



HR ToolkitTM

FOR SMALL BUSINESS & HR CONSULTANTS



Your Company Name
Staff Policies Manual

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



Solicitation on Company Premises 37

Use of Mobile Devices 37

Temporarily Borrowing or Taking Company Materials Off Premises 39

External Company Communications 40

PREVIEW

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

For example, to employees only, or to Everyone – this includes Independent Contractors and Consultants.

Applies to: Everyone

Last Updated: Jan 16, 2017

If a topic doesn't specify to whom it applies, it applies to Everyone.

Unauthorized Use of Staff Policies Manual

POLICY

The information contained in this Staff Policies Manual is strictly confidential and intended solely for your individual use and reference.

It is supplied to you with the understanding that you will not disclose, share, or distribute this Staff Policies Manual under any circumstances without the express written consent of the CEO.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

Consequences of Non-Adherence to Staff Policies

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

POLICY

Failure to adhere to Staff Policies may result in disciplinary measures, up to and including immediate termination of your Engagement with Just Cause.

Some policy breaches are more serious than others, and as such will result in more severe consequences. Certain breaches may also negatively and/or permanently affect the Company's business, and may even be life threatening to Company Stakeholders. In these situations, punitive measures, including legal or criminal action may be pursued.

No Expectation to Workplace Privacy

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

We must assume that everything we do while in the Workplace, and everything we store or access using Company Materials, Technology Tools, or Electronic Communications, is up for scrutiny.

POLICY

Here's what you need to know:

- ◆ The Company reserves the right to read, verify, inspect, audit, or monitor anything you do in the Workplace.
- ◆ Inspections may be conducted at any time, with or without notice, to monitor performance, conduct, and Workplace safety and security.
- ◆ Log in accounts, Company Materials, Electronic Communication tools, or other equipment belonging to the Company and supplied for the purposes of your work are not to be considered private as there may be times when another Staff Member is required, for business purposes, to access these materials in your absence.

This Policy is not intended as a punitive measure. It's in place to protect you, your co-workers, your belongings, and the Company's business interests. It's also designed to protect us all against potential liability.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



Any benefits provided to you by our Insurance Carriers on a premium-free basis beyond **EXAMPLE: 24 months** may continue to be available to you in accordance with the applicable Insurance Carriers' Benefit Contract & Plan Provisions.

PREVIEW

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

POLICY

You're expected to work a Standard Work Week unless absolutely unavoidable or you're on holidays. Chronic absenteeism and tardiness results in additional costs for the Company and affects the people around you who count on you to be at work and in meetings on time.

Chronic absenteeism and tardiness may result in disciplinary action up to and including termination of employment with Just Cause.

Working Remotely or from Home

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

We're all part of a team, and any good team begins with physically being together in the same work space.

POLICY

Working remotely is not permitted, unless authorized. Here's why:

In order for us to be successful, communication and collaboration is key, and we need to be working side-by-side.

It's critical that we are all present in the office. Some of the best decisions and insights come from hallway and lunchroom discussions, meeting new people, and impromptu meetings. Speed and quality are often sacrificed when we work from home.

It's not only about your individual tasks and job. It's about the interactions and experiences that are only possible when we're in the building.

Health & Safety

Applies to: Employees

Topic Owner: <Safety Services>

Last Updated: <Launch Date>

The goal: No one gets hurt.

Let's work together to meet that goal.

POLICY

It's your responsibility to:

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

Confidentiality Agreement

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

During the course of your Engagement, you may have access to certain Company proprietary and Confidential Information that we're all expected to keep safe and not share externally or with other Staff unless there's a legitimate business or legal reason to do so. Some of the provisions of this Policy also survive termination of your Engagement for any reason.

POLICY

The Company takes Confidential Information very seriously, including securing the private and Confidential Information of Company Stakeholders. Any unauthorized disclosure, use, or dissemination of Confidential Information could seriously and detrimentally affect the conduct of the business and interests of the Company and its goodwill.

