i>Performance Reviews.....</i>	127
<i>Performance Improvement Plan (PIP).....</i>	128
<i>Training & Development.....</i>	130
<i>Computer Training.....</i>	133

<i>Professional Memberships.....</i>	134
<i>Employee Resignation & General Exit Procedures.....</i>	135
Hiring.....	137
<i>Applying for Open Job Postings.....</i>	137
<i>Candidate Referral Bonus Program</i>	138
<i>Re-Hiring Former Employees.....</i>	140
<i>Hiring Family Members & Friends</i>	141
ABOUT THE COMPANY.....	144
About Us.....	144
<i>Vision & Mission</i>	144
<i>Definition of Business Success.....</i>	144
<i>Business Priorities for <YEAR>.....</i>	146
<i>Service Philosophy.....</i>	147
<i>Competitors.....</i>	148
<i>Company History</i>	149
<i>Organizational Chart.....</i>	149
Our Culture	150
<i>Core Values</i>	150
<i>Culture.....</i>	150
<i>Giving Back.....</i>	152
<i>Service Recognition Awards.....</i>	153
<i>Annual Recognition Awards.....</i>	153
<i>Recognizing & Celebrating Employee Personal Milestones.....</i>	155
<i>All-Hands Meetings.....</i>	157
<i>Lunch & Learns.....</i>	158
<i>Social Events.....</i>	158
<i>Treat Days.....</i>	159
Our Brand.....	160
<i>Our Brand.....</i>	160
<i>Elevator Pitch</i>	160
<i>Our Logos & Branding Guidelines.....</i>	160
OUR PRACTICES	162

Information Technology.....	162
<i>IT Technical Support.....</i>	162
<i>Computer Equipment Upgrade Cycles.....</i>	163
<i>Our Printers.....</i>	163
Communicating in the Workplace.....	165
<i>Conflict Resolution & Communication.....</i>	165
<i>Effective Email Communication & Etiquette.....</i>	166
<i>Email Signatures.....</i>	170
<i>Running Effective Meetings</i>	170
<i>Suggestions in the Workplace.....</i>	174
<i>Exit Interviews</i>	174
Security	175
<i>Emergency Contacts.....</i>	175
<i>Key Cards, Access to Premises, & Lock-Up.....</i>	176
<i>Visitors.....</i>	177
Expenses & Fiscal Responsibility.....	179
<i>Fiscal Responsibility</i>	179
<i>Expense Reporting</i>	179
<i>Accounts Payable & Expense Approval.....</i>	180
<i>Travel Expenses</i>	182
<i>Department Codes.....</i>	188
Facilities	190
<i>First Aid.....</i>	190
<i>Office Map</i>	190
<i>Our Lunchroom.....</i>	190
<i>Bulletin Boards</i>	191
<i>Our Individual Work Space.....</i>	192
<i>Nursing Mothers.....</i>	194
<i>Facility Temperature Control</i>	194
<i>Facility Lights.....</i>	195
<i>Shower Facilities</i>	195
<i>Parking Information & Safety.....</i>	196

Office Equipment & Phones.....	198
<i>Our Office Equipment.....</i>	198
<i>Telephone System & Voice Mail.....</i>	200
<i>Long Distance Calls</i>	201
<i>Conference Call Procedures</i>	202
Meeting Logistics.....	202
<i>Scheduling Internal Meetings.....</i>	202
<i>Meeting Rooms</i>	203
Other Office Services.....	206
<i>Associations & Subscriptions (Memberships)</i>	206
<i>Business Cards.....</i>	207
<i>Office Supplies.....</i>	207
<i>Mail & Couriers.....</i>	208
<i>Central Filing System.....</i>	208
<i>Swag.....</i>	209
<i>Fax Procedures</i>	210
External Services.....	211
<i>Taxi Cabs.....</i>	211
<i>Catering</i>	211
<i>Dry Cleaning Services</i>	212
FORMAL TERMS & DEFINITIONS.....	213
<i>Agency Staff.....</i>	213
<i>the Code.....</i>	213
<i>the Company.....</i>	213
<i>Company Materials.....</i>	213
<i>Company Stakeholders.....</i>	214
<i>Confidential Information</i>	214
<i>Consultant.....</i>	216
<i>Core Hours</i>	216
<i>Direct Reports.....</i>	216
<i>Discrimination</i>	216
<i>Electronic Communication(s)</i>	217

<i>employee</i>	217
<i>Engagement</i>	218
<i>Engagement Agreement</i>	218
<i>Everyone</i>	218
<i>Harassment & Workplace Harassment</i>	219
<i>Human Rights Code (the "Code")</i>	221
<i>Independent Contractor</i>	222
<i>Intoxicated (Intoxication, Intoxicate)</i>	222
<i>Job Abandonment</i>	222
<i>Job Applicant</i>	222
<i>Just Cause</i>	222
<i>Legal Substance</i>	222
<i>Manager</i>	223
<i>Manual</i>	223
<i>Misconduct</i>	223
<i>Mobile Devices</i>	224
<i>Off-Duty Misconduct</i>	224
<i>Personal Activities</i>	225
<i>Prohibited Grounds</i>	225
<i>Reasonable Person</i>	226
<i>Regular Business Hours</i>	226
<i>Standard Work Week</i>	226
<i>Social Media</i>	227
<i>Staff</i>	227
<i>Staff Member</i>	228
<i>Staff Policies</i>	228
<i>Technology Tools</i>	228
<i>Undue Hardship</i>	229
<i>Volunteer</i>	229
<i>Workplace</i>	229
<i>Workplace Violence</i>	229
<i>Work Product</i>	230