

— WELCOME!

WORKPLACE  
POLICIES



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[www.KimHRConsultant.com](http://www.KimHRConsultant.com)



"Chaos breeds life, while  
order breeds success."



# HELLO!

# I'm Kimberley

I PROTECT BUSINESSES FROM FROM  
UNNECESSARY RISKS AND COSTLY MISTAKES  
THROUGH HUMAN RESOURCE AND BUSINESS  
CONSULTING OUTSOURCING SOLUTIONS.

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# Herstory

HR as my second career after a workplace injury  
Passionate about doing the right thing - leads to doing things right  
Empowering people and businesses to achieve highest potential

HRPA registration #1062234  
Code of Ethics, Best Practices, Fiduciary

Wife. Mother. Professional. Entrepreneur. Coach. Mentor.

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# Today: Workplace Policies

IT WILL ALL COME TOGETHER....



Strategic HR- Top it off

HR Operations- Core  
strength

Compliance-  
Foundation



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## DISCLAIMER: NOT LEGAL ADVICE



The information provided in this webinar does not, and is not intended to, constitute legal advice; instead, all information, content, and materials are for general informational purposes only. Information may not constitute the most up-to-date information.

# WORKPLACE POLICIES

1. Why have policies
2. Mandatory policies
3. Should-have policies
4. Components of a good policy
5. Examples of policies



1. Management accountability

2. Compliance with legislation

3. Settle disputes

4. Guides employees

5. Set expectations: workplace rules & norms



# Employment Legislation & Law

1. ONTARIO HUMAN RIGHTS CODE
2. EMPLOYMENT STANDARDS ACT
3. OCCUPATIONAL HEALTH & SAFETY ACT
4. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT
5. PAY EQUITY



# Human Rights & Policies

- All policies must be written with the 'Code' in mind = people deserve equal and fair treatment, free from harassments in the workplace based on protected grounds.
- Human Rights at Work, 2008 = MUST READ....
- Guide employers in their efforts to proactively comply with the Code at all stages of employment, from advertising to discipline right through to retirement and termination.
- Human rights compliance is a legal requirement AND a wise business practice.
- Includes all employees, volunteers, contract work, temporary staff from agencies, those on probation, student & co-ops....
- Policies must consider 'duty to accommodate up to undue hardship'

# Mandatory Policies 2021

- Accessibility
- Pay Equity Plan (10+ employees)
- Workplace Health & Safety
- Workplace Violence & Harassment
- COVID-19 Safety Plan



# What you need to know

## 1. Accessibility Policy

- write a statement of commitment
  - consistent with the principles of dignity, independence, integration and equal opportunity.
  - tell your employees, make it publicly available
  - provide it in an accessible format on request
  - keep them updated
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## 2. Pay Equity Plan

- How are you going to:
  - a. Determine job classes
  - b. Determine the value of job classes based on of skill, effort, responsibility and working conditions
  - c. Conduct job comparison for all female job classes
  - d. Identify and adjust the compensation of underpaid female job classes

# What you need to know

## 3. Workplace Health & Safety

- 6+ employees
- A policy statement
- Responsibilities of employee & employer
- Reporting & investigation
- What to do in case of an incident
- Training
- Posted/communicated

## 4. Workplace Violence & Harassment

- Policy statement
- Responsibilities of employee & employer
- Reporting & investigation
- What to do in case of an incident
- Training
- Posted/communicated

*Update yearly - Reporting process - Investigation process*

*Canadian Centre for Occupational H&S / Gap Analysis*

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*Workplace Safety & Prevention Services (WSPS) - Ontario Government website*

# What you need to know

## 5. COVID-19 Safety Plan

- Develop a plan using plan builder
- Make sure you understand and comply with all requirements under the:
  - Occupational Health and Safety Act
  - Employment Standards Act
  - Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)
  - public health measures and restrictions
- Sector specific guidance, posters, business information line
- Training, communicated, posted

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[www.workplacesafetyplanbuilder.labour.gov.on.ca](http://www.workplacesafetyplanbuilder.labour.gov.on.ca)

# Should Have Policies

- Code of Conduct
- Confidentiality
- Workplace Investigations
- Social Media
- Progressive Discipline





# What you need to know

- Help *guide* workplace behaviours and culture
- Protects employer from liability
- Define obligations of employers and employees clearly
- Consistent behaviours and expectations

# Other policies to consider

Depends on your industry & structure



Vacation



Drug and alcohol



Travel & Expense



Equipment Use



Vehicle Use



Recruitment &  
Selection



Absenteeism



Telecommuting

Others?



# Components of a Good Policy

Mandatory policies have requirements but policies that are fair, reasonable, and easily understood will lead to compliance and positive workplace culture.