Here's what you're expected to adhere to:

- ◆ Confidential Information must not be divulged to anyone other than authorized persons, and must only be used for the Company's benefit. When in doubt, ask your Manager.
- ◆ Confidential Information must only be divulged to a Company Stakeholder when it's essential for you and the Company Stakeholder to perform your jobs, and you're both in authorized positions to communicate and receive that information.
- ◆ ** You may be in a position where highly sensitive Confidential Information or private, personal, or sensitive information about Company Stakeholders is entrusted to you, such as:
 - A position in Payroll, Finance, Legal, Human Resources
 - A position that has access to private customer information
 - A senior position with access to highly sensitive or strategic information

In these positions, safeguarding Confidential Information is an expected part of your duties and ought to be known by any Reasonable Person in these types of roles. As such, you're measured by a higher standard. Disclosing any Confidential Information or private, personal, or sensitive information about Company Stakeholders without a valid and authorized business reason to do so will result in disciplinary action, particularly in the case where personal or private information was used or disclosed for personal gain, or to be hurtful. An example would be sharing medical information about a co-worker with another co-worker to propagate malicious gossip or because it makes for a good story.

- ◆ ** If you're asked to take on a project or work assignment that includes temporary access to Confidential Information that you don't normally have access to in your day-to-day duties, such as confidential, private, personal, or sensitive information about Company Stakeholders, you'll

This page is not available for preview.
Sign up for a free Trial and download this template now! Link in footer.

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

- ◆ Data storage devices such as portable drives and CDs must be password-protected.
- ◆ Everyone is expected to secure Confidential Information within their workspaces. This means that when you leave work for the day or are absent from your desk or workspace for an extended period, you must lock all Confidential Information in your desk or storage cabinet(s). This includes papers and data storage devices such as portable drives and CDs.
- ◆ If you have a legitimate business reason for communicating Confidential Information to people outside of the Company (for the purposes of this Policy, “Third Parties”), you’ll provide the Company with all reasonable assistance to protect the confidentiality of any Confidential Information that you may have to directly or indirectly disclose, publish, or make available to Third Parties. Measures to protect Confidential Information, include the following:
 - Highly sensitive Confidential Information will not be communicated using unsecured regular email or wireless mobile devices, and will only be communicated using the following methods:
 - In person
 - Using a landline telephone
 - Using an encrypted email account provided by the Company for the specific purpose of sending highly sensitive Confidential Information. At the very minimum, confidential documents must be transferred by way of password-protected documents and linked directly to our file sharing service.
 - Confidential Information going through internal or external mail must be marked as such on the outside of the envelope.
 - Take the necessary steps to inform Third Parties of the confidential nature of the information and make them aware of their responsibility to keep such information confidential.
 - When printing Confidential Information that should not be seen by anyone who is not authorized to view the information, for example payroll reports, take steps to ensure that it’s not seen by other Staff.
 - When faxing Confidential Information, take steps to ensure that the recipient obtains the information directly.

Non-Competition, Non-Solicitation, & Non-Disparagement Agreement

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

During our Engagement, and for a defined period after the termination of our Engagement, we won’t:

- ◆ Work for a direct competitor.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

prospective customer or supplier of the Company identified by the Company during the term of your Engagement.

- ◆ Company Stakeholders, including any **person who is a director, officer, employee, Independent Contractor, or Consultant** of the Company to **leave or terminate such Engagement** for the purpose of establishing a business, or for the purpose of joining a Competing Businesses or other business that develops, manufactures, produces, provides, markets, distributes or otherwise deals in any product or service that is of a type similar to any product or service that is or has been researched, developed, manufactured, produced, provided, marketed, distributed or otherwise dealt in by the Company during the term of your Engagement.

Non-Disparagement

You agree that during the term of your Engagement, and upon termination of your Engagement for any reason, you won't make any adverse or unfavorable public statements concerning the Company, Company Stakeholders, or concerning any relationship you may have, or may have had, with the Company.

