



HR Toolkit™

FOR SMALL BUSINESS & HR CONSULTANTS



Your Company Name
HR | Orientation Manual

Table of Contents

INTRODUCTION.....	10
<i>Welcome</i>	<i>10</i>
<i>About This HR Manual (the “Manual”)</i>	<i>10</i>
<i>Terminology Used in This Manual (“Terminology”).....</i>	<i>11</i>
<i>Compliance.....</i>	<i>11</i>
<i>How Are Topics Structured?.....</i>	<i>12</i>
ABOUT THE COMPANY	13
About Us.....	13
<i>Vision & Mission.....</i>	<i>13</i>
<i>Definition of Business Success.....</i>	<i>13</i>
<i>Business Priorities for <YEAR>.....</i>	<i>15</i>
<i>Service Philosophy.....</i>	<i>16</i>
<i>Competitors.....</i>	<i>18</i>
<i>Company History.....</i>	<i>18</i>
<i>Organizational Chart.....</i>	<i>19</i>
Our Culture	20
<i>Core Values</i>	<i>20</i>
<i>Culture.....</i>	<i>20</i>
<i>Giving Back.....</i>	<i>22</i>
<i>Service Recognition Awards</i>	<i>23</i>
<i>Annual Recognition Awards</i>	<i>24</i>
<i>Recognizing & Celebrating Employee Personal Milestones</i>	<i>25</i>
<i>All-Hands Meetings.....</i>	<i>27</i>
<i>Lunch & Learns.....</i>	<i>28</i>
<i>Social Events.....</i>	<i>28</i>
<i>Treat Days</i>	<i>29</i>
Our Brand	30
<i>Our Brand.....</i>	<i>30</i>
<i>Elevator Pitch</i>	<i>30</i>
<i>Our Logos & Branding Guidelines</i>	<i>31</i>

HUMAN RESOURCES	32
Orientation & Onboarding.....	32
<i>New Employee Orientation</i>	<i>32</i>
Legislated Policies	32
<i>Health & Safety</i>	<i>32</i>
<i>Prevention of Harassment & Discrimination.....</i>	<i>35</i>
<i>Prevention of Workplace Violence</i>	<i>39</i>
<i>Impairment & Substance Dependency.....</i>	<i>42</i>
<i>Smoke-Free Workplace</i>	<i>45</i>
<i>Protected Grounds — Duty to Accommodate.....</i>	<i>45</i>
<i>Garnishments.....</i>	<i>46</i>
Legislated Leaves	47
<i>3 COVID-19 Leaves & Proof of Entitlement.....</i>	<i>47</i>
<i>Continuing Benefits & Seniority While on Leave.....</i>	<i>49</i>
<i>Vacation</i>	<i>50</i>
<i>Public Holidays</i>	<i>52</i>
<i>Pregnancy & Parental Leave.....</i>	<i>55</i>
<i>Compassionate Care Leave.....</i>	<i>57</i>
<i>Critical Illness or Injury Leave.....</i>	<i>58</i>
<i>Family Responsibility Leave.....</i>	<i>59</i>
<i>Personal Illness or Injury Leave</i>	<i>60</i>
<i>Leave Respecting Disappearance and Death of a Child</i>	<i>61</i>
<i>Bereavement Leave.....</i>	<i>62</i>
<i>Reservist Leave.....</i>	<i>62</i>
<i>Time Off to Vote.....</i>	<i>63</i>
<i>Jury Duty</i>	<i>63</i>
Other Employee Leaves & Closures	65
<i>Incidental Illness & Personal Time</i>	<i>65</i>
<i>SPS Leave (Example Short Term Disability – (STD) Self-insured Program).....</i>	<i>67</i>
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits (Example Carrier Benefits)..</i>	<i>75</i>
<i>Unscheduled Office Closures.....</i>	<i>77</i>

<i>Personal Leave of Absence</i>	78
Rewards & Benefits	80
<i>Variable Pay Rewards</i>	80
<i>Health Care Benefits</i>	80
<i>Flexible Work Schedule</i>	82
<i>Company-Paid Parking & Mobile Device Benefits</i>	84
<i>Wellness Benefits</i>	85
<i>Retirement Plan</i>	87
<i>Job Descriptions</i>	89
Employee Development, Performance, & Exit	90
<i>Probationary Period</i>	90
<i>Performance Reviews</i>	90
<i>Performance Improvement Plan (PIP)</i>	91
<i>Training & Development</i>	92
<i>Computer Training</i>	96
<i>Professional Memberships</i>	96
<i>Employee Resignation & General Exit Procedures</i>	97
Hiring	99
<i>Applying for Open Job Postings</i>	99
<i>Candidate Referral Bonus Program</i>	100
<i>Re-Hiring Former Employees</i>	102
<i>Hiring Family Members & Friends</i>	103
OUR PRACTICES	105
Information Technology	105
<i>IT Technical Support</i>	105
<i>Computer Equipment Upgrade Cycles</i>	106
<i>Our Printers</i>	106
Communicating in the Workplace	108
<i>Conflict Resolution & Communication</i>	108
<i>Effective Email Communication & Etiquette</i>	109
<i>Email Signatures</i>	113