# What you need to know



Easily understood



Based on respect



Wording



Consistent



Reasonable and clearly defined



Compliance = goal



Consequences



Sense of justice



OHRC, ESA etc

**REVIEWED & UPDATED REGULARLY**



# What you need to know

- Clearly explain the conduct expected of employees, and the consequences of breaching policies.
- Ensure all employees have easy access to your workplace policies.
- Regularly audit workplace policies to keep them up to date with relevant laws and other protocols in your company.
- As part of your onboarding program, ensure all new hires review their awareness and understanding of your workplace policies.
- Conduct regular training on appropriate workplace behaviour
- Post them to company intranet, internal social media (Slack, Google Chat, MS Teams etc)



# Examples of Workplace Policies

# Dress Code Policy

HR -	Dress Code	Signatures
Date of Issue	June 2021	Written By: Kim Inniss-Petersen, HR Consultant
Date of Next Review	June 2022	Approved By:

## POLICY STATEMENT

COMPANY strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. COMPANY recognizes the importance of individually held religious beliefs to persons within its workforce and therefore will reasonably accommodate an employee's religious beliefs in terms of workplace attire. The Dress Code policy will be used to address concerns regarding inappropriate clothing, scents and perfumes, jewelry, piercings, and tattoos.

## APPLICABLE TO

This policy applies to all full-time, part-time, casual, and temporary employees, volunteers, and independent contractors of COMPANY.

## PURPOSE

1. To assist employees and management in the understanding of appropriate workplace attire.
2. To ensure a comfortable and professional environment for clients.
3. To maintain a professional image for the business.
4. To encourage workplace health and safety.

## PROCEDURE:

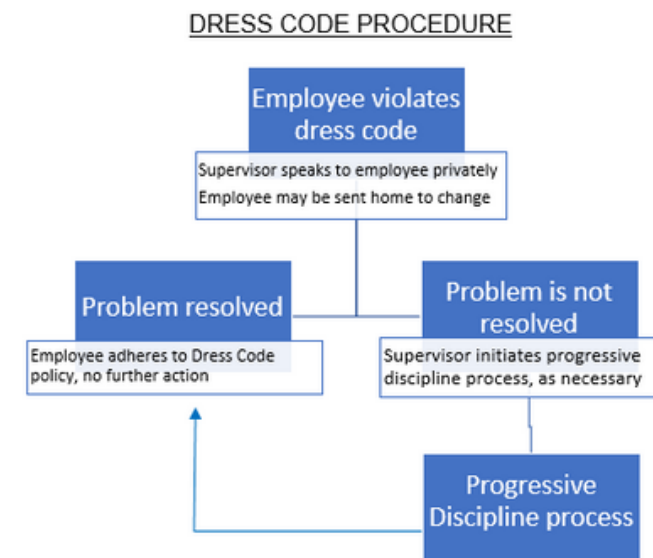
1. Footwear must be closed toed and clean and professional looking. High heeled shoes are discouraged due to health and safety reasons.
2. Attire shall include casual professional clothing.
  - a) Shirts must completely cover mid-torso/stomach area, cleavage, and shoulders.
  - b) Pants must be business casual.
  - c) Skirts must be at least 2 inches from knee.
  - d) Hats are not allowed (accommodation for cultural or religious significance will be made).
3. Jewelry should be kept to a minimum and limited to personal significance due to health and safety reasons.
4. No attire with words of profanity or highly political or controversial opinions on them.
5. Piercings must be limited to nose (no bull rings), tongue, ears, or eyebrows and appear professional.

## EMPLOYEE'S RESPONSIBILITIES

1. Understand the requirements set forth in Dress Code Policy and make every reasonable effort to abide by them.
2. Understand that the Dress Code policy is created to ensure employees and clients feel respected and safe within the workplace.
3. Make every effort to consistently follow all workplace policies, rules, and conduct.
4. To be aware that progressive discipline may be used for repeat violations of this policy.
5. To seek clarification from your supervisor if unsure about the Dress Code policy.
6. Request accommodation for religious, cultural, or other reasons under the Ontario Human Rights Code, if required.

## SUPERVISORY RESPONSIBILITIES

1. To maintain a safe and professional workplace for employees and clients by ensuring all employees follow the Dress Code policy.
2. Identify workplace issues that require corrective behaviours, including violations of the Dress Code Policy.
3. To speak confidentially to employees who violate the policy and send them home to change, as required.
4. Follow the Progressive Discipline policy for repeated violations of this policy.
5. Provide accommodation under the Ontario Human Rights Code, where necessary.



## CROSS REFERENCE

1. Employee Handbook, May 2021
2. Progressive Discipline policy

Signatures indicate this policy has been read, discussed, and accepted by both parties.

Date:  
Supervisor name:

Date:  
Employee name:

# Lieu Time Policy

## [2019-2020 Staff Policies]

Policy Subject: Lieu Time	Policy Number: 3.0
Effective Date: Current	Distribution: Board President, All Staff
Last Reviewed: November 12, 2019	Issued By: Executive Director
Reviewed/Approved by: Board Vice/President	Date of Next Review: January 2021

### 2019/2020 LIEU TIME POLICIES

#### INTRODUCTION

From time to time employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the organization outside of their usual working hours.

Time off in lieu of paid overtime will be offered as an option to full-time employees who are required to work hours beyond their normal 35 hours per week.