Intellectual Property

Applies to: Everyone

Topic Owner: Finance

Last Updated: <Launch Date>

We all receive compensation to create, develop, investigate, and compile intellectual and material property for the Company. Everything we create, develop, investigate, and compile in the Workplace belongs to the Company.

POLICY

Here's what you're expected to adhere to:

- ◆ You will not use or bring to the Company intellectual property that is the property of any previous employer, client, or entity without notifying the Company. Any legal action brought against the Company relating to breach of this clause may result in the Company's pursuit of punitive measures against you.
- ◆ *You acknowledge and agree that unless clearly outlined otherwise in a contractual agreement, the Work Product belongs to and is the property of the Company, provided such Work Product relates, in any way, to the business of the Company or provided that it could reasonably be expected by the Company to relate, in any way, to the business of the Company. You waive any moral rights (as that term is defined in the applicable Copyright Act) to the Work Product.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

This Policy applies in the following situations:

- ◆ When you're in the Workplace
- ◆ When you're accessing Technology Tools remotely (for example when using VPN)
- ◆ While you're off duty under circumstances outlined in the **Off-Duty Conduct** policy

Personal Use of Technology Tools & Electronic Communications

The Company can't take responsibility for the risks associated with Staff's personal use of its Technology Tools or Electronic Communication tools.

- ◆ You may not use the Company's Technology Tools, Electronic Communication tools or Social Media accounts for personal use except as follows:
 - You may use your Company-supplied Mobile Devices for local personal phone calls.
 - You may connect your personal Mobile Device to the Company's wi-fi when an internet connection is needed. Be aware that when electronic transmission is accomplished using Internet addresses and domain names registered to the Company, the transmission will likely be perceived by others to represent the Company.
- ◆ You'll use your own email account using your own Mobile Devices to send and receive personal email.
 - The Company's email system is never to be used to send or receive personal emails.
 - Personal webmail is not to be accessed from the Company's Technology Tools.
- ◆ You may not use remote desktop software to connect to your personal computers, servers, files, or software.
- ◆ You may not open or save personal files, photographs, music, videos, or audio recordings on the Company's Technology Tools. You may only open and save personal files, photographs, music, videos, or audio recordings on your personal Mobile Devices.
- ◆ Non-Company-related commercial activities are not allowed in the Workplace and the Company's Technology Tools must not be used for these activities.

Technology Tools

What's Expected of You — Technology Tools

Here's what you're expected to adhere to:

- ◆ Use the Company's Technology Tools to conduct business activities that are directly relevant to your specific job requirements or productivity such as the following:
 - Creating documents
 - Researching topics relevant to your specific job requirements

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

- ◆ Using the Internet for illegal activities.
- ◆ Transmitting spam.
- ◆ Visiting sites for personal reasons, particularly sites that are considered inappropriate, pornographic or “obscene.” If you connect unintentionally to a site that contains sexually explicit or offensive material, you must disconnect from the site immediately and advise the IT department.
- ◆ Displaying, storing, archiving, distributing, editing, or recording any kind of sexually explicit or obscene images, videos, documents or other materials using the Company Technology Tools.
- ◆ Downloading music or movies.
- ◆ Downloading or distributing pirated software or data.
- ◆ Downloading entertainment software or games, or playing games against opponents over the Internet.
- ◆ Downloading images or videos, unless there’s an explicit business-related use for the material.
- ◆ Gaining access to areas in the Company Technology Tools that you’re not authorized to access.
- ◆ Gaining illegal or unauthorized access to other Company or external computers or databases that are not in the public domain.

