TABLE OF CONTENTS

1.0 HEALTH, SAFETY & ENVIRONMENT POLICY .....

1.1 Policy.....
1.2 Responsibilities .....
1.3 Commitment Statement .....

2.0 DISCIPLINARY ACTION POLICY .....

2.1 Purpose.....
2.2 Responsibilities .....
2.3 Policy.....

3.0 BULLYING AND HARASSMENT POLICY .....

3.1 Purpose.....
3.2 Definition.....
3.3 Responsibilities .....
3.4 Policy.....
3.5 Reporting Procedures.....
3.6 Investigation Procedures .....
3.7 Follow Up .....
3.8 Training .....
3.9 Examples of Bullying and Harassment.....

4.0 WORKPLACE VIOLENCE POLICY .....

4.1 Purpose.....
4.2 Definition.....
4.3 Policy.....
4.4 Risks from Robbery Assault or Confrontation .....
4.5 Purpose.....
4.6 Policy.....
4.7 Abusive and Difficult Clients / Visitors.....
4.8 Robbery and Assault .....
4.9 Unwelcomed Members of the Public .....
4.10 Risk Assessments.....

4.11 Mutual Respect .....

5.0 SEXUAL HARASSMENT POLICY.....

5.1 Purpose.....
5.2 Definitions .....
5.3 Policy.....
5.4 Investigations.....
5.5 Reporting.....

6.0 DISCRIMINATION POLICY .....

6.1 Purpose.....
6.2 Definitions .....
6.3 Prohibited Grounds of Discrimination .....
6.4 Policy.....
6.5 Confidentiality .....
6.6 Frivolous or Vexatious Complaints.....

7.0 PRIVACY POLICY.....

7.1 Purpose.....
7.2 Policy.....
7.3 Consent .....
7.4 Information, Collection, Use & Sharing.....
7.5 Accuracy of Personal Information .....
7.6 Safeguarding Personal Information.....
7.7 Complaints.....

8.0 CONFIDENTIALITY INFORMATION POLICY .....

8.1 Purpose.....
8.2 Policy.....

9.0 ATTENDANCE AND ABSENTEEISM POLICY .....

9.1. Purpose.....
9.2 Definitions .....
9.3 Policy.....

10.0 NO SMOKING POLICY .....

10.1 Purpose.....
10.2 Policy.....
10.3 Designated Smoking Areas.....

11.0 DRUG AND ALCOHOL USE POLICY.....

11.1 Purpose.....
11.2 Policy.....
11.3 Medications .....
11.4 Prohibitions .....

12.0 VACATION LEAVE POLICY .....

12.1 Purpose.....
12.2 Policy.....
12.3 Granting of Early Leave .....
12.4 Vacation Pay .....
12.5 Statutory Holidays .....

13.0 OTHER LEAVES POLICY .....

13.1 Purpose.....
13.2 Sick Leave Policy .....
13.3 Bereavement Leave.....
13.4 Pregnancy/Maternity Leave .....
13.5 Parental Leave.....
13.6 Family Responsibility Leave .....
13.7 Jury Duty Leave.....

14.0 RESIGNATION AND TERMINATION POLICY .....

14.1 Purpose.....
14.2 Just Cause .....
14.3 Without Cause .....
14.4 Resignation .....
14.5 Layoff .....

15.0 PROBATIONARY PERIOD POLICY.....

15.1 Purpose.....
15.2 Policy.....
15.3 Extension of Probationary Period.....
15.4 Failure to Complete a Probationary Period .....

16.0 USE OF CELL PHONES & SOCIAL MEDIA POLICY.....

16.1 Purpose.....
16.2 Definitions .....
16.3 Cell Phone Policy.....
16.4 Social Media Policy.....

17.0 ENVIRONMENTAL POLICY.....

17.1 Purpose.....
17.2 Policy.....
17.3 Energy .....
17.4 Office Supplies .....
17.5 Paper .....
17.6 Transportation .....
17.7 Maintenance and Cleaning .....
17.8 Monitoring and Improvement .....
17.9 Waste Reduction and Recycling.....
17.10 Waste Disposal.....
17.11 Hazardous Waste .....

18.0 WHMIS & GHS POLICY.....

18.1 Purpose.....
18.2 Globally Harmonized System of Classification and Labelling of Chemicals (GHS)
18.3 Supplier Labels.....
18.4 Labeling: Workplace Label.....
18.5 Pictograms (2015).....
18.6 Safety Data Sheets – SDS.....
18.8 Responsibilities .....
18.9 Worker Training & Education .....
18.10 Environmental Protection .....

19.0 COMPANY PROPERTY POLICY.....

19.1 Purpose.....

19.2 Policy.....

20.0 MEAL AND COFFEE BREAKS POLICY .....

20.0 Purpose.....

20.1 Policy.....

21.0 COMPUTER USE AND EMAIL POLICY.....

21.1 Purpose.....

21.3 Policy.....

21.4 IT Acceptable Use – Social Media .....

21.5 Social Networking Profiles .....

21.6 Consequences.....

22.0 WORKING FROM HOME POLICY .....

22.1 Purpose.....

22.2 Policy.....

23.0 OCCUPATIONAL HEALTH AND SAFETY RULES POLICY.....

OHS Policy.....

Safety Representative .....

Supervisor(s) Contact Information .....

Emergency Contact Information.....

Workplace Hazardous Materials Information System 2015 (WHMIS) & GHS.....

Safety Data Sheets.....

First Aid Procedures.....

Eye Wash Stations.....

Emergency Evacuation Procedures.....

Muster Station .....

PPE - Eye/Face/Body/Feet Protection.....

Respiratory Protection.....

Hearing Protection .....

Hazard Reporting.....

Warning Signs .....
Housekeeping .....
Tools, Machinery & Equipment .....
Right to Refuse Unsafe Work .....
Right to Participate .....
Right to Know .....
Safe Sharps Disposal .....
No Smoking (Tobacco & E-Cigarette) .....
Drug and Alcohol Use .....
Violence in the Workplace .....
Abusive and Difficult Customers .....
Robbery and Assault .....
Unwelcomed Members of the Public .....
Traveling to and from Work .....
Bullying and Harassment .....
Working Alone .....
Horseplay .....
Musculoskeletal Injuries (MSI) .....
Back Safety – Heavy Lifting .....
Safety Bulletin Board .....
Yellow Caution Tape / Red Danger Tape .....
Extension Ladder Safety .....
Step Ladder Safety .....
Handwashing and Washroom Facilities .....
Biological Hazards and Controls .....
Bloodborne Diseases .....
Other Diseases .....
Exposure Prevention (Bloodborne Diseases) .....
Exposure Prevention (Other Diseases) .....
Accidental Exposure (Infected Blood or Body Fluids) .....
Hand Washing .....
Gloves & Removal of Gloves .....
Disposable Respirators .....

N95 Respirator User Seal Check Procedures .....
Surgical Mask Versus Disposal Respirator .....
Communicable Disease Protocol .....
Fire Extinguisher Safety .....