

Policies, Guides, and Procedures

Below you will find a list of policies you may want to consider creating as individual policies or to help you create an employee handbook.

Employee Handbook Guide

- An employee handbook is *not* an employment agreement, and as such, it should include a brief statement confirming that the handbook does not create an employment contract.
- The employee handbook should not use legal jargon, but instead should be written so it is easily understandable for employees.
- If more detail is required for a specific policy, program or procedure, you may want to consider creating a separate, stand-alone document with a summary of it in the employee handbook, along with information on where an employee can find more information on the policy.

Introduction
Who We Are
Mission, Vision, Values
Purpose of the Employee Handbook
Definitions and Abbreviations
Employment Guides and Policies
Alcohol, Recreational Marijuana, Illegal Drugs, and Gambling
Attendance and Absenteeism
Bonus
Code of Conduct
Code of Ethics
Company Equipment & Technology (E.g. Office security and maintenance, data protection, cyber security education, computer and technology, laptop security)
Confidentiality Agreement
Conflicts of Interest
Discrimination
Disease Prevention
Diversity, Inclusion, Belonging
Equal Employment Opportunity/Employment Equity
Emergency Response
Employee Assistance Program (EAP)
Employee Duties
Employee Referral
Ergonomic Equipment
Expense Reimbursement
Group Discounts (e.g. Car Insurance, Home Insurance)
Health & Safety
Hiring Procedure
Hours of Work
Leaves (e.g. Personal, Short-Term Disability, Appointments)
Location of Work (e.g. Hybrid, Workplace Flexibility)
Maternity, Childcare, and Adoption Leave (e.g. Notice of Leave, Benefits during Maternity, Parental, and adoption leaves)
Orientation
Over Time (OT)

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Paid Time Off (PTO)
Pay Policy
Performance Management (e.g. Performance Reviews, Discipline)
Personal Files
Probationary Period
Professional Development
Respectful Workplace
Salary & Benefits (e.g. Pay Period, Salary Adjustment & Increases, Wellness Support, Group Benefits Plan, Pension, Group RRSP Plans, Additional Employee Benefits)
Scented Products
Smoking and Vaping
Social media
Special Leaves (e.g. Bereavement, Jury or Court Witness Duty, Compassionate Care, Family Responsibility, Voting, Reservists, Absence without pay, unauthorized leave of absence).
Statutory Holidays
Storm Policy
Termination & Resignation
Time Off in Lieu
Travel (e.g. Automobile, Other Expenses, In-town Expenses)
Visitors in the workplace
Volunteer Day (Paid by Employer)
Wellness Days
Workplace Dress Code
Workplace Professionalism
Workplace Violence and Harassment
Conclusion
Acknowledgement of Employee Handbook

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