Electronic Communication

What’s Expected of You — Electronic Communication

In conjunction with the guidelines outlined in the **Technology Tools** section of this Policy, you’re expected to:

- ◆ Honestly disclose who you are when you send email, register accounts, or conduct other Electronic Communications.
- ◆ Understand:
 - That the Company shall not be liable, under any circumstances, for any errors, omissions, loss, or damages claimed or incurred due to your unauthorized use of Electronic Communications.
 - That special care and judgment is required at all times when participating in Social Media. Any communication made through Social Media is or can easily become public.
 - Who can officially represent and speak on behalf of the Company when accessing Social Media or delivering Electronic Communications. Refer to **Who Can Engage in Social Media on Behalf of the Company, and How** section below.
 - That the identity of anonymous contributors can often be revealed.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

- ◆ Using another person's account, including email accounts to deliver Electronic Communications.
- ◆ Copying or redistributing Electronic Communications or attachments belonging to another without permission from the originator.
- ◆ Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless formally authorized to do so.
- ◆ Sending chain letters, no matter how inspirational, informative, or alarming they seem to be.
- ◆ Sending credit card details, social insurance numbers, or other sensitive and private information that violates Privacy laws
- ◆ Delivering Electronic Communications that include solicitation or promotional communication that implies endorsement by the Company when no such endorsement exists.
- ◆ Representing and speaking on behalf of the Company when you're not authorized do so. Refer to the **External Company Communications** policy and the **Who Can Engage in Social Media on Behalf of the Company, and How** section below.
- ◆ Sending or posting information that includes Confidential Information.
- ◆ Posting or sending video or audio recordings, or photographs of the Company premises, products, customers, visitors or Staff for any reason, unless you've received prior written authorization to do so.
- ◆ Sending interactions or material that may be considered offensive including, but not limited to, racial or off-color jokes, pornographic or sex-related links or content, or jokes based on age, national origin, ethnicity, religion, pregnancy, marital status, sexual orientation, disability, or any other legally Protected Grounds under jurisdiction law.

Who Can Engage in Social Media on Behalf of the Company, and How

Social Media is continually evolving and is changing how Staff communicates. While it creates endless opportunities, Social Media also creates new challenges, new responsibilities, and ultimately the emergence of new rules to address its use.



It's the Company's intention to be very clear about who's permitted to engage in Social Media as a representative of the Company.

Only Staff who have been explicitly authorized, as described below, are permitted to officially represent and speak on behalf of the Company when engaging in Social Media.

- ◆ <Describe who can and can't use social media on behalf of your company. This may include only certain individuals in the marketing department>.
- ◆ <Describe the types of social media that may be used on behalf of your company, and by whom>.
- ◆ <Describe the approval process for use of social media on behalf of your company >.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



READ IN CONJUNCTION WITH

Personal Activities in the Workplace must adhere to all policies included in the Staff Policies Manual, but are particularly closely related to the **Use of Technology Tools & Electronic Communication** policy.

POLICY

It may be unrealistic to expect us not to attend to personal matters or engage in Personal Activities in the Workplace. However, decreased productivity as a result of distractions and Personal Activities has become a significant issue for businesses in general, and its effects escalate each year.

The purpose of this Policy is to clearly define “appropriate levels” of Personal Activities in the Workplace as no more than **EXAMPLE: 30** minutes per day during the days you’re working a regular full day, or **EXAMPLE: 8** hours. Daily periods permitted for Personal Activities in the Workplace are pro-rated for part-time Employees or partial work days.

Here’s what you need to adhere to:

- ◆ **EXAMPLE: 30** minutes of Personal Activities expires at the end of each work day and can’t be accumulated, banked, or carried over. In other words, the **EXAMPLE: 30** minutes begins at the start of your work day and ends at the end of your work day. For example, if you don’t engage in Personal Activities on Monday, your Monday **EXAMPLE: 30** minutes don’t accumulate or get added to Tuesday’s **EXAMPLE: 30** minutes or to any future period.
- ◆ While it may be difficult to determine how much time each of us spends on Personal Activities in the Workplace, it’s your responsibility to ensure that such activities don’t exceed **EXAMPLE: 30** minutes per day, and that your job responsibilities and deadlines are met.
- ◆ Personal Activities in the Workplace can’t:
 - Interfere with normal business operations or your productivity and ability to meet deadlines.
 - Result in additional expenses for the Company.
 - Be considered an entitlement. Think of it as an insurance, one that’s available to you if you need it.