<i>Running Effective Meetings</i>	113
<i>Suggestions in the Workplace</i>	117
<i>Exit Interviews</i>	117
Security	118
<i>Emergency Contacts</i>	118
<i>Key Cards, Access to Premises, & Lock-Up</i>	119
<i>Visitors</i>	121
Expenses & Fiscal Responsibility	122
<i>Fiscal Responsibility</i>	122
<i>Expense Reporting</i>	122
<i>Accounts Payable & Expense Approval</i>	123
<i>Travel Expenses</i>	125
<i>Department Codes</i>	131
Facilities	133
<i>First Aid</i>	133
<i>Office Map</i>	133
<i>Our Lunchroom</i>	133
<i>Bulletin Boards</i>	134
<i>Our Individual Work Space</i>	135
<i>Nursing Mothers</i>	137
<i>Facility Temperature Control</i>	137
<i>Facility Lights</i>	138
<i>Shower Facilities</i>	138
<i>Parking Information & Safety</i>	139
Office Equipment & Phones	141
<i>Our Office Equipment</i>	141
<i>Telephone System & Voice Mail</i>	143
<i>Long Distance Calls</i>	144
<i>Conference Call Procedures</i>	145
Meeting Logistics	145
<i>Scheduling Internal Meetings</i>	145

<i>Meeting Rooms</i>	146
Other Office Services	149
<i>Associations & Subscriptions (Memberships)</i>	149
<i>Business Cards</i>	150
<i>Office Supplies</i>	151
<i>Mail & Couriers</i>	151
<i>Central Filing System</i>	152
<i>Swag</i>	152
<i>Fax Procedures</i>	153
External Services	154
<i>Taxi Cabs</i>	154
<i>Catering</i>	154
<i>Dry Cleaning Services</i>	155
STAFF POLICIES	156
Overview	156
<i>About Staff Policies</i>	156
Conditions of Your Engagement	157
<i>Sign-Off on Staff Policies</i>	157
<i>Consequences of Non-Adherence to ‘Staff Policies’</i>	157
<i>Workplace Privacy</i>	157
<i>PIPA Privacy Compliance Policy</i>	158
<i>Privacy of Employee Personal Information</i>	161
<i>COVID-19 Vaccination Policy – Option 1</i>	162
<i>COVID-19 Vaccination Policy – Option 2</i>	168
<i>When You Leave the Company</i>	171
<i>Employee Benefits Plan Participation & Long-Term Absence</i>	171
Conduct Expectations	173
<i>Diversity & Inclusion</i>	173
<i>Code of Conduct</i>	175
<i>Off-Duty Conduct</i>	175
<i>Confidentiality Agreement</i>	175

<i>Non-Competition</i>	178
<i>Non-Solicitation</i>	179
<i>Intellectual Property</i>	180
<i>Use of Technology Tools & Electronic Communication</i>	180
<i>Information Technology Security</i>	187
<i>Social Media Policy</i>	193
<i>Personal Activities in the Workplace</i>	194
<i>Impairment-Free Workplace</i>	196
<i>Insider Trading</i>	197
<i>Dating Co-Workers</i>	197
<i>Whistle-Blower Policy</i>	200
<i>Conflict of Interest</i>	201
<i>Teleworking Policy</i>	202
<i>Gifts & Gratuities</i>	204
<i>Solicitation on Company Premises</i>	205
<i>Appropriate Office Attire</i>	206
<i>Intoxication at Company Events</i>	207
<i>Use of Mobile Devices</i>	208
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i>	210
<i>External Company Communications</i>	211
Attendance, Reporting Hours & Payroll	213
<i>Attendance</i>	213
<i>Lunch & Breaks</i>	213
<i>Overtime</i>	214
<i>Right to Disconnect</i>	215
<i>Approving, Communicating, & Recording Absences</i>	218
<i>Payroll & Pay Day</i>	222
Staff Policies Acknowledgement & Signed Agreement	223
FORMAL TERMS & DEFINITIONS	226
<i>Agency Staff</i>	226
<i>the Code</i>	226

the Company 226

Company Materials..... 226

Company Stakeholders..... 227

Confidential Information..... 227

Consultant..... 229

Core Hours..... 229

Direct Reports..... 229

Discrimination 229

Electronic Communication(s) 230

employee..... 230

Engagement..... 231

Engagement Agreement..... 231

Everyone..... 231

Harassment & Workplace Harassment..... 232

Human Rights Code (the "Code")..... 234

Independent Contractor..... 235

Intoxicated (Intoxication, Intoxicate)..... 235

Job Abandonment 235

Job Applicant..... 235

Just Cause..... 235

Legal Substance..... 235

Manager..... 236

Manual..... 236

Misconduct..... 236

Mobile Devices 237

Off-Duty Misconduct..... 237

Personal Activities 238

Protected Grounds 238

Reasonable Person..... 239

Regular Business Hours..... 239

Standard Work Week..... 239

Social Media..... 240



Staff..... 241

Staff Member 241

Staff Policies 241

Technology Tools..... 241

Undue Hardship 242

Volunteer..... 242

Workplace..... 242

Workplace Violence..... 243

Work Product 243