



**Your Company Name
Employee Handbook**

Table of Contents

INTRODUCTION.....	6
<i>Welcome</i>	6
<i>About This Employee Handbook (the “Manual”)</i>	6
STAFF POLICIES.....	7
Overview	7
<i>About Staff Policies</i>	7
<i>Terminology Used in This Manual (“Terminology”)</i>	8
<i>Who Do ‘Staff Policies’ Apply To?</i>	8
Conditions of Your Engagement	9
<i>Sign-Off on Staff Policies</i>	9
<i>Consequences of Non-Adherence to ‘Staff Policies’</i>	10
<i>No Expectation to Workplace Privacy.....</i>	10
<i>When You Leave the Company</i>	11
<i>Employee Benefits Plan Participation & Long-Term Absence</i>	12
Conduct Expectations.....	13
<i>Code of Conduct</i>	13
<i>Off-Duty Conduct</i>	13
<i>Confidentiality Agreement</i>	14
<i>Non-Competition, Non-Solicitation, & Non-Disparagement Agreement</i>	17
<i>Intellectual Property.....</i>	18
<i>Use of Technology Tools & Electronic Communication.....</i>	19
<i>Information Technology Security</i>	26
<i>Personal Activities in the Workplace.....</i>	32
<i>Impairment-Free Workplace</i>	33
<i>Dating Co-Workers.....</i>	34
<i>Whistle-Blower Policy.....</i>	37
<i>Conflict of Interest.....</i>	38
<i>Teleworking Policy</i>	39
<i>Solicitation on Company Premises</i>	42
<i>Intoxication at Company Events.....</i>	42
<i>Use of Mobile Devices</i>	43

Attendance, Reporting Hours & Payroll	46
<i>Attendance.....</i>	46
<i>Lunch & Breaks.....</i>	46
<i>Overtime.....</i>	47
<i>Approving, Communicating, & Recording Absences.....</i>	49
HUMAN RESOURCES	52
<i>Who Does this Human Resources Section Apply To?.....</i>	52
Legislated Policies	52
<i>Health & Safety</i>	52
<i>Prevention of Harassment & Discrimination.....</i>	54
<i>Prevention of Workplace Violence</i>	59
<i>Impairment & Substance Dependency.....</i>	61
<i>Smoke-Free Workplace</i>	64
<i>Protected Grounds — Duty to Accommodate.....</i>	65
<i>AODA Integrated Accessibility Standards — Information & Communications, & Employment ..</i>	65
<i>AODA — Accessible Customer Service Standards</i>	69
<i>Pay Equity.....</i>	74
<i>PIPEDA Privacy Compliance Policy</i>	75
Legislated Leaves	79
<i>Continuing Benefits & Seniority While on Leave.....</i>	79
<i>Vacation</i>	79
<i>Public Holidays</i>	82
<i>Pregnancy & Parental Leave</i>	85
<i>Sick Leave</i>	87
<i>Family Medical Leave.....</i>	88
<i>Family Care Giver Leave</i>	89
<i>Family Responsibility Leave.....</i>	90
<i>Bereavement Leave.....</i>	91
<i>Domestic and Sexual Violence Leave</i>	92
<i>Critical Illness Leave</i>	93
Other Employee Leaves & Closures	95
<i>Incidental Illness & Personal Time — Option 2</i>	95

<i>Bereavement & Compassionate Leave</i>	97
Rewards & Benefits.....	99
<i>Health Care Benefits</i>	99
Employee Development, Performance, & Exit	102
<i>Probationary Period</i>	102
<i>Performance Reviews.....</i>	102
<i>Performance Improvement Plan (PIP).....</i>	103
FORMAL TERMS & DEFINITIONS	106
<i>AODA - Accessibility for Ontarians with Disabilities Act, 2000</i>	106
<i>Agency Staff.....</i>	106
<i>the Code</i>	106
<i>the Company</i>	107
<i>Company Materials.....</i>	107
<i>Company Stakeholders.....</i>	107
<i>Confidential Information.....</i>	108
<i>Consultant</i>	109
<i>Core Hours.....</i>	109
<i>Direct Reports.....</i>	110
<i>Discrimination</i>	110
<i>Electronic Communication(s)</i>	111
<i>employee.....</i>	111
<i>Engagement</i>	112
<i>Engagement Agreement</i>	112
<i>Everyone.....</i>	112
<i>Harassment & Workplace Harassment.....</i>	113
<i>Human Rights Code (the "Code").....</i>	116
<i>ISAR - Integrated Accessibility Standards ("Regulation")</i>	116
<i>Independent Contractor.....</i>	116
<i>Intoxicated (Intoxication, Intoxicate).....</i>	116
<i>Job Abandonment</i>	116
<i>Job Applicant</i>	117
<i>Just Cause.....</i>	117

<i>Legal Substance</i>	117
<i>Manager</i>	117
<i>Manual</i>	117
<i>Misconduct</i>	118
<i>Mobile Devices</i>	118
<i>Off-Duty Misconduct</i>	119
<i>Personal Activities</i>	119
<i>Protected Grounds</i>	120
<i>Reasonable Person</i>	120
<i>Regular Business Hours</i>	121
<i>Standard Work Week</i>	121
<i>Social Media</i>	121
<i>Staff</i>	122
<i>Staff Member</i>	122
<i>Staff Policies</i>	122
<i>Technology Tools</i>	122
<i>Undue Hardship</i>	123
<i>Volunteer</i>	123
<i>Workplace</i>	123
<i>Workplace Violence</i>	124
<i>Work Product</i>	125