Requests for Accommodation

In accordance with **jurisdiction** Human Rights Code, the Company will consider any reasonable requests for accommodation of an activity that may be deemed a ‘personal activity’ under this Policy.

In Good Faith

The Company believes that this Policy is generous, progressive, and demonstrates flexibility. It essentially provides a significant extra paid benefit to full-time regular employees that can be calculated as 6% (**30 min / 8 hour day**) of your wages.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

POLICY

Everyone – including volunteers and contractors, are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of Substances, or any other substance that may impair judgment or performance.

The presence of illicit drugs, recreational cannabis, or alcohol in the Workplace is not permitted.

Any illicit drug or drug paraphernalia found in the Workplace will be turned over to the appropriate authorities and may result in criminal prosecution.

As with any case of Workplace Misconduct, you'll be subject to disciplinary measures, up to and including termination of your employment with Just Cause for violation of this Policy, depending on the circumstances and severity and frequency of the violation(s).

Intoxication at Company Events

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

OVERVIEW

Intoxication is distasteful, embarrassing, and dangerous. It's best to avoid it at Company events.

READ IN CONJUNCTION WITH

- ◆ **Impairment- Free Workplace**

POLICY

Many of us may believe that a Company party or social event is merely an opportunity to have fun and relax, and no different than a gathering with friends and family. However, a Company party or social event is essentially a casual business event. Being Intoxicated is inexcusable and dangerous for your physical well-being and the well-being of others — particularly when driving.

Intoxication can also result in embarrassing and inappropriate situations with event attendees. Consider up front that your behaviour will likely be observed by everyone — your direct reports, peers, <Senior Management Team> — and their spouses.

Take responsibility for your own consumption of Legal Substances and moderate your intake. Avoid the potential for unsafe outcomes and a depreciation of your reputation that can stem from Intoxication and inappropriate behaviour at Company events.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

In addition, there may be periods when management issues a ‘blackout’ warning requesting that individuals don’t trade for a specified period of time. This will only occur when there’s a significant development with respect to Company matters, during which time there’s a heightened risk of a trade that may constitute insider trading.

Dating Co-Workers

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

Developing a consensual romantic relationship with a co-worker can work, provided certain guidelines are followed.

DEFINITIONS

For the purposes of this Policy:

Dating

Entering into a consensual relationship with a co-worker that has progressed beyond a platonic friendship

Party, Parties

The individual(s) involved in the Dating relationship

Intimate Contact

Intimate behaviour which includes public displays of affection or sexuality towards a Party, including cuddling, kissing, fondling, touching, or other similar physical contact of a romantic or sexual nature.

POLICY

Regardless of the sexual orientation, gender identity, or gender expression of the Parties involved, the Company doesn’t prohibit you from Dating or entering into a consensual romantic relationship with a co-worker, provided the following guidelines are adhered to.

Mutual & Voluntary Consent

- ◆ Both Parties must mutually and voluntarily consent to Dating.
- ◆ No undue pressure was brought on by either Party towards the other to engage in Dating.
- ◆ The Parties must not have a reporting relationship.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

PROCEDURE

Disclosing the Dating Relationship

When disclosure of a Dating relationship is required, the Party in the more senior position is expected to:

1. Meet with their Manager or <HR Services> to disclose the relationship and follow up the meeting with a written disclosure to <HR Services>.
2. <HR Services> will meet with the less senior Party to confirm that the relationship is consensual and the less senior Party will follow up the meeting with a written confirmation.
3. By disclosing in writing that Dating is consensual, both Parties confirm that they're both free to end the relationship at any time and neither will be subjected to negative work-related consequences.
4. <HR Services> together with appropriate stakeholders, will determine if a real or perceived conflict of interest exists because of the relative positions of the Parties involved.
5. <HR Services> will submit a written recommendation to **EXAMPLE: the CEO** who will make the final determination if a conflict of interest exists.