This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. *It is not expected that time in lieu will be a standard or regular occurrence.*

#### PURPOSE

The purpose of this policy is to ensure that:

- All managers and staff have an understanding of the use of time in lieu arrangements in the organization.
- All managers and staff are aware of the procedures for time in lieu.
- All staff is treated consistently.

#### POLICY

Time in lieu can be accrued and taken only with the prior approval of the Executive Director or by a properly delegated authority. Exceptions can be made when extenuating circumstances prevent preapproval. Lieu time hours begin accumulating after 60 minutes.

If individuals choose to stay late to complete work without prior approval then they will not be eligible to make a request for time in lieu and will need to discuss the matter with the Executive Director.

The Executive Director shall ensure that the use of time in lieu is not excessive and redeeming time in lieu does not expose the organization to staff shortages. Lieu time will be granted on a straight time basis.

Lieu time hours must be recorded on the monthly tracking sheet with an accurate running balance and submitted to the Executive Director on the first Monday of the following month for approval.

Accumulated lieu time may be taken as time off whenever it is mutually agreeable to the employee and the Executive Director. Reasonable notice should be given to Executive Director when lieu time is to be taken, and it is the employee's responsibility to ensure that the proposed time off fits with their work load and commitments. Lieu time should be taken in the month that it was accrued, and not carried from month to month. Lieu time cannot be carried forward into the next year.

Employees must use lieu time before they use vacation or other time. Lieu time accrued and not redeemed as outlined will be considered lost.

#### AUTHORIZATION

Policy written by: Kimberley Inniss-Petersen

Approved by: SOMEONE

Approval Date: November 12, 2019

Effective date: Immediately



# Conflict of Interest Policy

## Conflict of Interest Policy and Annual Declaration

The purpose of this policy is to define the COMPANY (hereinafter "CO") policies with regard to conflicts of interest, in a manner consistent with encouraging the highest ethical standards as a registered non-profit organization and as a public foundation and consistent with the CO's belief that directors of non-profit organizations should not receive benefits by virtue of their position and board service.

### 1. Covered Persons

This policy shall apply to

- Members of the Board of Directors
- Officers of the Board of Directors
- Members of Committees of the Board of Directors
- Contract Staff
- Employees
- Volunteers
- Students
- persons acting on behalf of the CO whether remunerated or not

### Definition of Conflict

A conflict of interest is a situation where a reasonable person would consider a covered person to have an interest that may conflict with the covered person's ability to act in good faith and in the best interest of the CO.

Conflicts of interest arise whenever the financial or personal interests of a covered person are, or appear to be, inconsistent or at odds with the interests of the CO. An appearance of a conflict of interest exists when it is reasonably likely that an observer may perceive a conflict of interest.

A conflict of interest exists when a covered person has an existing or potential interest in any entity, transaction or arrangement in which the CO also has an existing or potential interest, or when a covered person will derive a financial or other benefit directly or indirectly from the CO.

### 4. Requirement to Disclose and Report

A covered person must make a timely and full disclosure in any situation where they have a conflict of interest or an appearance of a conflict of interest.

Covered persons have a duty to report suspected violations of the Policy to the Chair of the Governance Committee. Reports of suspected violations shall be addressed to the Chair of the Governance Committee and delivered to the Secretary of the Board in a sealed confidential envelope.

### 5. Failure to Disclose Conflict and Remedies

If the Board or a Committee has reasonable cause to believe that a covered person has failed to disclose an actual or possible conflict of interest, it shall inform the President of the Board of Directors and the Chair of the Governance Committee and such covered person of the basis for such belief.

Conflict of Interest Policy and Annual Declaration 2020  
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## Conflict of Interest Policy Annual Declaration Form

### Introduction:

Reference is made to the attached Conflict of Interest Policy. Terms with initial capital letters in this Annual Declaration Form have the same meanings as set out in the Conflict of Interest policy. Members of the Board of Directors are required to complete, sign and deliver this Annual Declaration Form to the Chair of the Board, and all other Covered Persons indicated are required to complete, sign, and deliver this Annual Declaration Form to the President and Chief Executive Officer. If you have any questions concerning this Form or the Conflict of Interest policy, please contact the appropriate level of authority as set out in the Policy.

I am: [Check the appropriate box(es)]

- a member of the Board of Directors of CO
- an officer of the Board of Directors of CO
- a member of a Committee of the Board of Directors of CO
- an employee of CO
- a contractor of CO
- a volunteer of CO
- a student of CO

I declare that:

### 9. Annual Declaration

The CO requires each board member and officer, and employees designated by the Executive Director, to annually review the Policy and acknowledge by his or her signature that he or she is acting in accordance with the letter and spirit of the Policy.

The information provided on this form shall be available for inspection by members of the Board, but shall otherwise be held in confidence except when, after consultation with the applicable board member, officer, or employee, the Board determines that CO's best interest would be served by disclosure.



QUESTIONS?

Thank you!





# Get in touch

For inquiries or anything under the sun

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