



Your Company Name
HR | Orientation Manual

Table of Contents

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

<i>Appropriate Office Attire</i>	46
<i>Alcohol Consumption 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	54
<i>Attendance</i>	54
<i>Lunch & Breaks</i>	54
<i>Overtime</i>	55
<i>Approving, Communicating, & Recording Absences</i>	57
<i>Payroll & Pay Day</i>	60
HUMAN RESOURCES	61
<i>Who Does this Human Resources Section Apply To?</i>	61
Orientation & Onboarding.....	61
<i>New Employee Orientation</i>	61
Legislated Policies	62
<i>Health & Safety</i>	62
<i>Prevention of Harassment & Discrimination</i>	64
<i>Prevention of Workplace Violence</i>	69
<i>Impairment & Substance Dependency</i>	72
<i>Smoke-Free Workplace</i>	74
<i>Protected Grounds — Duty to Accommodate</i>	75
<i>AODA Integrated Accessibility Standards — Information & Communications, & Employment</i> ..	75
<i>AODA — Accessible Customer Service Standards</i>	79
<i>Pay Equity</i>	84
<i>PIPEDA Privacy Compliance Policy</i>	85
<i>Privacy of Employee Personal Information</i>	88
<i>Garnishments</i>	89
Legislated Leaves	91
<i>Continuing Benefits & Seniority While on Leave</i>	91
<i>Vacation</i>	91
<i>Public Holidays</i>	94

<i>Pregnancy & Parental Leave</i>	97
<i>Personal Emergency Leave.....</i>	99
<i>Family Medical Leave.....</i>	100
<i>Family Care Giver Leave.....</i>	102
<i>Critically Ill Child Care 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>	109
<i>Time Off to Vote.....</i>	109
<i>Jury Duty</i>	110
Other Employee Leaves & Closures	112
<i>Sick, Personal & Short-Term Disability Leave (SPS Leave) — Option 1</i>	112
<i>Incidental Illness & Personal Time — Option 2</i>	119
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits — Option 2.....</i>	122
<i>Bereavement & Compassionate Leave</i>	123
<i>Unscheduled Office Closures.....</i>	124
<i>Personal Leave of Absence.....</i>	125
Rewards & Benefits.....	127
<i>Variable Pay Rewards</i>	127
<i>Health Care Benefits</i>	127
<i>Flexible Work Schedule</i>	129
<i>Company-Paid Parking & Mobile Device Benefits.....</i>	132
<i>Wellness Benefits</i>	133
<i>Retirement Plan</i>	134
<i>Job Descriptions</i>	136
Employee Development, Performance, & Exit	137
<i>Probationary Period</i>	137
<i>Performance Reviews.....</i>	137
<i>Performance Improvement Plan (PIP).....</i>	138
<i>Training & Development</i>	140
<i>Computer Training</i>	143

<i>Professional Memberships</i>	144
<i>Employee Resignation & General Exit Procedures</i>	145
Hiring.....	147
<i>Applying for Open Job Postings</i>	147
<i>Candidate Referral Bonus Program</i>	148
<i>Re-Hiring Former Employees</i>	150
<i>Hiring Family Members & Friends</i>	151
ABOUT THE COMPANY	154
About Us.....	154
<i>Vision & Mission</i>	154
<i>Definition of Business Success</i>	154
<i>Business Priorities for <YEAR></i>	156
<i>Service Philosophy</i>	157
<i>Competitors</i>	159
<i>Company History</i>	159
<i>Organizational Chart</i>	160
Our Culture	161
<i>Core Values</i>	161
<i>Culture</i>	161
<i>Giving Back.</i>	163
<i>Service Recognition Awards</i>	164
<i>Annual Recognition Awards</i>	165
<i>Recognizing & Celebrating Employee Personal Milestones</i>	166
<i>All-Hands Meetings</i>	168
<i>Lunch & Learns</i>	169
<i>Social Events</i>	169
<i>Treat Days</i>	170
Our Brand	171
<i>Our Brand</i>	171
<i>Elevator Pitch</i>	171
<i>Our Logos & Branding Guidelines</i>	171
OUR PRACTICES.....	173

Information Technology	173
<i>IT Technical Support.....</i>	173
<i>Computer Equipment Upgrade Cycles</i>	174
<i>Our Printers.....</i>	174
Communicating in the Workplace.....	176
<i>Conflict Resolution & Communication</i>	176
<i>Effective Email Communication & Etiquette</i>	177
<i>Email Signatures.....</i>	181
<i>Guidelines for Running Effective Meetings</i>	181
<i>Suggestions in the Workplace.....</i>	185
<i>Exit Interviews</i>	185
Security.....	186
<i>Emergency Contacts.....</i>	186
<i>Key Cards, Access to Premises, & Lock-Up</i>	187
<i>Visitors.....</i>	188
Expenses & Fiscal Responsibility.....	190
<i>Fiscal Responsibility.....</i>	190
<i>Expense Reporting.....</i>	190
<i>Accounts Payable & Expense Approval.....</i>	191
<i>Travel Expenses.....</i>	193
<i>Department Codes</i>	199
Facilities.....	201
<i>First Aid</i>	201
<i>Office Map.....</i>	201
<i>Our Lunchroom</i>	201
<i>Bulletin Boards</i>	202
<i>Our Individual Work Space.....</i>	203
<i>Nursing Mothers</i>	205
<i>Facility Temperature Control</i>	205
<i>Facility Lights.....</i>	206
<i>Shower Facilities.....</i>	206
<i>Parking Information & Safety</i>	207

Office Equipment & Phones.....	209
<i>Our Office Equipment.....</i>	209
<i>Telephone System & Voice Mail.....</i>	211
<i>Long Distance Calls</i>	212
<i>Conference Call Procedures.....</i>	213
Meeting Logistics	213
<i>Scheduling Internal Meetings</i>	213
<i>Meeting Rooms</i>	214
Other Office Services.....	217
<i>Associations & Subscriptions (Memberships)</i>	217
<i>Business Cards.....</i>	218
<i>Office Supplies.....</i>	219
<i>Mail & Couriers</i>	219
<i>Central Filing System.....</i>	220
<i>Swag.....</i>	220
<i>Fax Procedures.....</i>	221
External Services.....	222
<i>Taxi Cabs</i>	222
<i>Catering.....</i>	222
<i>Dry Cleaning Services</i>	223