Where a Conflict of Interest Exists

Where problems or potential risks resulting from the Dating relationship are identified:

1. The Company will work with the Parties to consider options for resolving the conflict of interest.
2. The initial solution will be to make sure that the Parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations which may require reallocation of duties to avoid any actual or perceived advantage or disadvantage.
3. In some cases, more extreme measures may be necessary, such as changing the reporting relationship or transferring a Party to another position or department. The Party in the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior Party.
4. The Party's refusal of reasonable alternative positions, if available, or continued failure to work with the Company to resolve potential conflicts of interest or risks associated with the Dating relationship in a mutually agreeable fashion may ultimately result in termination of the Party's Engagement.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

3. In the event of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing, the Compliance Officer shall immediately notify the board audit committee of any such complaint and work with the committee until the matter is resolved.
4. The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within **EXAMPLE: five (5)** business days. All reports will be promptly investigated and appropriate disciplinary action will be taken if warranted by the investigation.

Conflict of Interest

Applies to: Employees

Topic Owner: <HR Services>

Last Updated: <Launch Date>

We're expected to disclose any outside work or personal activity if it puts the Company at risk, puts the Company in a competitive disadvantage, or negatively impacts the Company in any way.

POLICY

You may, from time to time, pursue personal and private business interests and ventures, and may participate in other forms of decision-making organizations/bodies.

It's your responsibility to clarify such outside activities and provide a full written disclosure to <HR Services> so that an assessment can be made and any potential conflict of interest, real or perceived, may be prevented.

We trust your judgment, but if you're unsure of a situation that may place you in a conflict of interest, please refer to the list below or discuss the situation with <HR Services>.

The following situations require full written disclosure to and approval by <HR Services>:

- ◆ You, your spouse, or a member of your immediate family is engaged in, or plans to be engaged in, a business that is similar in nature to the Company, competes with the Company, services Company clients, or is in some way hostile or averse to the Company.
- ◆ You, or any member of your immediate family, directly or indirectly, borrows from, lends to, invests in, or engages in any substantial financial transaction with a client, potential client, major supplier, or competitor of the Company. Members of immediate family include spouse, children, and any other relative sharing your household. Professionally managed mutual funds are exempt from this clause, provided the fund manager isn't a member of your immediate family.
- ◆ You're engaged in outside work that will interfere with your employment and job responsibilities. You're expected to ensure that your Company work commitments, including overtime requirements, take precedence over any other job or position you may hold.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

From time to time, you may be requested to dress more formally in the event of a visit from an important customer or when attending a special event.

Casual Fridays

On Fridays, Staff are permitted to wear more casual attire in the office (i.e., jeans, runners), but are still expected to maintain neatness and grooming standards.

Inappropriate Clothing

Inappropriate clothing for both Business Casual and Casual Fridays includes, but isn't limited to:

- ◆ Wrinkled or unkempt clothing
- ◆ Beach wear
- ◆ Casual or worn-out t-shirts
- ◆ Muscle shirts
- ◆ Tank tops
- ◆ Tube tops
- ◆ Halter tops
- ◆ Shorts or skirts shorter than mid-thigh
- ◆ Strapless clothing (without jackets)
- ◆ Clothing with foul, obscene, or provocative language, or images that may offend a Reasonable Person
- ◆ Torn or patched clothing, or clothing that includes holes
- ◆ Sweatpants or sweatshirts
- ◆ Hats
- ◆ If your attire is something you'd wear around the house or to play sports, it's probably not appropriate.
- ◆ Tight-fitting or revealing clothing (For example, the presence or absence of undergarments should not be known by others.)

Grooming

Good personal hygiene and grooming habits must be maintained. The use of perfume, cologne, or heavily scented lotions/creams and the odor of cigarette smoke are not permitted as these can often be irritants to others.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

Solicitation on Company Premises

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

We don't ever really know someone else's financial situation or beliefs, and solicitation or distribution of literature can be uncomfortable for some of us. Therefore, solicitation or distribution of literature of any kind in the Workplace isn't permitted.

