



connectsUs HR™

FOR SMALL BUSINESS & CONSULTANTS



Your Company Name
Employee Handbook

Table of Contents

| | |
|--|-----------|
| INTRODUCTION..... | 6 |
| <i>Welcome</i> | 6 |
| <i>About This Employee Handbook (the “Manual”).....</i> | 6 |
| <i>Terminology Used in This Manual (“Terminology”).....</i> | 7 |
| <i>Compliance.....</i> | 7 |
| HUMAN RESOURCES | 8 |
| Attendance, Reporting Hours & Payroll | 8 |
| <i>Attendance.....</i> | 8 |
| <i>Lunch & Breaks.....</i> | 8 |
| <i>Overtime.....</i> | 9 |
| <i>Approving, Communicating, & Recording Absences.....</i> | 10 |
| Legislated Policies | 14 |
| <i>Health & Safety.....</i> | 14 |
| <i>Prevention of Harassment & Discrimination.....</i> | 16 |
| <i>Prevention of Workplace Violence</i> | 20 |
| <i>Impairment & Substance Dependency.....</i> | 22 |
| <i>Protected Grounds — Duty to Accommodate.....</i> | 25 |
| Legislated Leaves | 27 |
| <i>Continuing Benefits & Seniority While on Leave.....</i> | 27 |
| <i>Vacation</i> | 27 |
| <i>Public Holidays</i> | 30 |
| <i>Maternity & Parental Leave.....</i> | 32 |
| <i>Compassionate Care Leave</i> | 34 |
| <i>Critical Illness Leave</i> | 35 |
| <i>Long Term Illness and Injury Leave</i> | 36 |
| <i>Bereavement Leave.....</i> | 37 |
| <i>Personal and Family Responsibility Leave.....</i> | 38 |
| <i>Domestic Violence Leave.....</i> | 39 |
| <i>Death or Disappearance of Child Leave</i> | 40 |
| <i>Reservist Leave.....</i> | 41 |

| | |
|---|-----------|
| <i>Citizenship Ceremony Leave</i> | 41 |
| <i>COVID-19 Leave (Temporary)</i> | 42 |
| Other Employee Leaves & Closures | 44 |
| <i>Incidental Illness & Personal Time</i> | 44 |
| Rewards & Benefits | 47 |
| <i>Health Care Benefits</i> | 47 |
| Employee Development, Performance, & Exit | 49 |
| <i>Probationary Period</i> | 49 |
| <i>Performance Reviews</i> | 49 |
| <i>Performance Improvement Plan (PIP)</i> | 50 |
| STAFF POLICIES | 52 |
| Overview | 52 |
| <i>About Staff Policies</i> | 52 |
| Conditions of Your Engagement | 53 |
| <i>Sign-Off on Staff Policies</i> | 53 |
| <i>Consequences of Non-Adherence to ‘Staff Policies’</i> | 53 |
| <i>Workplace Privacy</i> | 53 |
| <i>When You Leave the Company</i> | 54 |
| <i>Employee Benefits Plan Participation & Long-Term Absence</i> | 54 |
| Conduct Expectations | 56 |
| <i>Code of Conduct</i> | 56 |
| <i>Off-Duty Conduct</i> | 56 |
| <i>Confidentiality Agreement</i> | 57 |
| <i>Non-Competition</i> | 59 |
| <i>Non-Solicitation</i> | 60 |
| <i>Intellectual Property</i> | 61 |
| <i>Use of Technology Tools & Electronic Communication</i> | 61 |
| <i>Information Technology Security</i> | 68 |
| <i>Social Media Policy</i> | 73 |
| <i>Personal Activities in the Workplace</i> | 75 |
| <i>Impairment-Free Workplace</i> | 76 |
| <i>Dating Co-Workers</i> | 77 |

| | |
|--|-----------|
| <i>Whistle-Blower Policy</i> | 80 |
| <i>Conflict of Interest</i> | 81 |
| <i>Teleworking Policy</i> | 82 |
| <i>Solicitation on Company Premises</i> | 84 |
| <i>Intoxication at Company Events</i> | 85 |
| <i>Use of Mobile Devices</i> | 86 |
| Staff Policies Acknowledgement & Signed Agreement | 88 |
| FORMAL TERMS & DEFINITIONS | 91 |
| <i>Agency Staff</i> | 91 |
| <i>the Code</i> | 91 |
| <i>the Company</i> | 91 |
| <i>Company Materials</i> | 91 |
| <i>Company Stakeholders</i> | 92 |
| <i>Confidential Information</i> | 92 |
| <i>Consultant</i> | 94 |
| <i>Core Hours</i> | 94 |
| <i>Direct Reports</i> | 94 |
| <i>Discrimination</i> | 94 |
| <i>Electronic Communication(s)</i> | 95 |
| <i>employee</i> | 95 |
| <i>Engagement</i> | 96 |
| <i>Engagement Agreement</i> | 96 |
| <i>Everyone</i> | 96 |
| <i>Harassment</i> | 97 |
| <i>Human Rights Act (the "AHR Act")</i> | 99 |
| <i>Independent Contractor</i> | 99 |
| <i>Intoxicated (Intoxication, Intoxicate)</i> | 100 |
| <i>Job Abandonment</i> | 100 |
| <i>Job Applicant</i> | 100 |
| <i>Just Cause</i> | 100 |
| <i>Legal Substance</i> | 100 |
| <i>Manager</i> | 100 |

| | |
|-------------------------------------|-----|
| <i>Manual</i> | 101 |
| <i>Misconduct</i> | 101 |
| <i>Mobile Devices</i> | 102 |
| <i>Off-Duty Misconduct</i> | 102 |
| <i>Personal Activities</i> | 102 |
| <i>Protected Grounds</i> | 103 |
| <i>Reasonable Person</i> | 104 |
| <i>Regular Business Hours</i> | 104 |
| <i>Standard Work Week</i> | 104 |
| <i>Social Media</i> | 104 |
| <i>Staff</i> | 105 |
| <i>Staff Member</i> | 105 |
| <i>Staff Policies</i> | 105 |
| <i>Technology Tools</i> | 105 |
| <i>Undue Hardship</i> | 106 |
| <i>Volunteer</i> | 106 |
| <i>Workplace</i> | 107 |
| <i>Workplace Violence</i> | 107 |
| <i>Work Product</i> | 108 |