



connectsUs HR™

FOR SMALL BUSINESS & CONSULTANTS



**Your Company Name**  
**BC Employee Handbook**

## Table of Contents

<b>INTRODUCTION.....</b>	<b>6</b>
<i>Welcome .....</i>	6
<i>About This Employee Handbook (the “Manual”).....</i>	6
<i>Terminology Used in This Manual (“Terminology”).....</i>	6
<i>Compliance.....</i>	7
<b>HUMAN RESOURCES.....</b>	<b>8</b>
<b>Attendance, Reporting Hours &amp; Payroll .....</b>	<b>8</b>
<i>Attendance.....</i>	8
<i>Lunch &amp; Breaks.....</i>	8
<i>Overtime.....</i>	9
<i>Approving, Communicating, &amp; Recording Absences.....</i>	10
<b>Legislated Policies .....</b>	<b>14</b>
<i>Health &amp; Safety .....</i>	14
<i>Prevention of Harassment &amp; Discrimination.....</i>	16
<i>Prevention of Workplace Violence .....</i>	20
<i>Impairment &amp; Substance Dependency.....</i>	23
<i>Protected Grounds — Duty to Accommodate.....</i>	26
<b>Legislated Leaves .....</b>	<b>27</b>
<i>Continuing Benefits &amp; Seniority While on Leave .....</i>	27
<i>COVID-19 Leave.....</i>	27
<i>Vacation .....</i>	28
<i>Public Holidays .....</i>	31
<i>Pregnancy &amp; Parental Leave .....</i>	34
<i>Compassionate Care Leave .....</i>	36
<i>Critical Illness or Injury Leave.....</i>	37
<i>Family Responsibility Leave.....</i>	38
<i>Personal Illness or Injury Leave .....</i>	39
<i>Bereavement Leave.....</i>	39
<b>Other Employee Leaves &amp; Closures .....</b>	<b>41</b>
<i>Incidental Illness &amp; Personal Time .....</i>	41

<b>Rewards &amp; Benefits</b> .....	<b>44</b>
<i>Health Care Benefits</i> .....	44
<b>Employee Development, Performance, &amp; Exit</b> .....	<b>46</b>
<i>Probationary Period</i> .....	46
<i>Performance Reviews</i> .....	46
<i>Performance Improvement Plan (PIP)</i> .....	47
<b>STAFF POLICIES</b> .....	<b>49</b>
<b>Overview</b> .....	<b>49</b>
<i>About Staff Policies</i> .....	49
<b>Conditions of Your Engagement</b> .....	<b>50</b>
<i>Sign-Off on Staff Policies</i> .....	50
<i>Consequences of Non-Adherence to ‘Staff Policies’</i> .....	50
<i>Workplace Privacy</i> .....	50
<i>When You Leave the Company</i> .....	51
<i>Employee Benefits Plan Participation &amp; Long-Term Absence</i> .....	51
<b>Conduct Expectations</b> .....	<b>53</b>
<i>Code of Conduct</i> .....	53
<i>Off-Duty Conduct</i> .....	53
<i>Confidentiality Agreement</i> .....	54
<i>Non-Competition</i> .....	56
<i>Non-Solicitation</i> .....	57
<i>Intellectual Property</i> .....	58
<i>Use of Technology Tools &amp; Electronic Communication</i> .....	58
<i>Information Technology Security</i> .....	65
<i>Social Media Policy</i> .....	70
<i>Personal Activities in the Workplace</i> .....	72
<i>Impairment-Free Workplace</i> .....	73
<i>Dating Co-Workers</i> .....	74
<i>Whistle-Blower Policy</i> .....	77
<i>Conflict of Interest</i> .....	78
<i>Teleworking Policy</i> .....	79
<i>Solicitation on Company Premises</i> .....	81

<i>Intoxication at Company Events</i> .....	82
<i>Use of Mobile Devices</i> .....	83
<b>Staff Policies Acknowledgement &amp; Signed Agreement</b> .....	<b>85</b>
<b>FORMAL TERMS &amp; DEFINITIONS</b> .....	<b>88</b>
<i>Agency Staff</i> .....	88
<i>the Code</i> .....	88
<i>the Company</i> .....	88
<i>Company Materials</i> .....	88
<i>Company Stakeholders</i> .....	89
<i>Confidential Information</i> .....	89
<i>Consultant</i> .....	91
<i>Core Hours</i> .....	91
<i>Direct Reports</i> .....	91
<i>Discrimination</i> .....	91
<i>Electronic Communication(s)</i> .....	92
<i>employee</i> .....	92
<i>Engagement</i> .....	93
<i>Engagement Agreement</i> .....	93
<i>Everyone</i> .....	93
<i>Harassment &amp; Workplace Harassment</i> .....	94
<i>Human Rights Code (the "Code")</i> .....	96
<i>Independent Contractor</i> .....	96
<i>Intoxicated (Intoxication, Intoxicate)</i> .....	97
<i>Job Abandonment</i> .....	97
<i>Job Applicant</i> .....	97
<i>Just Cause</i> .....	97
<i>Legal Substance</i> .....	97
<i>Manager</i> .....	97
<i>Manual</i> .....	98
<i>Misconduct</i> .....	98
<i>Mobile Devices</i> .....	99
<i>Off-Duty Misconduct</i> .....	99

<i>Personal Activities</i> .....	99
<i>Protected Grounds</i> .....	100
<i>Reasonable Person</i> .....	101
<i>Regular Business Hours</i> .....	101
<i>Standard Work Week</i> .....	101
<i>Social Media</i> .....	101
<i>Staff</i> .....	102
<i>Staff Member</i> .....	102
<i>Staff Policies</i> .....	102
<i>Technology Tools</i> .....	102
<i>Undue Hardship</i> .....	103
<i>Volunteer</i> .....	103
<i>Workplace</i> .....	104
<i>Workplace Violence</i> .....	104
<i>Work Product</i> .....	105