POLICY

Non-Company Individuals or Outside Vendors

Non-Company individuals are not allowed, at any time, to enter Company premises for the purpose of any form of solicitation or literature distribution. Third parties or strangers are forbidden from soliciting, selling, or handing out materials for political, charitable, or similar activities. The only exceptions to this prohibition are community benefit projects that are specifically authorized by the Company, and approved business-related vendor or Company events.

Staff

Staff are not permitted to distribute literature or other materials or to solicit for any cause in the Workplace.

Use of Mobile Devices

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

Whether we're using a Company-paid or personal Mobile Device, we need to use good judgment to help prevent accidents, make sure we're not harassing or annoying the people around us, and safeguard Company and Confidential Information.

READ IN CONJUNCTION WITH

- ◆ **Use of Technology Tools & Electronic Communication**

POLICY

Here's what you're expected to adhere to when using a Mobile Device.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

Here's what you need to know and adhere to:

- ◆ Use of any Company-supplied or personal Mobile Device while operating a vehicle, machinery, or equipment in the Workplace, is strictly prohibited.
- ◆ Use of any Company-supplied Mobile Device while operating a vehicle, machinery, or equipment when off-duty, is strictly prohibited.
- ◆ Your Manager and/or any other Company individual has no authority, under any circumstances, to expect you to use a Mobile Device in any way while you're operating a vehicle, machinery, or equipment, or to conduct any activity where the lack of focus, even for an instance, can result in serious negative consequences for you or others.
- ◆ If you decide to use a Mobile Device while operating a vehicle, machinery, or equipment, you must only use the device once you have pulled over to a safe place and parked the vehicle, machinery, or equipment.

Using Cameras, Web Cams, & Recording Devices

The use of Mobile Devices with additional camera, video or audio recording functionality has resulted in legal and operational concerns for many businesses. Issues such as invasion of privacy, Harassment, spying, and loss of productivity associated with these devices have prompted the Company to prohibit their use at work.

As such, cameras or recording devices are not allowed in washrooms, shower areas, or confidential areas such as **INSERT: Restricted areas where sensitive, secret or confidential information is available.**

You're also prohibited from video or audio recording, or taking photographs of Company Stakeholders in the Workplace for any reason unless you have received prior written authorization to do so.

For the purposes of this Policy, "web cams, cameras and recording devices" include any device with the capability to capture photographic, video or audio recordings, regardless of whether or not this function on the device is selected or used.

Temporarily Borrowing or Taking Company Materials Off Premises

Applies to: Everyone

Topic Owner: <HR Services>

Last Updated: <Launch Date>

When we borrow, or remove, any Company Materials from Company premises there's a process we need to follow. If we don't follow this process, the removal will be considered unauthorized and may be construed as theft.

POLICY

We've invested a considerable amount of money into Company Materials.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

POLICY

There may be situations when you're approached to publish, interview, discuss, or present on behalf of the Company. These types of opportunities for Staff are highly encouraged.

However, the impact external communications may have on the Company's brand, minimizing the risks associated with potential disclosure of Confidential Information, and the legal risks associated with shareholders must be considered.

Before you engage in any external communication, you must obtain written or electronic approval as outlined in the following table.

Company Activity	Approval Required
When faced with a legal inquiry or action relating to an employee, former employee, Job Applicant, customer, office visitor, governmental agency, competitor, or any other outside presence	Immediately direct the inquiry to INSERT: Approval Title
Publishing content for the Company's website	INSERT: Approval Title
Publishing content that's distributed by general media including newspapers, magazines, radio, TV, brochures, and direct mail	INSERT: Approval Title
Advertising	INSERT: Approval Title
Advertising for open positions	INSERT: Approval Title
Publishing white papers or other such material relating to the Company, its products, services, or facilities	INSERT: Approval Title
Releasing Company information that's communicated, shared, or processed by vendors, customers, or third-party providers	INSERT: Approval Title
Making speeches or presentations	INSERT: Approval Title
Giving interviews	INSERT: Approval Title
Providing comments to the press	INSERT: Approval Title
Participating in panel discussions	INSERT: Approval Title
Participating in debates	INSERT: Approval Title

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.